

New Canaan Public Schools

SOUTH

New Canaan, Connecticut 06840

Telephone (203) 594-4511

Fax (203) 594-4512

BUILDING USE APPLICATION FORM

Date Applied _____

Date Returned _____

Please return this form to the Main Office of the school for clearance of the time and space.

FINAL approval will be sent to you from the Board of Education Business Office.

Application is hereby made by _____
(Requesting Organization)

Do you have insurance on file with NCPS? _____

EVENT: _____

DATE: _____ TIME: _____

___ ATHLETIC FIELD

___ GYM

___ OTHER _____

___ CLASSROOM # _____

___ SOUTH HALL

ADMISSION: ___ Will Be Charged

___ Will Not Be Charged

___ CUSTODIANS ()

___ MICROPHONES ()

___ OTHER _____

___ CHAIRS ()

___ PODIUM

___ TABLES ()

___ LIGHTING

The Board of Education reserves the right to cancel this reservation at any time.

APPROVED: _____
(Administrator) (Date)

APPROVED: _____
(Director of Facilities) (Date)

Person Requesting Use

Address

Telephone

Email Address

In making this application, we agree to abide by the Regulations Concerning the Use of the School Buildings as adopted by the New Canaan Board of Education and specifically agree to make restitution to the New Canaan Board of Education for any damage to school property by any persons attending the meetings and likewise to relieve the New Canaan Board of Education of all responsibility of injury to any person attending the meetings.