

**Twinfield Union School
Building Use/After School Event Request Form**

MUST BE SUBMITTED 2 WEEKS IN ADVANCE

- **Whenever students are involved in after-school functions at Twinfield *they must have adult supervision at all times.* Their activities should be limited to the designated area requested below.**
- **In the event of an emergency school closing, all events for that day will be cancelled.**

Please print legibly

Title of event _____

Date(s) of event _____ Entry Time: _____ Exit Time: _____

If this event is open to the public, what are those entry/exit times? (if different from above _____/_____)

Entryway to be used (circle one): Main Flagpole Entrance Library Entrance

Requested location(s) _____ Number of people expected _____

Name of person requesting use of building _____

Phone _____ **Email Address** _____

Name of group affiliation (If not a TUS Staff Member) _____

Admission charge for this event (if any) _____

Name and number of emergency contact _____

NOTE: Some activities may require a paid custodian and proof of liability insurance for non-school organizations. You will be informed if this is the case.

To the best of my ability the above information is accurate. I understand that school functions take priority and as such I/we may be asked to pick an alternative date. By signing this Building Use Form I/we are responsible for the space I/we use. We will leave the room in the same condition as we found it.

Signature _____ Date _____

Approved by _____ Date _____

(Return completed form to the Main Office for approval)