



## Request for Use of School Facilities for District Programs

Today's Date: \_\_\_\_\_ School Requested: \_\_\_\_\_ Room Preference: \_\_\_\_\_

Your Name: \_\_\_\_\_ Email: \_\_\_\_\_@westerly.k12.ri.us Phone: \_\_\_\_\_

**\*\*WHEN REQUESTING SPACE PLEASE REMEMBER TO INCLUDE SET UP AND CLEAN UP TIME**

Request \_\_\_\_\_ From: \_\_\_\_\_ am pm To: \_\_\_\_\_ am pm  
Day Date

Request \_\_\_\_\_ From: \_\_\_\_\_ am pm To: \_\_\_\_\_ am pm  
Day Date

Name of Organization/Group: \_\_\_\_\_

Type of Program: \_\_\_\_\_

Expected Audience Size: \_\_\_\_\_ Admission Charge: \_\_\_\_\_ For Hire: Police Yes Fire Yes

Special Equipment and/or Accommodations Requested: \_\_\_\_\_

Custodial set up request \_\_\_\_\_

Will you be attending event? YES NO

If not, who is the named person in charge: \_\_\_\_\_ Phone: \_\_\_\_\_

**Reservation Confirmation:** Your request is not confirmed until the space has been determined available and appropriate approval has been given.

**Fire and Safety:** For events/programs with an expected audience of 100 persons or more, you are required to coordinate fire/police personnel at the discretion of the Building Principal. Please refer to the **WPS Request for Fire/Police Personnel Form**.

### Agreement to Terms:

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

The above signed agrees that he/she is familiar with the Westerly Public School policies and procedures regarding facility usage and is authorized to sign on behalf of the organization listed above.

### Approval:

Signature of Building Principal \_\_\_\_\_ Date \_\_\_\_\_ Police Required: Y N Fire Required: Y N

Signature of Community Relations Office \_\_\_\_\_ Date \_\_\_\_\_

If you have questions regarding your request, please contact Brandi Lamphere at Tower Street School Community Center, 348-2790.

**Routing:** Building Principal, TSSCC, Custodial Personnel, Buildings and Grounds

Updated: 10/31/2013

District Data Base Entry Complete

