



Mason Elementary School
 13 Darling Hill Road
 Mason, N.H. 03048
 (603) 878-2962

Mason School District- SAU #89
 Kristen Kivela
 Superintendent/Principal

School Facilities Use Application

Name of Applicant: _____ Date: ____/____/____
 (Please Print)
 Address: _____ Phone: () ____ - ____
 _____ () ____ - ____

Name of Organization: _____ Non-Profit? YES NO
 (Please Print)

Date of Use: ____/____/____ Set-Up Start Time: ____AM/PM

Time of Use: Start: ____ AM/PM End: ____ AM/PM

Facility Areas:	YES	NO	Activities Planned
Multipurpose Room			
Cafeteria			
Unified Arts Room			
Kitchen			
Equipment Required (Audio/Visual)			

Will the general public be admitted? YES NO Will Police presence be required? YES NO

Estimated number of people: _____ Estimated number of vehicles: _____

General description of planned activities and use:

Applicant acknowledges receipt of Mason School District Policy "Use of School Facilities"

(Initial) YES _____ NO _____

Applicant agrees to abide by the Mason School District Policy "Use of School Facilities"

(Initial) YES _____ NO _____

Signature of Applicant: _____ Date: ____/____/____

****** To be completed by Mason School District Personnel ONLY ******

1) Application Received: Date: __/__/__ By: _____

2) Application Approval Signatures:	Date	Approved (Circle)
Principal _____	__/__/__	YES NO
Facilities Director _____	__/__/__	YES NO
Food Service Director _____	__/__/__	YES NO
Other _____	__/__/__	YES NO

3) Fees:	Amount	Comments
General	\$ _____	_____
Custodial	\$ _____	_____
Kitchen Usage	\$ _____	_____
Other _____	\$ _____	_____
TOTAL DUE:	\$ _____	

4) Applicant Notified: Date: __/__/__ By: _____

5) Pre-Event:	Receipt Status				
Deposit	YES	NO	Date: __/__/__	By: _____	
Fees	YES	NO	Date: __/__/__	By: _____	
Certification of Insurance	YES	NO	WAIVED	Date: __/__/__	By: _____
Reviewed Facility & Procedures	YES	NO	Date: __/__/__	With: _____	
Provided Keys	YES	NO	Date: __/__/__	By: _____	
Other: _____					

6) Post-Event:

Facility Inspected	YES	NO	Date: __/__/__	By: _____
Keys Returned	YES	NO	Date: __/__/__	By: _____

Other: _____				

7) Facility Use Request Closed: Date: __/__/__ By: _____