

OXFORD PUBLIC SCHOOLS

APPLICATION FOR USE OF SCHOOL – ELEMENTARY / MIDDLE

Submit this completed and signed application form 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. The Business Manager will then determine the amount of fees due and contact the organization’s Responsible Person via email or telephone. Pre-payment of ALL fees is required.

Name of Organization: _____

BUILDING BEING REQUESTED: CHAFFEE BARTON MIDDLE

Area of Building Being Requested: _____

Date(s) Being Requested: _____

Time Being Requested: FROM: _____ AM PM TO: _____ AM PM

Activity: _____ Anticipated Attendance: _____

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

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

Building Principal 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 activity. After Building Principal signs below, forward form to the Central Office for processing and final approval.

<p>APPROVED _____ DECLINED _____</p> <p>Added Staffing Required: Custodial # _____</p> <p>_____</p> <p>Building Principal Signature</p>

<p>Rental Fee: \$ _____</p> <p>Personnel Fee: \$ _____</p> <p>_____</p> <p>Business Manager Signature</p>

<p>Rental Fees Waived: _____ Date: _____</p> <p>Personnel Fees Waived: _____ _____</p> <p>Superintendent’s Signature (required if fees are waived)</p>
