

BELLOWS FREE ACADEMY FAIRFAX

Building Facilities Request Form

Fax: (802) 849-2611

Name of Organization: _____

Facilities Requested: (See policy for fees)

- Elementary School Gym Multi-Purpose Room Fields Library Parking Lot
- Middle School Gym Classroom Fitness Room Staff Parking Lot
- High School Gym Flex room Kitchen Other: _____

Date(s) needed: _____ Time(s) needed for room use: _____

Purpose of Event: _____ Event Start/End time: _____

Set up Needed: _____

Technology set up needed: _____

Number of people: _____

WITH THE UNDERSTANDING that all responsibility for care of buildings, premises and conduct of persons on the grounds during the above-mentioned hours is the responsibility of the holder of the permit as stated in the **School Facilities Policy**. **All food and drinks must be preapproved and contained within the approved building use space only.** All approved space must be cleaned and left in the condition in which it was upon arrival. If the proposed event conflicts with a scheduled school activity utilizing the requested time/place, a cancellation notice will be provided to the organization in advance.

It is hereby understood that your organization agrees to defend the Board of Education against any claim for liability to any person or persons for personal injury or property damage in connection with your use of this property and that your organization will hold the School Board harmless from any such claim by others and will release the School Board from any such liability to your organization or its members or anyone else. **Initial: _____**

As representative of our organization I have read and understand the expectations and responsibilities outlined above.

Name (print): _____ Signature: _____ Date: _____

Phone: _____ Email: _____

Certificate of Insurance: THE CERTIFICATE MUST NAME BFA FAIRFAX AS ADDITIONAL INSURED

Waived Required Date Received: _____

Bellows Free Academy Fairfax **Building Use Request:** **APPROVED** **DENIED**

Administration Signature: _____ Date: _____

**If you have any concerns or feedback on your use of the building facility, please contact us at 849-6711 or email aplog@fwsu.org. Also, contact us with any feedback that you may have concerning the facilities. Your comments are important to us.*

