

FRANKLIN TOWNSHIP SCHOOL
BUILDING USE APPLICATION

- This completed application, with accompanying insurance certificate, must be submitted to the CSA/Principal for approval at least one week prior to the start of the activity.
- **Insurance required: 1,000,000 each accident, 1,000,000 each occurrence, 1,000,000 property damage**
- If the FTS student body were to need the requested facility, the applicant's activity would be moved to a comparable room.
- Once the application is approved, all changes must be cleared through the FTS Main Office.
- All School-related activities, including service organizations are cancelled when a school closing occurs.
- Supervision must be provided so that the children do not wander throughout the building.
- Advisors must remain with the children until a parent/guardian arrives to pick up the child.
- If the activity is to begin immediately following dismissal, the advisor must be present when the bell rings for dismissal.
- No food is permitted in the library, gymnasium, computer room and art room.
- Contact person must be a resident of Franklin Township or an employee of the FTS BOE.

Name of Organization: _____ Date: _____

Contact: _____ Phone: _____

Address: _____

Email Address: _____

Purpose for which the facilities will be used: _____

Equipment Requested: _____

Dates Requested: _____

Times: _____ Adult Participants: _____ Child Participants: _____

I have read the rules and regulations of the FTS Board of Education and hereby agree to abide by and enforce them. I further agree to be responsible for any damage arising from the use of these facilities.

Signature of Applicant: _____ Date: _____

CSA/Principal Approval: _____ Date: _____