

\_\_\_\_\_ Check here if this is a North Fork Local School District sponsored activity.

# North Fork Local Schools

## Building Use Form

This form is to be filled out and turned into the principal  
of the building and/or facility you are requesting.  
You will be notified as to approval/disapproval of your request within ten days.

\_\_\_\_\_ Today's Date \_\_\_\_\_ Building Facility/Classroom Requested \_\_\_\_\_

\_\_\_\_\_ Liability Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_

Name of Person/Organization \_\_\_\_\_

Purpose of Building Use \_\_\_\_\_

Person in Charge \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address of Person in Charge \_\_\_\_\_

Date(s) Facility Requested \_\_\_\_\_ Time(s) \_\_\_\_\_

Event Time (if applicable) \_\_\_\_\_

\_\_\_\_\_ Check here if this is a money-making activity

### Services Requested

Charges per North Fork Board Policy

Kitchen \_\_\_\_\_

\$75.00 + Kitchen Worker/Custodial Salary

Cafeteria \_\_\_\_\_

\$75.00 + Custodial Salary

Police Protection \_\_\_\_\_

Contact Utica Police Department 892-2211

Other Please List \_\_\_\_\_

See Activities Director for other facilities fee schedule.

If charges necessary, signature is necessary. 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 post to the calendars checked:

District Calendar checked  
Administrator

Building Calendar checked  
Administrator

Added to Calendar(s)  
Secretaries

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