

DARTMOUTH PUBLIC SCHOOLS
APPLICATION FOR PERMIT FOR USE
OF DARTMOUTH SCHOOL FACILITY

Name of Applicant _____
Address of Applicant _____

Telephone Number _____
Contact Person _____
Contact Person Tel# _____

When applying for a permit, you agree to comply with the Dartmouth School Committee's Policy, Procedures, and Fee Schedule. All users of school facilities are requested to be energy savings conscious, your cooperation to rigidly control and conserve usage of heat, lighting and water while occupying the facility is appreciated.

It is the policy of the Dartmouth School Committee to make its facilities available for use by responsible Civic, Charitable and other community organizations whose purposes are for the general benefit of the town and the citizens of Dartmouth, as long as such requests for use do not interfere with the programs of the schools. School activities shall have priority at all times. No private business may use school facilities for profit making.

Non- Local Organization

____ Non-charitable
 ____ Charitable and/or Non-profit
 Non-profit # _____

Local Organization (located in Dartmouth)

____ Non-charitable
 ____ Charitable and/or Non-profit
 Non-profit # _____

Purpose for Use: _____

Date(s) Requested _____

Facility Requested _____

Please check all that apply

Auditorium	____	Time In	____	Time Out	_____						
Gymnasium	____	Time In	____	Time Out	_____	Locker Rms	__	Men	____	Women	____
Cafeteria	____	Time In	____	Time Out	_____	Use of Kitchen	_____				
Classroom(s)	____	Time In	____	Time Out	_____	Number of Rooms	_____				
Stadium	____	Time In	____	Time Out	_____	Restrooms	__	Lights	_____		
Field Facilities	____	Time In	____	Time Out	_____	Restrooms	__	Lights	_____		

Additional Equipment

Speaker System	_____	Number of Chairs	_____
Projection Screen	_____	Number of Tables	_____
Lectern	_____	Waste Receptacles	_____

All fields must be complete in order for this form to be reviewed.

THIS APPLICATION HAS BEEN REVIEWED BY THE BUILDING ADMINISTRATOR AND/OR DIRECTOR OF ATHLETICS AND/OR DIRECTOR OF MUSIC:

Approved Not Approved By _____
Please Print Name _____

Approved Not Approved By _____
Please Print Name _____
Director of Athletics

Approved Not Approved By _____
Please Print Name _____
Director of Music

Notes: _____

THIS APPLICATION IS
 Approved Not Approved By _____
James A. Kiely, School Business Administrator

Notes: _____

The Committee may reduce or waive rental fees for charitable and/or civic activities in which Dartmouth citizens participate provided no admission is charged. **Additional fees are requested where noted.** This policy will not conflict with Article XVI, Section A, of the DEA Labor Agreement. School Cancellation by the Superintendent will result in the cancellation of the Dartmouth Schools Facility and Fields Use Request Agreement.

FEE PAYMENTS MUST BE PAID IN THE FORM OF A MONEY ORDER, CASHIER'S CHECK OR CERTIFIED CHECK. PERSONAL CHECKS AND CASH WILL NOT BE ACCEPTED.