

**BRISTOL ELEMENTARY SCHOOL  
USE OF SCHOOL FACILITIES  
APPLICATION FORM**

**TO BE COMPLETED BY THE APPLICANT:**

Name of Organization: \_\_\_\_\_  
Facilities Desired: \_\_\_\_\_  
Date(s) Needed: \_\_\_\_\_  
Hours Needed: \_\_\_\_\_ Event Times: \_\_\_\_\_ Prep & Clean up Times: \_\_\_\_\_  
Purpose of Rental: \_\_\_\_\_  
Discussion of date(s) with any teachers, cafeteria or BASK personnel that may be affected by this application, if applicable: Date Discussed: \_\_\_\_\_

**PERSON RESPONSIBLE:**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_  
Person responsible on site during event: Name: \_\_\_\_\_ Number: \_\_\_\_\_

If said permission is granted, we hereby agree to comply with the rules, regulations and policies of the Board of School Directors governing the use of school facilities and to take care in the use of school property, and to pay for any damages to or loss of school property arising from our use of the building.

Furthermore, we agree to pay the fee charged for the rent, if any, and services of any personnel required and appointed by the school. To view the complete use of School Facilities School Board Policy, go to: <http://www.besvt.org>.

**PLEASE**

1. Read the "Rules and Regulations" on the reverse side
2. Complete and return this form to Jenni Utter in the school office **at least one week before** the requested date.

**DO NOT WRITE BELOW THIS LINE**

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- The above application is approved and charges will be as follows, payable to the Bristol School district.

Rental: \$ \_\_\_\_\_ Custodian: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_  
Supervisory: \$ \_\_\_\_\_ Police: \$ \_\_\_\_\_ No Charge: \$ \_\_\_\_\_

Other charges and/or conditions: \_\_\_\_\_

- This application is denied for the following reason(s): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

## RULES AND REGULATIONS

1. The building is to be used on dates specified and for the purposes named in the application. Permits are not transferable and are not valid unless approved and signed by the approving official.
2. The principal reserves the right to limit regular or extended use.
3. Users are expected to maintain the same degree of decorum and compliance with all school regulations as expected of the school staff.
4. A permit may be cancelled if its provisions or intent are violated. An approved permit may be cancelled subsequently if it is determined the approved date interferes with the educational program and/or maintenance and cleaning of the building.
5. Alcohol use and smoking are prohibited on school property at all times.
6. No furniture or equipment belonging to the school shall be moved without permission.
7. Alterations of school property are prohibited. Temporary structures, such as sets, may be installed provided it is made known at the time of the application, and provided further that no permanent damage or disfigurement will result.
8. Safety regulations must be adhered to (exits must be free of obstructions at all times).
9. In the event of a cancellation of any activity, the Principal or Administrative Assistant is to be notified.
10. During weekend use, we will not have staff available to shovel walkways or plow parking lots. Please access the facility with caution. Bristol Elementary School will not be responsible for stuck/stranded vehicles or injuries/accidents caused by weather conditions.