



**THE MAINE EDUCATIONAL CENTER FOR THE DEAF AND HARD OF HEARING**  
**THE GOVERNOR BAXTER SCHOOL FOR THE DEAF**  
**1 Mackworth Island**  
**Falmouth, ME 04105**

**Application for Use of School Facilities** - Please fill out and fax to: 207-781-6296

\_\_\_\_\_  
 Name of Organization \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Today's Date

\_\_\_\_\_  
 Contact Person \_\_\_\_\_  
 Phone(s)

\_\_\_\_\_  
 Address \_\_\_\_\_  
 Fax

\_\_\_\_\_  
 Address \_\_\_\_\_  
 E-mail

\_\_\_\_\_  
 Please describe your organization

\_\_\_\_\_  
 Describe event

\_\_\_\_\_  
 Date(s) of event \_\_\_\_\_  
 Time(s) - Please include setup and cleanup

**Please check room/facility required:**

- |  |  |                                      |
|--|--|--------------------------------------|
| <input type="checkbox"/> Board Room            | <input type="checkbox"/> Greenlaw Multi-Purpose Room | <input type="checkbox"/> Guest Room  |
| <input type="checkbox"/> Cafeteria Dining Room | <input type="checkbox"/> Greenlaw Parent Room        | <input type="checkbox"/> Dorm        |
| <input type="checkbox"/> Staff Dining Room     | <input type="checkbox"/> Brewster Multi-Purpose Room | <input type="checkbox"/> Picnic Area |
| <input type="checkbox"/> Gym                   |  | <input type="checkbox"/> Ball Field  |
| <input type="checkbox"/> Gym Annex             |  | <input type="checkbox"/> Parking     |

**Equipment:**

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> TV/DVD         | <input type="checkbox"/> LCD Projector | <input type="checkbox"/> Overhead Projector |
| <input type="checkbox"/> Screen         | <input type="checkbox"/> Sound System  | <input type="checkbox"/> Flipchart/Easel    |
| <input type="checkbox"/> Extension cord |  |   |

**Food Service:** Please complete attached Food Service Request Form.

**Custodial:**

- Tables-Qty \_\_\_\_\_  
 \_\_\_\_\_  
 Special arrangement of tables/seating (describe)
- Chairs-Qty \_\_\_\_\_  
 \_\_\_\_\_
- Podium \_\_\_\_\_  
 Other \_\_\_\_\_

**Parking:**

\_\_\_\_\_ Number of cars \_\_\_\_\_ Number of buses

**Special Accommodations:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Approved (Signature) \_\_\_\_\_  
 Not Approved (Signature) \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Date