

MANCHESTER LOCAL SCHOOLS  
REQUEST FOR USE OF SCHOOL FACILITY

Rules of Usage

- A. Each activity must have an adult sponsor who will be responsible for the proper conduct of the activity. The sponsor must be at the school door at the agreed-upon time so the door can be unlocked for him. The sponsor will see to it that all members of the group gain entry to the building through the approved door. The custodian may not be called from his regular duties in order to admit members of the group.
- B. All members of the group will remain in the area where the activity is being conducted. They are not permitted into other areas of the building.
- C. The sponsor will be the last member of the group to leave the building.
- D. The sponsor will be responsible for any damage done to the building by the group.
- E. These same rules of usage apply to the football field and facilities at the field.
- F. The Manchester School Board and its employees are in no way liable for any injuries, personal or otherwise, or damage to equipment used by groups or organizations using school facilities.
- G. All resident applications shall attach a roster of participants.

Name of Organization \_\_\_\_\_

Building Preference	(1) _____ (2) _____ (3) _____	Date Preference	(1) _____ to _____ (2) _____ to _____ (3) _____ to _____	Areas or room(s)	_____ _____ _____
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Time Preference (1) \_\_\_\_\_ to \_\_\_\_\_  
(2) \_\_\_\_\_ to \_\_\_\_\_  
(3) \_\_\_\_\_ to \_\_\_\_\_

Group Priority - 1st - School Related Activities  
2nd - Community Activities  
3rd - Other Groups

I have read and will comply with the above Rules of Usage.

I will notify the building principal if we are going to miss a scheduled date.

\_\_\_\_\_  
Sponsor's Signature

Must have approval before starting date.

\_\_\_\_\_  
Sponsor's Telephone Number

Approved \_\_\_\_\_ Cost per hour \$ \_\_\_\_\_  
Disapproved \_\_\_\_\_  
Principal \_\_\_\_\_  
Date \_\_\_\_\_

\_\_\_\_\_  
Date