

# Berne-Knox-Westerlo Facilities Use Form 2023-2024

Please print and complete the following and return to Melissa Cable in the Elementary school office

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Organization requesting use

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Name of the person(s) in charge of the requesting organization

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Telephone number(s)

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Email address

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Purpose of facilities use:

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Specific facilities needed

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Number of participants expected

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Additional school equipment requested

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Date(s) requested

**If applicable, please submit Certificate of Liability Insurance**

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Print name

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Signature

Date