



Sprague School District
25 Scotland Road ~ Baltic, CT 06330



Sayles School
"A Friend of Core Knowledge"

Phone: 860.822.8264
Fax: 860.822.1347

Website
<http://www.saylesschool.org>

Application for Building Use

Organization Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Contact Person: _____ **Phone Number:** _____

Activity to be carried on:

Custodian Needed? YES NO

Date(s) Requested: _____ **Time: From** _____ **To** _____

The authorized agent for the organization above, and whose signature appears below, agrees that his organization will abide by the rules and regulations pertaining to the use of Sayles School as prescribed by the Board of Education. The organization further agrees that any damage whatsoever to the building or any part thereof shall be repaired at the expense of the organization using the facilities. The organization agrees that in the event the gymnasium becomes necessary for priorities related to school/student use, the organization will be notified, at least a week in advance, that school/student use will take precedence.

Importance Notice

In 2007 we found out how sensitive the gym floor is to water. A minor water spill cost over \$10,000 to repair the gym floor. Therefore, it is necessary for the Board of Education to ban all liquids (e.g. soda, water, juice, coffee, etc.) from the gym.

If you need to distribute or sell liquids, please sign up for and use the cafeteria. Any exceptions must be approved by the Superintendent or his/her designee in advance.

Thank you.

Signatures:

Person Responsible for the Organization

Board of Education



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Community Relations

Use of School Facilities

The priority list for allocating use of school facilities shall be as follows:

1. Activities related directly to district curricular programs.
2. Activities related to district extracurricular programs.
3. Official activities of governmental agencies.
4. Activities of local non-profit organizations.
5. Activities of private, for profit organizations.

Fees

Discuss with the Superintendent of Schools.

Facilities Available (please select facility desired)

- 1. Gymnasium / Auditorium
- 2. Shower Rooms
- 3. Kitchen / Cafeteria
- 4. Classrooms
- 5. School Grounds
- 6. Other – Discuss with the Superintendent of Schools

Equipment Need:

Complete "Applications for Building Use" should be submitted directly the Sprague Board of Education office located at Sayles School ~ 25 Scotland Road ~ Baltic, CT 06330-1110. Please direct any questions relating to this application to the Sprague Board of Education office at 860.822.8264 x108.