

**MAINE SCHOOL ADMINISTRATIVE DISTRICT 54  
APPLICATION FOR THE USE OF SCHOOL FACILITY**

Use of School Administrative District 54 School Facilities is a privilege. This request may be denied. Inappropriate activities or activities that conflict with school district events will not be approved. Any charges owed the school district must be paid before any additional use of school facilities will be approved.

**Date of Application:** \_\_\_\_\_

**School Facility Requested:** \_\_\_\_\_

**Group Requesting Use of Facility:** \_\_\_\_\_

**Date(s) Requested:** \_\_\_\_\_ **Time(s) Required:** \_\_\_\_\_

**Activity Planned** (Please be specific – if you are not specific this application will not be approved.): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Number of People expected to attend:** \_\_\_\_\_ **Admission/Fee Charged:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**List of Equipment Required** (The school district has limited ability to furnish certain types of specialized equipment.): \_\_\_\_\_  
\_\_\_\_\_

**Does you or your organization have Liability Insurance?** \_\_\_\_\_ **Amount:** \_\_\_\_\_

**Will you need a custodian?** \_\_\_\_\_ For many activities, a custodian will be required. Any overtime or additional work hours required will be the responsibility of the group or organization using the facility.

**Will you need to use the kitchen?** \_\_\_\_\_ If yes, a cafeteria employee will be required to be on duty and any costs incurred will be paid by the group or organization using the facility.

The applicant on behalf of the organization or individual represented agrees to provide any and all necessary liability or personal injury insurance and to indemnify and hold harmless M.S.A.D. #54 from and against all claims, liabilities, damages, losses and expenses, including reasonable attorney's fees and court costs, arising out of or in connection with the applicant's use of M.S.A.D. #54 facilities.

The applicant agrees to enforce the regulations set forth in the M.S.A.D. #54 School Board Policy on Community Use of School Facilities.

\_\_\_\_\_  
Signature of Applicant

A copy of this request will be returned to you with the backside of this application filled in as to availability and charges, if any. This copy will be your approval or, in some cases, disapproval letter. If you have any questions regarding this, please feel free to call the building principal.