

SHARON ELEMENTARY SCHOOL  
Sharon, Vermont

**FACILITY USE APPLICATION**

Group/Organization Requesting Use of Facility: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Facility Requested (Gym, Cafeteria, etc.): \_\_\_\_\_

Date(s): \_\_\_\_\_

Time(s): \_\_\_\_\_

Purpose: \_\_\_\_\_

Describe any Special Requests or School Equipment You Will Need to Use: \_\_\_\_\_

\_\_\_\_\_

Approximate Number of People Participating and/or in Attendance: \_\_\_\_\_

Do You Plan to Charge Admission: \_\_\_\_\_ If So, How Much: \_\_\_\_\_

The Sharon Elementary School Reserves the right to approve/disapprove all facility use applications. It is further understood the "user" of the facility will be expected to clean up after the event and leave things in the orderly manner in which they were found. Any extra custodial work that needs to be done by the school as a result of the event, as well as any damage to school property, will be "borne" directly by the "user". Once approved, the school also reserves the right to revoke an application with reasonable notice.

Once completed, this application needs to be submitted to the Principal for review and action.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Principal's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

Conditions/Restrictions (if any): \_\_\_\_\_

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