



# APPLICATION FOR USE OF SCHOOL PROPERTY

Springfield Public Schools  
Central Office

1550 Main St., 2<sup>nd</sup> Floor  
Springfield, MA 01103

Email: [Building Permits](#) Phone: 787-7100, Ext. 55252

**APPLICATIONS MUST BE SUBMITTED VIA MAIL/EMAIL AT LEAST 14 DAYS PRIOR TO ANTICIPATED USE**

NAME OF ORGANIZATION: \_\_\_\_\_

SCHOOL OR GROUNDS TO BE USED: \_\_\_\_\_

FOR USE OF FACILITY: \_\_\_\_\_  
(Auditorium, gymnasium, classroom, etc.)

PURPOSE OF USE: \_\_\_\_\_

EXPECTED ATTENDANCE: \_\_\_\_\_

DATES REQUESTED:

DAY OF WEEK	MONTH & DAY	START TIME	END TIME

SCHOOL EQUIPMENT LOOKING TO USE: \_\_\_\_\_

EQUIPMENT OR APPARATUS TO BE BROUGHT INTO BUILDING: \_\_\_\_\_

ADMISSION CHARGES: \$ \_\_\_\_\_ DISPOSAL OF PROCEEDS: \_\_\_\_\_

*The signing of this application shall constitute an agreement to abide by all rules and regulations governing the use of school buildings and to accept full responsibility for any damage to or loss of school property.*

*The applicant is responsible for all charges covering the use of police officers, security, firemen, stage managers or electricians as requested by the Springfield Public Schools.*

DATE OF APPLICATION: \_\_\_\_\_ NAME OF APPLICANT: \_\_\_\_\_  
(PLEASE PRINT)

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ TITLE: \_\_\_\_\_

\_\_\_\_\_ TELEPHONE NUMBER : \_\_\_\_\_

SIGNATURE \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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### (FOR SCHOOL USE ONLY)

DATE RECEIVED: \_\_\_\_\_ PRINCIPAL RECOMMENDATION: \_\_\_\_\_ APPROVE \_\_\_\_\_ NOT APPROVE

REASON WHY PRINCIPAL RECOMMENDED NOT TO APPROVE: \_\_\_\_\_

\_\_\_\_\_