

Avon Elementary School
EXTERNAL REQUEST

Use of School Facilities Application and Agreement

Office Use Only:

| | |
|---|--|
| | <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/> . <input type="text"/> <input type="text"/> <input type="text"/> |
| <i>Responsible Party supervising the event (please print)</i> | <i>Emergency Contact Number (mobile)</i> |
| @ | |
| <i>E-mail (please print)</i> | |

By submitting this application, the Responsible Party acknowledges receipt and review of Board Policy 7510, Board Regulation R7510, and agrees to all Rules and Regulations Pertaining to the Use of School Facilities. All of this information is posted to the Avon School Building Use page at: www.AvonSchool.com/BuildingUse

| | |
|---|---|
| <i>Name of Organization (please print)</i> | <i>Name of Insurance Carrier</i> |
| <i>Authorized Organization Agent (please print)</i> | <i>Insurance Carrier Contact Information</i> |
| <i>Authorized Organization Agent Signature</i> | <i>Please attach Certificate of Insurance listing Avon Elementary School as an additional insured with this request</i> |

| | |
|---------------------------|------------------------------------|
| <i>Event Title:</i> _____ | <i>Estimated attendance:</i> _____ |
| <i>Description:</i> _____ | <i>Space/Room Request</i> ↓ |
| _____ | _____ |

Will the event require special equipment or setup? NO YES - *If yes, please complete page 2*

Will food or beverages be offered at this event? NO YES - *If yes, please complete page 2*

Avon School requires "No-Nuts" be served or otherwise brought into the building during Facility Use. Please review food and/or beverage serving requirements described in Policy, Regulation, and Rules. If approved, all food and/or beverages will be personally supervised by the Responsible Party.

| Date | Week Day | Month | Start Time | End Time |
|-------|----------|-------|------------|----------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

| | | | | | | |
|-------------------------------|---------------------------|---------------------------|---------------------|----------------------------|------------------------------|----------------------------|
| <i>Office use Only:</i> | <i>Class I</i> | <i>Class II</i> | <i>Class III</i> | <i>Fee:</i> | | |
| <i>Approved</i> | | | | | | |
| _____ | _____ | _____ | _____ | _____ | | |
| <i>Building Administrator</i> | <i>Date</i> | <i>BOE Representative</i> | <i>Date</i> | | | |
| <i>Distribution:</i> | <i>Main Office Review</i> | <i>BOE Meeting Agenda</i> | <i>BOE Approval</i> | <i>Sender Notification</i> | <i>Building Use Calendar</i> | <i>Hard Copy to Folder</i> |

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Description of Food and/or Beverage Service

Description of Special Equipment or Set Up

Space Set Up Diagram