

**Easton, Redding, Region #9**  
**Application/Permit for Use of School Facilities/Fields/Grounds/Equipment**  
 Submit completed form, documents & fees to Principal/JBHS Director of Athletics

|  |  |   |  |  |  |
|--|--|---|--|--|--|
| Individual Submitting Request:   |  | Name of Organization:   |  | Name of Person Responsible for Paying Bills & Charges:   |  |
| Address:   |  | Address:  |  | Address:   |  |
| Telephone: (    )  |  | Telephone: (    )   |  | Telephone: (    )  |  |
|  |  | Profit or Non-Profit Status:  |  | Relationship to Individual/Organization:   |  |
| Describe Activity Planned:   |  |   |  |  |  |
| Name of Program Director:  |  | Name of Activity Advisor/Coach:   |  | Name of Corridor Supervisor:   |  |
| Name of School Requested:  |  | Rooms/Areas/Fields Requested:   |  | Date(s) Requested:   |  |
|  |  |   |  | Hours of Use (including setup/cleanup):  |  |
| Estimated Attendance:  |  | Estimated Number of Cars to be parked on school property:   |  | Is activity open to general public?<br><input type="checkbox"/> yes <input type="checkbox"/> no                        |  |
|  |  |   |  | Program/Registration Fee and/or Ticket Price and/or Donation Requested:  |  |
| Evidence the \$1,000,000 insurance coverage required by the Board of Education has been secured by the applicant and copied to the school system:<br><input type="checkbox"/> yes <input type="checkbox"/> no<br>describe: |  | Evidence the applicant has obtained any required license and/or permit for the activity:<br><input type="checkbox"/> yes <input type="checkbox"/> no<br>describe: |  | Payment of any required security deposit(s):<br><input type="checkbox"/> yes <input type="checkbox"/> no<br>amount: \$ |  |
|  |  |   |  | Payment of any required rental/use fees:<br><input type="checkbox"/> yes <input type="checkbox"/> no<br>amount: \$     |  |

I (we) have read the Policies and Regulations promulgated by the Easton, Redding or Region #9 Board of Education regarding the use of the school facilities and, as duly authorized agent for this organization/individual, I (we) agree to abide by them. I (we) take particular note that all five campuses are drug, alcohol, tobacco and smoke free.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date of Application

***The bottom part of this form is to be completed by a school official:***

|  |  |   |
|--|--|---|
| Police required for activity:<br><input type="checkbox"/> yes <input type="checkbox"/> no # required: _____<br><br>Custodian(s) required for activity:<br><input type="checkbox"/> yes <input type="checkbox"/> no # required: _____<br><br>Kitchen staff required for activity:<br><input type="checkbox"/> yes <input type="checkbox"/> no # required: _____<br><br>Other staff required for activity:<br><input type="checkbox"/> yes <input type="checkbox"/> no # required: _____<br>Who is required: _____ | _____<br>Date Application Received<br><br>_____<br>Received by<br><br>_____<br>Date Application Reviewed<br><br>Application Approved: <input type="checkbox"/> yes <input type="checkbox"/> no<br><br>_____<br>Signature of School Official: | Facility available on above date(s)/time(s):<br><input type="checkbox"/> yes <input type="checkbox"/> no<br><br>Permission to use school equipment granted:<br><input type="checkbox"/> yes <input type="checkbox"/> no<br><i>(requested equipment list attached)</i><br><br>Space has been reserved: <input type="checkbox"/> yes <input type="checkbox"/> no<br>Rooms/Areas reserved: _____ |
|--|--|---|

**Easton, Redding, Region #9**

**Additional Information for Use of School Facilities/Fields/Grounds/Equipment**

You may submit this form, along with your completed application, to Building Principal/Director of Athletics.

|   |   |  |
|---|---|--|
| Individual Submitting Request:  | Name of Organization:   | Name of Person Responsible for Paying Bills & Charges: |
| Activity:   |   |  |
| Describe or draw a sketch of any special set up needs your activity requires: | List any furniture/equipment requested:<br><i>(security deposit(s) may be required)</i> |  |
| Other comments/requests/sketches:   | <i>This box is for notes by the determining school official:</i>                        |  |