

## Building Usage Form Procedures

The following are guidelines for the procedure and timeline for submitting a "Building Usage Form":

1. A building usage form must be completed on-line at [stonington.org](http://stonington.org) for any event in any school building to which the public is invited.
2. The form **MUST** be submitted at least **SEVEN DAYS** before the event is to take place.
3. The form must be completed in full before it is submitted.
4. Once the form is approved and returned, the requestor must read and abide by any remarks listed by the approving parties.
5. If a confirmation of approval e-mail has not been sent to the requestor by the time of the activity, it is the requestor's responsibility to call the compliance coordinators office at 860-599-5781 x325 to check on the status of the form.
6. If in the Fire Marshall comment section the event set up must be reviewed, it is the requestor's responsibility to call the coordinators office to schedule a review before the event.
7. Any deviation of the above procedures must be approved by the School Principal, Safety Coordinator, Fire Marshall and Operations Manager.
8. If a form is not submitted within the seven-day window, the event will be in jeopardy of non-approval and subject to cancellation.

(Revised Summer 2011)