

**THOMASTON PUBLIC SCHOOLS**  
**FACILITY USE REQUEST FORM**  
**Community Members/Organizations/Agencies**

The Thomaston Board of Education is committed to engaging our students and community; and therefore, wish to encourage facility use which includes Thomaston students and/or draws our community to our schools and facilities. Our goal is to ensure that access is relatively simple and as flexible as possible. At the same time, for both safety and logistical reasons, there exists a real need for administration, central office staff, and our custodial team to know when a facility space is occupied and by whom.

**Out-of-District Organizations and Individuals**

Out-of-District organizations and individuals are defined as any group or person requesting facility use for an event that is not sponsored by the district. District-sponsored events are supervised by a district employee, serve primarily students attending our schools, and **do not** generate revenue for personal gain.

**Guidelines and Instructions:**

- Fully complete and submit a Facility Use Request Form to the Head Secretary of the school overseeing the space requested for use.
- The form must be submitted at least two weeks prior to the start of the event.
- The submitting party must receive the approved request form (signed by the principal and superintendent) back prior to using district facilities.
- A certificate of insurance must be submitted with the Building Use Request Form.
- Once approved, modifications may be made only through the head secretary.
- Approval/Denial criteria: see BoE Policy 1330.
- All district-sponsored events have priority for facility use.
- Notice of cancellation is expected twenty-four hours prior to the event's scheduled start time.
- Multiple dates/times: For events requiring more than two (2) dates and/or varying event times, please attach a full schedule of dates and times to the Facility Use Request Form upon submission.
- Fees and expenses may be assessed for facility usage. The district business office will bill the user directly.
- It may be necessary to secure a Police Officer(s) and/or Fireman for the event. By signing this form, you have agreed to contact the Thomaston Police Department and Fire Department regarding the hiring of one or both departments for the event and incur any expenses pertaining thereto.
- At the conclusion of the activity, the space must be clean and ready for its typical use. Any damage will be assessed and the applying agent will be billed. Please know that individuals/organizations leaving the space in less than pristine condition will likely not receive future approval for use of our facilities.
- It is the responsibility of the applying agent to monitor district cancelations and closings.
- **The applicant must secure the superintendent's approval prior to use of district facilities.**

If this event is an afterschool, THS (2:20 P.M.), TCS (3:00 P.M.), BRS (3:10 P.M.), please note the following information below.

In the event of an after school emergency the event supervisor, as indicated on the building use form, will follow the protocol outlined below:

1. Call 911 for emergency personnel
2. Notify custodial staff on duty. Custodial staff will notify administration and make sure emergency personnel can access areas of the building.

**Thomaston H.S. Custodian District Mobile# 203-802-7264**

**Thomaston Center School Custodian District Mobile# 203-802-4801**

**Black Rock School Custodian District Mobile# 203-802-4807**

I understand the guidelines, instructions and responsibilities as event supervisor.

\_\_\_\_\_ Date: \_\_\_\_\_  
Event Supervisor Signature

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Date Application Submitted: \_\_\_\_\_

Organization/Individual requesting BoE controlled facility use: \_\_\_\_\_

**Applicant Information:**

**Event Supervisor Information:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

*(Must be accessible at this number during the event)*

Thomaston High School

860-283-3030 (Phone)

860-283-3034 (Fax)

Thomaston Center School

860-283-3036 (Phone)

860-283-3048 (Fax)

Black Rock School

860-283-3040 (Phone)

860-283-3043 (Fax)

Space (location, room, indoors/outdoors): \_\_\_\_\_

Date #1: _____	Actual time of facility use:	From: _____	To: _____
		(Time)	(Time)
	Actual time of event:	From: _____	To: _____
		(Time)	(Time)
Date #2: _____	Actual time of facility use:	From: _____	To: _____
		(Time)	(Time)
	Actual time of event:	From: _____	To: _____
		(Time)	(Time)

*\*For more than two dates, attach a calendar.*

Purpose of this event: \_\_\_\_\_

\*It is estimated that approximately \_\_\_\_\_ persons will attend this function.

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

***\*If persons attending this event exceeds 100, Thomaston Fire, Police, and EMS must be notified of the event.***

**ACTION TAKEN ON APPLICATION**

Permission Granted

Permission Denied

Rental Fee \$ \_\_\_\_\_

Custodial Fee \$ \_\_\_\_\_

Police Officer Required

Firefighter Required

Bond Provided

Cert. of Insurance Provided

\_\_\_\_\_  
Athletic Director

\_\_\_\_\_  
Signature of Principal

\_\_\_\_\_  
Superintendent of Schools

**CUSTODIAN'S REPORT** (Inspection of the facility after use)

Satisfactory

Unsatisfactory (Complete 1330 Appendix C)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

CC: Superintendent's office, Principal's office, Head Custodian, Applicant