

**THOMASTON PUBLIC SCHOOLS**  
**FACILITY USE REQUEST FORM**  
**District Employees/School Sponsored Events**

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.

**School Clubs, Activities, and Athletics**

**This form may be used by district employees and for district-sponsored events only.** 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:**

- In-house building requests do not require the superintendent's approval. The Principal or Asst. Principal may grant approval to district employees who request facility use exclusively for Thomaston students and school sponsored events.
- Fully complete and submit a Facility Use Request Form to the Head Secretary of the school overseeing the space requested for use. In-house personnel may submit a request for facility use up to 24 hours prior to the planned event. If a shorter notice is necessary, permission may be granted directly from administration.
- All activities shall be included on the school calendar, with the exception of athletic team's practices.
- Modifications to your Building Use Request Form may be made by notifying your direct supervisor and the head secretary of the facility requested for use.
- Multiple dates/times: In-house organizations may identify a broad set of dates and times, but we ask that the information provided be specific enough to ensure that first responders may determine whether a building space is in use, should an emergency situation arise. For requests exceeding two (2) dates, please attach a full schedule of dates and times to the Facility Use Request Form upon submission.
- It is the responsibility of the applying agent to determine whether or not police or fire personnel are required to be present at the event.
- Please leave the space clean and ready to be used for its typical use. Damage should be reported immediately to the custodial staff.

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**FACILITY USE REQUEST FORM**  
**District Employees/School Sponsored Events**

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

Thomaston Center School

Black Rock School

860-283-3030 (Phone)

860-283-3036 (Phone)

860-283-3040 (Phone)

860-283-3034 (Fax)

860-283-3048 (Fax)

860-283-3043 (Fax)

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

Date #1: \_\_\_\_\_

Actual time of facility use:

From: \_\_\_\_\_  
(Time)

To: \_\_\_\_\_  
(Time)

Actual time of event:

From: \_\_\_\_\_  
(Time)

To: \_\_\_\_\_  
(Time)

Date #2: \_\_\_\_\_

Actual time of facility use:

From: \_\_\_\_\_  
(Time)

To: \_\_\_\_\_  
(Time)

Actual time of event:

From: \_\_\_\_\_  
(Time)

To: \_\_\_\_\_  
(Time)

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

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

It is estimated that approximately \_\_\_\_\_ persons will attend this function. *\*If persons attending this event exceeds 100, Thomaston Fire, Police, and EMS must be notified of the event*

Police Officer Required \_\_\_\_\_

Firefighter Required \_\_\_\_\_

\_\_\_\_\_  
Signature of Agent Applying

**ACTION TAKEN ON APPLICATION**

**(OFFICE USE ONLY)**

Permission Granted

Permission Denied

Application Tabled

Conditions: \_\_\_\_\_

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

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

**CUSTODIAN'S REPORT**

(Inspection of the space after facility use)

Satisfactory

Unsatisfactory (Complete 1330 Appendix C)

\_\_\_\_\_  
(Signature of Custodian)

\_\_\_\_\_  
(Date)

Cc: Superintendent of Schools & Head Custodian