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BIDDEFORD SCHOOL DEPARTMENT
P.O. Box 1865
205 Main St.
Biddeford, ME 04005
(207) 282-8281

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APPLICATION FOR RENTAL OF FACILITY

******* (NOTE: This form cannot be used for the rental of the BMS Auditorium) *******

Tiger Gym BHS Cafeteria JFK/Multipurpose Room
 Steve White Gym BHS Lecture Hall Classroom(s): BHS BMS BIS
 BMS Gym BMS Cafeteria COT BPS JFK
 BIS Gym BIS Cafeteria Other Specify _____
 BPS Gym BPS Cafeteria _____

Name of Sponsoring Organization: _____
 Name of Representative: _____ Phone: _____
 Address of Representative: _____
 Date Use of Facility: _____ Starting Time: _____ Ending Time: _____
 Purpose of Rental (be specific) _____

The above organization through its authorized representatives assumes full responsibility for damage and any wear and tear above normal usage. Furthermore, the sponsoring organization and its authorized representatives are responsible for the following charges:

(PAYMENT FOR RENTAL FEE IS REQUIRED UP-FRONT)

a) Rental Fee for Facility: \$ _____ Payable to Biddeford School Department
 Must be paid by: _____
 b) Police/Fire Dept. Services: \$ _____
 c) Custodial Services: \$ _____ (Estimate) To be billed directly by Aramark Co.
 d) Equipment Rental: \$ _____

It is the responsibility of the sponsoring organization through its authorized representative to contact the head custodian at the respective school two (2) weeks prior to the rental date to establish the following:

- 1) Time periods for the preparation of the rental area.
- 2) Time periods for which a custodian will be on duty.
- 3) Review of equipment and/or utility needs.

The organization is also responsible for arranging police and fire department coverage, as well as custodial services, as required by School Board and municipal regulations. The organization wishing to rent must indicate proof that it is "non-profit".

SIGNATURE OF AUTHORIZED PERSON	Date		
PRINCIPAL	Date	Approved	Denied
SUPERINTENDENT and/or DESIGNEE	Date	Approved	Denied

cc: Principal, Maintenance Supervisor, Custodian Service, Sponsoring Organization