# Town of Needham
# Application for Permit for Use of School Buildings

**Event Name:** _____

**Event Details:** _____

**Location:** _____ **Room(s):** _____

**Event Date(s):** _____

**Start Time(s):** _____ **End Time(s):** _____

**Organization Name:** _____
**Must be a Needham based group**

☐ **School Group** ☐ **Town Group** ☐ **Needham Based Non-Profit**

**Contact Person:** _____

**Email Address:** _____ **Day Time Number:**_____

**Cell Phone:** _____ **Evening Number:** _____

**Address:** _____
_____

**Audio/Visual Requirement:**

**Event Setup:**

**Fire and/or Police Requirements:**

**Kitchen Equipment:**

**Number Attending:** ____

☐ **I have read and accept the Rules and Regulations for Use of School Facilities effective July 1, 2012, and will comply with all requirements therein.**

**Signature:** _____ **Date:** _____
Must be person pulling permit who will be responsible for all activities taking place.

*Regulations are available online at http://needhamma.gov/scheduling.*

Send requests to:

Scheduling
Department of Public Facilities
500 Dedham Ave
Needham, MA 02492