

Wilmington Public Schools ~ Town of Wilmington



Facilities Permit Request

All information must be completed prior to processing. All areas must be "filled" in. All Requests must be received 10 days prior to event.

Date []

School []

Area []

Dates []

Begin & End Times []

Attending []

Purpose []

Will there be food? []

Is access to kitchen needed? []

If indicated "Yes" to access kitchen, you must call the Food Service Director or entrance into the area will not be allowed.

List Equipment or set-up needs required by the Public Buildings Department

[]

Special Notes

[]

Organization

[]

Address

[]

Classification

[]

Contact Name

[]

E-mail

[]

Contact Phone

[]

Work/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 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 tiers as outlined in school committee policy. Form cannot be read by School Department if check box is left blank.

Superintendent of Public Buildings (APPROVED)

Office #: 978-658-3017 Fax #: 978-658-6506

For the Supt. Of Public Schools (APPROVED)

Office #: 978-658-1856 Fax #: 978-658-6506

No Charge: _____ # of Custodial Hr's: _____ Facility Permit Rate: _____ (see SC policy)

Sent to Requestor on:

Sent to Athletic Director on:

Sent to Food Service Director on:

By Mail, Fax, or E-mail:

By Mail, Fax, or E-mail:

By Mail, Fax, or E-mail: