

LEDYARD PUBLIC SCHOOLS
REQUEST TO THE LEDYARD BOARD OF EDUCATION FOR
USE OF SCHOOL PROPERTIES AND/ OR FACILITIES
BY SCHOOL-SPONSORED ACTIVITY/CLUB

* Please submit form to the Assistant Principals' Office at least 10 school days prior to the event. *

1. Name of organization making request:

2. Nature of request (be specific in naming equipment, specific rooms(s), etc.):

3. Date(s) and time of requested use:

4. Facility to be used for:

Signature of authorized person representing group and attesting to strict adherence to Board of Education Policies, Article XIV. Use of School Equipment and Facilities.

Signature

Title

Telephone #

Date

Approved by: _____

Date: _____

(Rev. 6/92 and Revised 03-04-11 for Ledyard High School)

OFFICIAL USE ONLY

_____ : Check If a Custodian is required at LHS after a custodian's normal work shift is over.