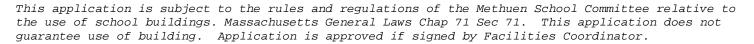
Jim Weymouth, Facility Coordinator, MHS, Tel. 1-978-722-6040 X2380~ Fax 1-978-722-6044~ mailjsweymouth@methuen.k12.ma.us



APPLICATION FOR USE OF METHUEN PUBLIC SCHOOL

FACILITIES

Invoice #



Name of Organization/Group

GROUP DESIGNATION I II III

Certificate Town licens TYPE OF EVE	n designatio of insuranc e/permit req NT admission f	BUILDING (check one)	FACILITY □ AUDITORIUM □ UPPER CAFÉ		
DAY OF WEEK	DATES	TIMES	GROUP SIZE INCLUDING PARTICIPANTS AND	$\Box CENTRAL$ $\Box M.H.S.$	 □ LOWER CAFÉ □ LARGE GYM □ SMALL GYM
			SPECTATORS	□ TENNEY	 Classroom Media Center Computer Lab Science Lab
				□ TIMONY	 Teachers Lounge Assembly Hall
				\Box C.G.S.	 FIELDHOUSE Fieldhouse Lobby Single Dining Hall
				MARSH	 Double Dining Hall BAND ROOM ROTC ROOM

	Facilities	Coordinator	approving	signature
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Date

SPECIAL NEEDS/REQUIREMENTS: _

Equipment needs:
Chair(s)
Table(s)
Podium
Microphone(s)
Light bar Spot lights D TV/VCR/DVD D Sound System D Overhead projector D Projr Screen □ Risers □ Staging □ Bleachers □ Flat bed □ Other(desc)_

NOTICE TO RENTER:

Invoice is to be paid in full at least 3 days prior to event with a check made payable to Methuen Public Schools. Any/all school activity will preempt all other rental requests. The signing of this application shall constitute an agreement to abide by all the rules & regulations governing the use of public school buildings & to accept full responsibility for any/all damage to or loss of school property. Renter is restricted to approved areas only. Door monitors are required when renting gymnasiums and/or auditoriums. Soccer practice/games are NOT allowed. When holding baseball or softball clinics/practice - use of "soft" covered ball ONLY. Representative of group will accompany custodian for inspection before & after event at which time renter agrees to verify hours of event by signing custodial time sheet.

Signature ___

Printed	Name
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School affiliation _	Position	Organization title
Address		
Tel #	Fax #	Email

Copies sent to:
Principal
Custodian
Applicant
Athletic Director
Media Center
Computer Lab
Recreation Department
Fine Arts Director
File copy