



**Request for Building Use**

Event Title: \_\_\_\_\_ Single Date of Event: \_\_\_\_\_

Recurring Dates – Request dates between \_\_\_\_\_ and \_\_\_\_\_

- Include all Mondays within this range of dates
- Include all Tuesdays within this range of dates
- Include all Wednesdays within this range of dates
- Include all Thursdays within this range of dates
- Include all Fridays within this range of dates
- Include all Saturdays within this range of dates
- Include all Sundays within this range of dates

Scattered Dates:

1st Date _____	6th Date _____
2nd Date _____	7th Date _____
3rd Date _____	8th Date _____
4th Date _____	9th Date _____
5th Date _____	10 <sup>th</sup> Date _____

Arrival Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

**(Time when everyone from your group will have left)**

School (Select one):

- Avon High School
- Avon Middle School
- Thompson Brook School
- Pine Grove School
- Roaring Brook School

Location:

- Auditorium
- Cafeteria
- Cafeteria/Kitchen
- Gym
- Classroom(s) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
- Other \_\_\_\_\_

Description of Event: \_\_\_\_\_

Furniture Setup: \_\_\_\_\_

AV Equipment needed (please circle): None \_\_\_\_\_ Yes \_\_\_\_\_ What is needed: \_\_\_\_\_

**Note: Some facilities will require a media technician and/or a food service worker present at extra costs.**

Anticipated Attendance: \_\_\_\_\_

Food Being Served: Yes \_\_\_\_\_ No \_\_\_\_\_

Group Name: \_\_\_\_\_ Category: (Identify 1, 2, 3 or 4) \_\_\_\_\_

Contact Person/Person to be billed: \_\_\_\_\_

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

\_\_\_\_\_

Telephone No. \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail \_\_\_\_\_ (must include)

Please read and be sure that you understand the following policies and notices regarding the use of Avon Public Schools facilities and/or grounds.

**Policies:**

- Board of Education Policies 1330(a), 1330(b), 1330(c) and 1330(d).

**Notices:**

- Cell phone reception is limited at Roaring Brook School.
- Safety guidelines per Avon Fire Marshall.
- Required personnel, as assigned by the Avon Public Schools, will be billed at the rate listed under Board of Education Policy 1330(c) or 1330(d).

I have read, understand and agree to abide by the policies listed below governing use of Avon Public Schools buildings, grounds and equipment.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Return the completed building use form to the appropriate Main Office school location where the event is requested to take place.

➤ **A current Certificate of Insurance must be submitted with this application.**

Please contact the building use secretary in the appropriate school with any questions:

- Kim Schlosser – Avon High School, PH: 860-404-4740, FAX: 860-404-4743
- Michelle Oulette – Avon Middle School, PH: 860-404-4770, FAX: 860-404-4773
- Lucia Loveless – Thompson Brook School, PH: 860-404-4870, FAX: 860-404-4873
- Lori Nolan – Roaring Brook School, PH: 860-404-4810, FAX: 860-404-4813
  
- Brandi Wilcox – Pine Grove School, PH: 860-404-4790, FAX: 860-404-4793

● *Fees are in accordance with the Avon Public School Facility Use Policy*

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**For Avon Public Schools Use Only**

- Approved
- Not Approved
- Valid/Current Certificate of Insurance

\_\_\_\_\_  
Building Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Operations Signature

\_\_\_\_\_  
Date