

# The Newton School

P.O. Box 239  
South Strafford, VT 05070  
(802) 765-4351

Tracy Thompson  
*Principal*

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## Request To Use School Grounds & Related Playing Fields

Date(s) requested: \_\_\_\_\_ Time: \_\_\_\_\_

Person/ Organization making request: \_\_\_\_\_

Purpose: \_\_\_\_\_

Room/Space Needed: \_\_\_\_\_

Please be sure that the following things are done prior to your leaving.

- \*Pick up area
- \*Lights out in the room(s)
- \*Lights out in the building
- \*Door locked

The area in use should be left in the same or better condition than you find it.

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**\*TIME.** If your meeting starts after 7:00 p.m., you must make arrangements to pick up a key from the school office beforehand. *The key must be returned the next morning.*

**\*ORGANIZATION.** There may be a fee for individuals and organizations (commercial groups such as exercise class, after-school art classes, martial arts, etc.). Please see the Building and Grounds Use Policy.

The undersigned agrees to the terms of the Building and Ground Use Policy, the Use of School Facilities and Equipment (attached), and agrees to be responsible for paying any fees for required for cleaning, breakage, etc.

Person responsible: \_\_\_\_\_

Principal Approval: \_\_\_\_\_ Date: \_\_\_\_\_