



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 th 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:

- Rosemary Neamtz – 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

For Avon Public Schools Use Only

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

Building Administrator Signature

Date

Director of Operations Signature

Date