

RSU #16 (Mechanic Falls, Minot, Poland)(msm)✓

Policy Code: KF-E

Adopted: August 2014

Revised: September 2021

RSU 16 FACILITY USE REQUEST FORM

Please Print or type clearly & fill out all requested information.

NAME OF PERSON REQUESTING ROOM: _____

(THIS PERSON WILL BE RESPONSIBLE FOR THE USE OF THE ROOM AND WILL BE CONTACTED IN THE EVENT OF ANY PROBLEMS)

PHONE # _____ FAX # _____ EMAIL: _____

NAME OF ORGANIZATION: _____

NAME OF FUNCTION: EXAMPLE DANCE, MEETING, ETC. _____

DATE(S) REQUESTED: _____ to _____

(DATE CHANGES ARE DISCOURAGED DUE TO THE OVERWHELMING NUMBER OF REQUESTS FOR BUILDING USE)

TIMES REQUESTED: START: _____ AM PM FINISH: _____ AM PM

(INCLUDE SET UP AND CLEAN UP TIME HERE)

TIME OF ACTUAL EVENT: START _____ AM PM FINISH: _____ AM PM

ROOMS REQUESTED: (PLEASE LIST 2 CHOICES) First Choice _____ Second Choice _____

NOTE: FOR KITCHEN USE: ORGANIZATION MUST HAVE A PERSON TRAINED ON THE USE OF THE KITCHEN, OR PAY THE FEES FOR A KITCHEN STAFF MEMBER TO BE PRESENT.

NUMBER OF INDIVIDUALS EXPECTED TO BE USING THE FACILITIES/GROUNDS: _____

PLEASE NOTE: For events of 100 or more people, the Police and Fire Departments must be notified by organizer of this event.

Androscoggin County Sheriff: 753-2559 Poland Fire Dept: 998-4689

I have contacted the Police Department concerning this event: Date: _____ Officer's Name: _____

I have contacted the Fire Department concerning this event: Date: _____ Officer's Name: _____

NUMBER OF CHAIRS: _____ NUMBER OF TABLES: _____ APPROX NUMBER OF CARS: _____

WILL THERE BE FOOD SERVED: _____ NO _____ YES Description: _____

****PEANUTS/NUT PRODUCTS ARE NOT TO BE SERVED OR CONSUMED IN THE BUILDING BY OUTSIDE GROUPS.**

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SPECIAL EQUIPMENT NEEDED:

SPECIAL REQUEST FOR ROOM ARRANGEMENT. PLEASE WRITE A BRIEF DESCRIPTION AND INCLUDE A SKETCH BELOW:

I UNDERSTAND THAT I AM RESPONSIBLE FOR THE USE OF THE ROOM, UNDERSTAND AND AGREE TO ABIDE BY THE RSU16 GUIDELINES AND POLICIES RELATED TO THE USE OF THIS FACILITY AND WILL BE CONTACTED IN THE EVENT OF ANY PROBLEMS.

SIGNATURE: _____ **DATE:** _____

Conditions for Approval & For Office Use Only:

Request for Auditorium must be approved by Auditorium Manager:

Request for all other inside uses, outside fields/grounds must be approved by Co-curricular

Director/Principal: _____ **Checked for conflicts:** _____

Entered in paper calendar: _____

Entered in on-line calendar _____

RSU #16 Policy (KF) and Facilities Use Guidelines (KF-R) given to applicant _____

Trained person for kitchen use (name) _____

Certificate of insurance is required _____

Anticipated Fees \$ _____

PRINCIPAL SIGNATURE: _____

DATE: _____

Liability Insurance Guidelines

(Please note that the requirement to provide liability insurance is ultimately at the discretion of the Superintendent.)

Liability Insurance Required	Liability Insurance Not Required
<p>BWMS/PRHS facilities including the gym, auditorium, kitchen, cafeteria, technology rooms, science rooms and use of any machinery.</p> <p><i>* Please note that groups using the kitchen and/or cafeteria will need to pay for a staff member to be present, unless trained person is present.</i></p>	<p>If a small group needs a space for the purpose of conducting a meeting/discussion (i.e. Historical Society).</p>
<p>Fields and grounds at any RSU #16 school or facility.</p>	<p>PTO meetings.</p> <p><i>*Please note that when PTO sponsors a fundraiser or event that falls under any of the "Required" categories, liability insurance will be required.</i></p>
<p>Athletics and/or Competitions (School offices will provide a list of companies that provide insurance options.)</p>	<p>Fundraisers that do not fall into any of the "Required" categories.</p>
<p>For-Profit Groups</p>	<p>ESS, MCS and PCS will not require liability insurance for use of their kitchens for NON-PROFIT/FUNDRAISING groups.</p> <p><i>* Please note that groups using the kitchen and/or cafeteria will need to pay for a staff member to be present, unless trained person is present.</i></p>

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Outside Groups or Performers (i.e. Globe Trotters).	
Anyone or any group spending the night on RSU #16 grounds or in the facilities.	

SIGNATURE BLOCK:

RSU 16 School Board




Mary Martin, Chair

9-13-21
DATE



Joe Parent., Vice Chair

09-13-21
DATE



Amber Lyman

9-13-21
DATE



Christine Downs

09/13/2021
DATE

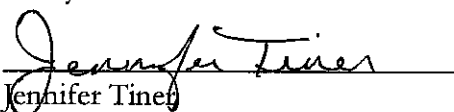


Ed Rabasco, Jr.

9-13-21
DATE

Emily Rinchich

DATE



Jennifer Tiner

09/13/2021
DATE

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Jess Smith
Jessica Smith

9.13.2021
DATE

Laura Hemond
Laura Hemond

9-13-21
DATE

Melanie Harvey
Melanie Harvey

9-13-2021
DATE

Michael E. Downing
Mike Downing

13 Sept 21
DATE

Patrick Irish
Patrick Irish

9/13/21
DATE

Scott Tiner
Scott Tiner

9/13/21
DATE

Steve C. Holbrook
Steve Holbrook

9-27-21
DATE