

Request for Municipal Use
18 Jacobs Road
(Formerly Heath Elementary School)

Use of the former school building for municipal purposes is free. Requests are approved on a first come first served basis and on the basis of availability. Requests should be made to the Heath School Building Use Committee as far in advance of the request as is possible. Forms may be emailed, dropped off with the Town Coordinator, dropped in the Town Business Box outside the Post Office or sent by post to School Building Use Committee, Sawyer Hall, 1 East Main St., Heath MA 01346. Email forms to Pam_porter@verizon.net and copy to Patricia.mcghan01@gmail.com. Email or call Pam (337-5525) or Pat (337-4078) with questions or if there is need to expedite your request.

Today's Date _____

Name _____ Phone Number _____

Town affiliation _____

Date and Time Requested _____

___ One time only ___ Regularly _____ Interval (weekly, fortnightly, monthly)

Space Requested, check all that apply:

- | | | | |
|---------------|--------------|------------------|-------------------|
| ___ Gym | ___ Kitchen | ___ Cafeteria | ___ Nurses Office |
| ___ Conf Room | ___ Office 1 | ___ Admin Office | ___ Room 118 |
| ___ Room 119 | ___ Room 121 | ___ Room 122 | ___ Room 124 |
| ___ Room 126 | ___ Room 130 | ___ Room 135 | |

_____ Number of participants expected .

Purpose of use _____

Any special custodial or other needs _____

(Committee Use Only)

Approved by _____ Date _____