

**OXFORD PUBLIC SCHOOLS**

**APPLICATION FOR USE OF HIGH SCHOOL BUILDING OR ATHLETIC FIELD**

*Applications for Athletic Fields will be accepted no later than the following:*

*Spring: February 1<sup>st</sup> Summer: May 1<sup>st</sup> Fall: August 1<sup>st</sup> Winter: November 1<sup>st</sup>*

*Submit this completed and signed application form to the High School Secretary/Main Office. Once the application is reviewed and approved by the Athletic Director and/or Building Principal, it will be sent to the Central Office. The Business Manager will then determine the amount of fees due and contact the organization's Responsible Representative via email or telephone. Pre-payment of ALL fees is required.*

Group/Organization Name: \_\_\_\_\_

Group/Organization Mailing Address: \_\_\_\_\_

Organization's Responsible Representative Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Reason Requested: Youth League  Adult League  Sports/Camp Clinic  Tournament  Dance   
Town Event  School Function  Other  Please explain: \_\_\_\_\_

Area Requested: Football Field/Track  Field Hockey Field  Baseball Field  Softball Field  Soccer Field   
Gymnasium  Auditorium  Classroom  Community Room  Other Activity

Please Describe Event: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Anticipated Attendance: \_\_\_\_\_

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

Time of Event: FROM: \_\_\_\_\_ AM  PM  TO: \_\_\_\_\_ AM  PM

Additional Needs/Set-up Requested (tables, chairs, video access, etc.): \_\_\_\_\_

*The undersigned understands and agrees to comply with all Rules and Regulations as they pertain to school department building and athletic facilities, and also agrees to communicate with the Athletic Director, Building Principal, and/or Custodian in order to discuss all details of the event or activity.*

\_\_\_\_\_  
Signature of Responsible Representative

\_\_\_\_\_  
Date

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

*Athletic Director or Building Principal has been contacted and reviewed all details regarding this request with the Responsible Person as well as with the Custodian who may be on duty for the event. After building/field approval is indicated, send this form to the Central Office.*

<b>APPROVED</b> _____ <b>DECLINED</b> _____ <b>Added Staffing Required: Custodial #</b> _____  <b>Athletic Director/Principal Signature</b> _____ <b>Date</b> _____	<b>Rental Fee:</b> \$ _____ <b>Personnel Fee:</b> \$ _____  <b>Business Administrator Signature</b> _____ <b>Date</b> _____
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<b>Rental Fees Waived:</b> _____ <b>Date:</b> _____ <b>Personnel Fees Waived:</b> _____  <b>Superintendent Signature (required if fees are waived)</b> _____
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