

USE OF SCHOOL FACILITIES  
MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 22

\_\_\_\_\_ wishes to use the \_\_\_\_\_  
Name of Organization Name of School

on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
date of event

for the purpose of \_\_\_\_\_

Person making request \_\_\_\_\_ Gymnasium \_\_\_\_\_

Address \_\_\_\_\_ Cafeteria/stage \_\_\_\_\_

Kitchen \_\_\_\_\_

Classroom \_\_\_\_\_

Phone numbers \_\_\_\_\_  
\*\*\*\*\*

Comments: \_\_\_\_\_

\_\_\_\_\_ DATE \_\_\_\_\_ Building Principal's Signature  
\*\*\*\*\*

This request is approved \_\_\_\_\_/disapproved \_\_\_\_\_ with the following charges and/or stipulations: \_\_\_\_\_

Total Cost: \_\_\_\_\_  
Signature of Superintendent of Schools  
\*\*\*\*\*

OFFICE USE

Invoice sent \_\_\_\_\_ Date \_\_\_\_\_ Fee paid \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_  
\*\*\*\*\*

**RELEASE**

In consideration of the use of premises of Maine School Administrative District No. 22, and specifically those premises defined as: \_\_\_\_\_ the undersigned, acting for or on behalf of (Name of Group/Organization individual) \_\_\_\_\_ hereby releases M.S.A.D. #22, its officers, directors, and employees from any and all liability arising from, or associated with the existence of hazards of the buildings or premises, including the ways immediately adjoining and parking lots, and any and all liability associated with the activities or operations which are to be conducted by or on behalf of the above named individual, group or organization.

NOTES: 1) Requesting organizations must obtain \$1,000,000 general liability insurance \_\_\_\_\_ policy.  
2) Please obtain certificate of insurance indicating policy coverage and stating that M.S.A.D. #22 is an additional insured regarding use of facilities by (organization) \_\_\_\_\_, for the purpose of (event) \_\_\_\_\_ on (dates) \_\_\_\_\_.

Date: \_\_\_\_\_ By: \_\_\_\_\_

Title: \_\_\_\_\_