

# Lincoln Public Schools Application for Use of Facilities

## Contact Information

Group/Individual Requesting Use \_\_\_\_\_ Contact Person \_\_\_\_\_  
Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Fax \_\_\_\_\_  
Email Address \_\_\_\_\_

## Activity/Event Description

Purpose of Event \_\_\_\_\_  
Is this event sponsored by the Lincoln Public Schools?    Yes        No                      Expected Attendance \_\_\_\_\_  
Has this activity previously been held at a Lincoln Public Schools facility?    Yes        No  
    If yes, give approximate date and location of previous event \_\_\_\_\_  
Will the public be admitted?                                      Yes        No  
Will a fee be charged for admission?                              Yes        No                      Admission charge: \$ \_\_\_\_\_  
Is this event a fundraising activity                                      Yes        No  
    If yes, please explain \_\_\_\_\_  
Is this a commercial (for profit) event?                              Yes        No  
    If yes, please explain \_\_\_\_\_

## Select Field & Equipment, Obtain Signatures

Date(s) Requested \_\_\_\_\_ Times: from \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

<b>Facility Requested</b>	<b>Area Requested</b>	<b>Equipment needed</b>
Lincoln High School	Football Field	Lighting
Lincoln Middle School	Soccer Field	Microphone
Lincoln Central Elementary	Practice Field	Podium
Lonsdale Elementary	Auditorium (LHS & LMS only)	PA System
Saylesville Elementary	Cafeteria (LHS & LMS only)	Sound
Northern Lincoln Elementary	Gym (LHS & LMS only)	Bleachers
	Multipurpose room (Elementary)	Chairs
	Kitchen	Other _____
	Classroom	

## Obtain Fire/Police Protection

Your organization must contact your local fire district/police station directly to determine if coverage is necessary, and to schedule that coverage as required. Payment for these services is the responsibility of the individual/group requesting use of the building.

\_\_\_\_\_ Police coverage required and obtained                      \_\_\_\_\_ Fire coverage required and obtained

\_\_\_\_\_ Police coverage not required                                      \_\_\_\_\_ Fire coverage not required

\_\_\_\_\_ Police Department signature

\_\_\_\_\_ Fire Department signature

**Additional Documentation**

If this activity is a fundraiser and/or requires a flyer to be distributed, these permissions must be obtained from the Superintendent prior to submitting this application. Copy of approval(s) must be included with this packet.

**Submit Complete Application Packet**

Must be submitted at least 20 days prior to activity or event. A complete packet includes:

\_\_\_\_\_ Signed Applications

\_\_\_\_\_ Payment (if applicable) by check made payable to: **Lincoln Public Schools**

\_\_\_\_\_ Certificate of Insurance naming Lincoln Public Schools as certificate holder and as additional insured with a minimum of \$200,000 coverage for property damage, \$1,000,000 per occurrence with a \$3,000,000 annual aggregate for liability and \$10,000 for medical payment liability.

\_\_\_\_\_ Additional documentation as necessary. All additional documentation associated with this event (flyer distribution approval, fundraising permission, etc.) must be pre-approved by the Office of the Superintendent.

**Requestor Signature**

This permit is requested under the policies of the Lincoln School committee and I agree to become responsible for any damage to buildings, grounds and/or equipment.

**Signature:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

Please note: The requestor will receive a copy of this application after it is fully approved. Any changes must be submitted in writing and will affect processing time. Completed applications can be submitted via email to: [operations@lincolnps.org](mailto:operations@lincolnps.org) or mailed to:

Lincoln Public Schools  
Operations Department  
135 Old River Road  
PO Box 367  
Lincoln RI, 02865

\_\_\_\_\_ Director of Operations signature

\_\_\_\_\_ Building Principal signature