

Please check here if this is a North Fork District sponsored activity. Please check here if this is a money-making activity.

North Fork Local Schools Facility/Building Use Form

This form is to be completed and returned to the principal of the building/facility you are requesting.

Today's Date

Building/Facility/Classroom Requested

Liability Insurance Carrier

Policy Number

Name of Person/Organization

Purpose of Use

Person in Charge

Telephone Number

Address of Person in Charge

Date(s) Facility Requested

Beginning Time

Ending Time

Event Time if applicable

Buildings are *not* available during winter break, spring break and summer break except for school teams and groups.

SERVICES REQUESTED (Subject to charges per Board Policy if applicable.)

- Kitchen \$75.00 fee + Kitchen Staff & Custodial Staff
- Cafeteria \$75.00 fee + Custodial Staff
- Police Contact Utica Police Dept. 740-892-2211
- Other Services - See Activities Director for facilities charges.

SETUP REQUESTED

- Sound System Needed
- Removal of Wall Partition Needed
- Mats on Gym Floor Needed
- Cafeteria Tables and Chairs Needed
- Other _____

If charges are necessary, a signature is required.

I have read this agreement and agree to pay all charges for the use of this facility. _____

Signature Required

FOR OFFICE USE ONLY

Principal(s) Approval Yes No Signature _____ Date _____
 Yes No Signature _____ Date _____
Maintenance Supervisor Yes No Signature _____ Date _____
Superintendent Approval Yes No Signature _____ Date _____

Please check calendars before approval and post to the appropriate calendar.

- District Calendar checked (Administrator)
- Building Calendar checked (Administrator)
- Added to Calendar (Secretary – please initial)

COPIES WILL BE SENT TO THE APPROPRIATE PRINCIPAL FOR SCHOOL CALENDAR RECORDKEEPING.
ANY CHANGES/CANCELLATIONS MUST BE REPORTED TO THE SUPERINTENDENT'S OFFICE.