

**GREENPORT UNION FREE SCHOOL DISTRICT
720 FRONT STREET
GREENPORT, NEW YORK 11944**

Request to Use Building and/or Grounds

Date Submitted:				
Areas to be used (check all that apply): **Subject to availability when not in use by the school				
<input type="checkbox"/> Auditorium	<input type="checkbox"/> Classrooms (Please Specify Rooms)	<input type="checkbox"/> Gyms (Please Specify)	<input type="checkbox"/> Fields & Grounds (Please Specify, including Front Driveway)	<input type="checkbox"/> Front Lobby (Including Hallways)
<input type="checkbox"/> Other				

Organization and Event Details	
Name of Organization:	
Email:	
Address:	Telephone:
Event Supervisor:	
Name of Event:	
Time of Use: Date:	Time:
Number of Participants Expected:	
Will the Event be Open to the Public:	
Is this a FOR PROFIT Organization:	
Admission Charge Amount:	
Purpose of Admission Charge:	

Will refreshments be served? Give details:

Specific Equipment and Services Needed

Number of Tables Needed:

Where Placed:

Number of Chairs Needed:

Where Placed:

Lighting (Auditorium):

Sound (Auditorium):

Gymnasium Bleachers Needed:

Other:

AGREEMENT:

The undersigned is over 21 years of age and has read this form and attached regulations and agrees to comply with them. He/She agrees to be responsible to Greenport Union Free School District for the use and care of the facilities. He/She, on behalf of the user organization does hereby covenant and agree to defend, indemnify and hold harmless the District from and against any and all liability, loss, damages, claims, or actions (including costs and attorney's fees) for bodily injury and/or property damage, to the extent permissible by law, arising out of or in connection with the actual or proposed use of the District's property, facilities and/or services by the user organization.

Signature of Organization's Representative

Date

Print Name of Organization's Representative

Date

Approved

Disapproved

Signature of Superintendent

Date