



Middletown Public Schools

Request Form For Building/Field Use Permit



If you have questions please call the Facilities Management Department @ 401-849-2122

The undersigned requests the use of the Middletown Public Schools facilities under the terms and conditions and on the dates and hours shown below.

Organization Name: _____ Profit
 _____ Non-Profit
Address: _____ **Work Phone:** _____
Contact Person/Title: _____ **Home Phone:** _____
E-Mail Address: _____ **Cell Phone:** _____
Purpose: _____ **Fax Number:** _____

SITE REQUESTED <i>(one site per request form)</i>	ROOM/ FIELD	WEEK DAY	DATE(S)	TIME (am/pm)	
				START	END
<input type="checkbox"/> Aquidneck <input type="checkbox"/> Forest Ave <input type="checkbox"/> Kennedy <input type="checkbox"/> Gaudet Middle <input type="checkbox"/> High School <input type="checkbox"/> Oliphant	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

Equipment Needed: _____ Tables _____ Chairs Other (list below)

Other/Special Setup: _____

Will you be charging a participation fee? No Yes **Fee:** \$ _____ **# of Participants:** _____

I have read and understand the policy for using a room/gym/playing field in the Middletown Public Schools as set forth by the school policy. I will insure that my group/organization will follow these rules.

_____ *Requestor's Signature* _____ *Date*

_____ *Athletic Director's Approval Signature* _____ *Date*

_____ *Principal's Approval Signature* _____ *Date*

Office Use

Facilities Fees: _____ **Other Fees:** _____ **Custodial Fees:** _____

Paid Check #: _____ **Date Paid:** _____ **Permit #:** _____