

BURRILLVILLE SCHOOL DEPARTMENT  
 2300 BRONCO HIGHWAY, HARRISVILLE, RI 02830  
 (401) 568-1301  
 FAX #: 568-1337

**MUST BE SUBMITTED TEN (10)  
 DAYS IN ADVANCE OF EVENT**

**BUILDING USE FORM**

NAME OF ORGANIZATION: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ PHONE #: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_

DATE OF FUNCTION: \_\_\_\_\_ TIME: \_\_\_\_\_ AM / PM

NUMBER OF ATTENDEES: \_\_\_\_\_ ADULTS: \_\_\_\_\_ CHILDREN: \_\_\_\_\_

SPECIAL ARRANGEMENTS \_\_\_\_\_

*~Special arrangements must be made in advance for use of the High School Auditorium lighting and sound systems~*

NAME & ADDRESS OF AUTHORIZED AGENT

NAME OF SCHOOL/AREA REQUESTED

ADMISSION TO BE CHARGED? \_\_\_\_\_

REFRESHMENTS SERVED?  YES  NO

*Please request the appropriate procedures from the School Secretary, if 'YES', for the following:*

SCHOOL ACTIVITY?  YES  NO

POLICE SUPERVISION?  YES  NO

KITCHEN USE?  YES  NO

PHONE #: \_\_\_\_\_

LIABILITY INSURANCE:  YES  NO  
 (If yes, attach certificate)

It is understood that the BURRILLVILLE SCHOOL DEPARTMENT will not be liable for any injury to group members or guests while on school property. The using organization will assume full financial responsibility for all damages to school property during the event. The above-named organization agrees to abide by the terms of this contract and observe all Policies & Procedures approved by the BURRILLVILLE SCHOOL COMMITTEE governing the use of school property.

\_\_\_\_\_  
 Signature of Authorized Agent of Organization

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Date

APPROVED  YES  NO PRINCIPAL SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

APPROVED  YES  NO ATHLETIC DIRECTOR: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

APPROVED  YES  NO FOOD SERVICE DIR SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

APPROVED  YES  NO FACILITY MGR SIGNATURE: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

OFFICE USE ONLY

FEE SCHEDULE: (see Policy)

BUILDING FEE: \$ \_\_\_\_\_  
 CUSTODIAN FEE: \$ \_\_\_\_\_

ADDITIONAL FEES: \_\_\_\_\_  
 (If any, explain)