

Request for Use of School Facilities

POMFRET COMMUNITY SCHOOL

20 Pomfret Street
Pomfret Center, CT 06259
(860) 928-2718

The _____ requests permission to use the Pomfret
(name of organization)
Community School facilities on _____ from _____ until _____
(day and date) (time) (time)

The school facility will be used for:

Room(s) needed:

Approximate number of persons expected: _____

The school office will make arrangements for custodial and/or kitchens help as needed.

Temporary Food License must be obtained from the Northeast District Department of Health if food is being prepared and served. (Copy must be presented to school prior to use of facility.)

I am aware that PCS is a Peanut Aware facility. I agree that there will *not* be any peanut products at school during my use of the facility.

I agree: Yes _____ No _____

Signature: _____

In making this request and signing below, I understand that the organization will be responsible for any fees as outlined in the attached schedules; that the above organization will be responsible for damage to the school and its equipment and that the organization will abide by the rules and regulations set forth by the Pomfret Board of Education.

Name of Organization: _____

Person in Charge: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____

FOR OFFICE USE ONLY:

Approved _____ Rejected _____ Fee Enclosed _____

Custodian Assigned: _____

Kitchen Personnel: _____

Approved by: _____

Date: _____