

School Facility Reservation Form
 Falmouth Community Programs
 271 Falmouth Road
 Falmouth, ME 04105
 (207)-781-5253 (FCP)

Please keep this form on you during times of reservation.

Facility Requested:	Plummer-Motz <input type="checkbox"/>	Lunt <input type="checkbox"/>	Middle School <input type="checkbox"/>	High School <input type="checkbox"/>
Area(s) Requested:	Gym <input type="checkbox"/>	Music Room <input type="checkbox"/>	Cafetorium <input type="checkbox"/>	Theater <input type="checkbox"/>
	Kitchen <input type="checkbox"/>	Library <input type="checkbox"/>	Classroom (indicate number) <input type="checkbox"/>	
	Athletic Field (indicate field) <input type="checkbox"/>	Other <input type="checkbox"/>		

Dates to be reserved							
Hours to be reserved							
Type of Use							
Name of Organization							
Insurance Carrier				Policy Number			
Person designated as primarily responsible:							
Name:				Date:			
Address:				Phone:			
					(Day)	(Night)	
	Signature						

Hours Reserved:		Facility Fee		Additional Fee:		Total Charge:	
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The person or representative will clear the availability of the space with Falmouth Community Programs before making application for use. Falmouth Community Programs maintains a calendar of facility use: Call 781-5253 for information or look on the Internet at www.town.falmouth.me.us

The person designated as the representative of the group mentioned above, agrees in signing for that group to be responsible, and to understand the school policies IGAFA and KG (available at the schools and at the Falmouth Community Programs office). Payment for the facilities if it applies is expected at the time of application unless other arrangements have been made. **The check is to be made out to Falmouth School Department and sent to Falmouth Community Programs at the above address.**

 Facility Scheduler Signature

 Date

 Approved / Denied