

**OXFORD PUBLIC SCHOOLS**

**APPLICATION FOR USE OF SCHOOL DEPARTMENT BUILDING**

*Submit this completed and signed application form along with pre-payment of fees directly to the Main Office of the building that is being requested. Once the application is reviewed and approved by the Building Principal, it will be sent to the Central Office for final approval. Pre-payment of rental and custodial fees is required.*

BUILDING BEING REQUESTED:    BARTON     CHAFFEE     MIDDLE     HIGH

Name of Organization: \_\_\_\_\_

Area of Building Being Requested: \_\_\_\_\_

Date(s) Being Requested: \_\_\_\_\_

Time Being Requested:    FROM: \_\_\_\_\_ AM  PM     TO: \_\_\_\_\_ AM  PM

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

Rental Fee: \_\_\_\_\_    Custodial Fee: \_\_\_\_\_

*The undersigned understands and agrees to comply with all Rules and Regulations as they pertain to school department buildings, and also agrees to communicate with the individual Building Principal in order to discuss all details of the event, such as set-up time, tear-down time, equipment required, etc.*

\_\_\_\_\_  
Name of Responsible Person (Please Print)

\_\_\_\_\_  
Signature of Responsible Person

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Alternate Telephone

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**\*\* FOR INTERNAL USE ONLY \*\***

Building Principal has contacted and reviewed all details regarding this request with the Responsible Person as well as with the Custodian and Cafeteria workers who will be on-duty for the activity. After Principal signs below, forward this form and pre-payment to the Central Office for processing.

**APPROVED** \_\_\_ **DECLINED** \_\_\_    **Added Staffing Required:**    **Custodial #** \_\_\_    **Cafeteria #** \_\_\_

\_\_\_\_\_  
Building Principal Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Business Manager Signature

\_\_\_\_\_  
Date