

**Wilmington Public Schools - Town of Wilmington
Facility Permit Request**

All information must be completed prior to processing. All blocked areas must be filled in. All requests must be received at least
10 days prior to the event. Please email this document to facilities@wpsk12.com.

Date:			
School Requested:		Area Requested:	
Purpose:		Field/Court Requested:	
Dates Requested:		Begin & End Times:	
Estimated # of Attendees:			
Will there be Food?		Is Kitchen Access Required?	

List Equipment or set-up needs required by Public Buildings Department or Department of Public Works:

Organization	
Address	
Classification	
Documentation of category?	
Proof of Insurance	

Classifications: School, Town, Recreational Department, Community Groups, Town Sponsored Group, Non-Profit, Public Charity, Commercial, Other.
(See Policy for Classification explanations)

Contact Name		E-Mail	
Phone #		Cell #	

All persons completing a permit request are mandated to review the Facility General Information, Rules and Regulations section of the School Committee policy prior to signing.

I understand that my group must adhere to the rules and regulations as stated in the School Committee Policy. Failure to do so may result in forfeiture of permit or failure of future school usage. I understand that the requested permit may need to be changed or cancelled to accommodate groups in higher categories as outlined in school committee policy.

Requestor's Signature		
Date		

Approvals:	Signature	Date
For the Superintendent of Schools (978-694-6000, ext. 8, Fax 978-694-6005)		
Superintendent of Public Buildings (978-658-3017, Fax 978-658-6506)		
Superintendent of DPW (978-658-4481, Fax 978-694-2003)		

See attached for Estimated Charges.

Sent to Requestor on:		Mail	Fax	E-Mail
Sent to Principal on:		Mail	Fax	E-Mail
Sent to Athletic Director on:		Mail	Fax	E-Mail
Sent to Food Service Director on:		Mail	Fax	E-Mail
Sent to Public Buildings on:		Mail	Fax	E-Mail
Sent to DPW on:		Mail	Fax	E-Mail
Sent to Other on:		Mail	Fax	E-Mail