

Plymouth Public Schools **1330**
APPLICATION FOR USE OF SCHOOL FIELDS/GROUNDS **FORM**

School Field Requested: Plymouth Center
(Circle) Harry S. Fisher: Baseball Soccer Softball Track
Eli Terry: Baseball
Terryville High: Baseball Soccer Softball Track

Event Title: _____

Date(s) of Activity: Day & Date: _____ From _____ am/pm To _____ am/pm
(Include rain date) Set Up/Tear Down: _____

Day & Date: _____ From _____ am/pm To _____ am/pm
Set Up/Tear Down: _____

Request permission to use: tents _____ grills _____ other _____

Organization Making Request _____

***Contact Person** _____ **Telephone #** _____

Address: _____

Email: _____

Names and Addresses of Persons Who Will Supervise the Activity:

_____ **Telephone#** _____

_____ **Telephone#** _____

Purpose for which Field (s) is to be used: _____

If flyer or brochure is to be distributed, it must be attached for review.
The authorized agent for the organization above, and whose signature appears below, agrees that his/her organization will abide by the rules and regulations pertaining to the use of school facilities 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. Please make certain all contact information is complete and accurate. If school is closed due to vacations or emergency cancellation, all events in school facilities are cancelled. In order to procure the use of facilities or grounds, the adult leasing the facility must be a resident of the Town of Plymouth and the activity must involve at least 51% of residents of the Town of Plymouth. A roster of participants with name and address also must be submitted prior to approval. We, the undersigned assume legal and financial responsibility for the above request:

Authorized Signature: _____ **Date:** _____

Do Not Complete – Office Use Only

Authorized Signature: _____
(Business Office)

Approved: _____ **Date:** _____

Not Approved: _____ **Date:** _____

Remarks: _____

Fees: Building/grounds _____
Custodian _____

Required: Police _____
Fire _____
*Certificate of Insurance _____
Other _____
Roster Attached _____
Flyer/brochure Attached _____

Copies sent to the following:
Building Secretary
Building Head Custodian
Director of Maintenance

***All users not covered by the Plymouth Board of Education insurance policy must provide a liability insurance certificate of no less than \$1,000,000 per occurrence/\$2,000,000 annual aggregate and naming the Plymouth Board of Education as the additional insured. Insurance limits will be reviewed and updated periodically.**