

**NORTH BALTIMORE LOCAL SCHOOLS
BUILDING USE REQUEST
To be completed by activity director/organization**

_____ (Group/Organization) agrees to indemnify and hold harmless the North Baltimore Board of Education and their agents and employees from all liability, claims, demands, damage, or costs, for or arising out the activity of request, whether it be caused by the negligence of the organization or the North Baltimore Board of Education or either party's agents or employees, or otherwise. **If a school sponsored event necessitates a change, then this building request may be canceled.**

Building and room(s) Requested: _____

If the request is for the Powell Multi-purpose Room [] Request entire room
[] Request portion of room (divided by curtain)
[] Small Portion [] Large Portion

Date(s) Requested: _____

Time(s) Requested for facility to be opened _____

Actual time event starts _____ and ends _____

Description of Activity: _____

Special Needs/Requests: (Equipment) _____

of Chairs _____ # of Tables _____ (Please be specific of the equipment needed/only what is requested will be provided)

We hereby state that our organization is familiar with rules and regulations relating to building use and agree to comply with the same.

To be completed by requesting individual:

Name: _____ Date: _____
Address: _____ Phone: _____

To be completed by the Building Principal:

Building available _____ yes
_____ no

The date/time you have requested is not available. Please call the principal to reschedule.

- [] School sponsored event
- [] Non-school sponsored but involving North Baltimore Local Schools students
- [] Non-school sponsored event for adults and/or community members

Personnel Assigned: _____

Remarks: _____

Signature of Building Principal: _____ **Date:** _____

To be completed by the Board of Education:

Approved _____ Yes _____ No _____ Building Fee Yes _____ No _____
Service Charge _____ Yes _____ No _____
Remarks _____

Signature of Superintendent: _____ **Date** _____