



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

Please keep this form with 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 IGFA 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