

Avon Elementary School EXTERNAL REQUEST Facility Use 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"/> <input type="text"/>
<i>Person Responsible for Event Supervision</i> (please print)	<i>Emergency Contact Number</i> (mobile)
<i>E-mail</i> (please print)	

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

By submitting this form, Responsible Party acknowledges receipt of the Avon BOE Regulation R7510 (school website), the Avon Building Use Rules (school website), and agrees to all Rules and Regulations pertaining to the use of Avon School facilities.

<i>Event Title:</i>	<i>Estimated attendance:</i>
<i>Description:</i>	<i>Location Request</i> ↓

Will the event require special equipment or setup? NO YES - *Please complete page 2*

Will food or beverages be offered at this event? NO YES - *See below*

Avon School adheres to a "No Nut" Policy. All food and/or beverage will be personally supervised by the Responsible Party.

Week Day	Month	Date(s)	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>	

Distribution:	Main Office Review	BOE Meeting Agenda	BOE Approval	Sender Notification	Building Use Calendar	Hard Copy to Folder
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Only:

Request Special Equipment

Request Special Set Up / Instructions

Set Up Diagram