

**USE OF FACILITIES – GUIDELINES AND PROCEDURES**  
(Continued)

**PELHAM SCHOOL DISTRICT FACILITY USE APPLICATION**

**Organization Information**

Non Transferable

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Type:     School                     Town                     Non-profit                     Profit  
Contact: \_\_\_\_\_ Day Phone: \_\_\_\_\_  
Email: \_\_\_\_\_ Evening Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_  
Billing Address: \_\_\_\_\_

**Event Information**

Event Title: \_\_\_\_\_  
Area Required: \_\_\_\_\_  
Building:    High School                     Middle School                     Elementary School  
Event Date: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_  
Setup Begin Time: \_\_\_\_\_ Breakdown End Time: \_\_\_\_\_

**If Recurrence Event**

Start Recurrence Date: \_\_\_\_\_ End Recurrence Date: \_\_\_\_\_  
 Monday    Tuesday    Wednesday    Thursday    Friday    Saturday    Sunday  
 Daily        Weekly        Bi-weekly        Monthly        Bi-Monthly  
Other: \_\_\_\_\_  
Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Requested Category \_\_\_\_\_

Approved for Category \_\_\_\_\_ Approved by \_\_\_\_\_

Date \_\_\_\_\_

The applicant must follow all guidelines and procedures and is responsible for enforcement and communication of all rules, regulations, fees and damages that may result from this user agreement. Certificate of Insurance must be presented before the event.

Terms Accepted: \_\_\_\_\_  
Applicant

Approved: \_\_\_\_\_  
Pelham School District-Director of Maintenance