

**NORTH KINGSTOWN SCHOOL DEPARTMENT  
APPLICATION FOR USE OF BUILDINGS**

Office of Plant and Grounds  
268-6426 268-6420 fax

Today's date \_\_\_\_\_

Approximate number attending \_\_\_\_\_

**(If over 50- NKFD signature needed at bottom of this form)**

School \_\_\_\_\_

**Liability insurance required for all non-school department use**

For use of Room(s) \_\_\_\_\_

**Groups are reminded to restrict use to the area requested**

Organization \_\_\_\_\_

Type of Event \_\_\_\_\_ Is set-up required? \_\_\_\_\_

Event Date(s)	Rental Time	Start Time
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- Is cafeteria kitchen to be used? \_\_\_\_\_ Cafeteria Services must be contacted if kitchen is to be used to prepare or serve food.
- Is police/fire department supervision needed? NO \_\_\_\_\_ YES \_\_\_\_\_ (To be arranged and paid for by user)
- Will admission be charged? NO \_\_\_\_\_ YES \_\_\_\_\_

Party responsible for conduct and bills \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Person making request \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

**NO SET UP IN HALLWAYS.** Principal must okay use of any decorations or school equipment.

**If changes or cancellations are necessary, please contact the school to insure correct billing.**

**USE OF A TENT ON NKSD PROPERTY REQUIRES PERMISSION BY NKFD. EXITS MUST BE POINTED OUT PRIOR TO EVENT.**

**ALL** groups that are NOT part of NKSD or Town of NK must provide certificate of liability insurance naming NKSD on it.

---

**TO BE FILLED OUT BY DEPARTMENT PERSONNEL**

Approval \_\_\_\_\_ Disapproval \_\_\_\_\_ by \_\_\_\_\_ Principal

Approval \_\_\_\_\_ Disapproval \_\_\_\_\_ by \_\_\_\_\_ Supervisor of Plant & Grounds

Organization Type \_\_\_\_\_

Custodial Fees \_\_\_\_\_ Rental Fees \_\_\_\_\_

**NKFD PERMISSION** \_\_\_\_\_ **Insurance Form** \_\_\_\_\_

**TOWN of NORTH KINGSTOWN  
FIRE DEPARTMENT  
REVIEW SHEET**

- *Completion of this form is required by the FIRE DEPARTMENT for events of more than 50 people*
- *APPLICANT must bring it to Fire Department for signatures  
NKFD fax – 294-4180*
- Return completed form to NK School Department, 100 Fairway Drive  
or fax it to: **268-6420**

**APPLICANT'S NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**LOCATION OF EVENT:** \_\_\_\_\_

**ROOM:** \_\_\_\_\_ **APPROXIMATE  
NUMBER ATTENDING:** \_\_\_\_\_

**DATE(S):** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**FIRE DEPARTMENT AUTHORIZATION**

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_