



## Request for Use of School Facilities for SENIOR PROJECTS

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

Your Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Your Email: \_\_\_\_\_

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

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

\*\*NO projects may take place on weekends unless you have approval from the Facilities Department.

Description of your project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Examples: \*I am having a dance in the gym and will need a table for the DJ. I will be selling pizza and water in the foyer and will need two tables plus a large container filled with ice.

\*I am having a basketball game for my senior project. We will need one side of the bleachers and a microphone. No food will be sold.

\*I am having a dance in the cafeteria and will need a table for the DJ. The cafeteria tables need to be removed. Water will be sold.

Expected Audience Size: \_\_\_\_\_ Admission Charge: \_\_\_\_\_ Police/Fire Requested: YES NO

Name of your mentor or adult 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 Director \_\_\_\_\_ Date \_\_\_\_\_

If you have questions regarding your request, please contact Joan Serra at Tower Street School Community Center, 348-2790

