

PORTSMOUTH SCHOOL DEPARTMENT
ORGANIZATION INFORMATION FORM- Facilities Use

You will not be able to schedule your event until your organization is approved. Once your organization is approved, you will receive a confirming/denying email within 10 days of your request. Holiday and school closing might take longer. You will then be able to use the online schedule software to reserve your event. Directions and more information is posted on our website at www.portsmouthschoolsri.org, Facilities Scheduling link. A hard copy of your insurance policy must be emailed to the Portsmouth School Department (PSD) from your insurance company within 5 days of the event. The PSD reserves the right to deny the reservation if all requirements are not met. When you reserve the facility, you will be invoiced.

ORGANIZATION NAME:

ADDRESS:

CITY & STATE:

CONTACT PERSON:

TITLE:

ADDRESS:

CITY & STATE:

TELEPHONE:

HOME:

WORK:

CELL:

FAX:

E-MAIL ADDRESS:

WEBSITE:

ORGANIZATION TYPE:

PROFIT

NON-PROFIT*

FEIN NUMBER:

TAX EXEMPT:

YES

NO

SALES TAX EXEMPTION NO:

**REQUIRES ADDITIONAL FORM "CERTIFICATION OF NON-PROFIT STATUS", WHICH CAN BE FOUND ON FACILITIES WEBSITE.*

A HARD COPY OF YOUR INSURANCE POLICY MUST BE EMAILED TO THE PORTSMOUTH SCHOOL DEPARTMENT FROM YOUR INSURANCE COMPANY WITHIN 5 DAYS OF THE EVENT. IF FACILITIES IS NOT IN RECEIPT OF SAID PROOF OF INSURANCE YOUR EVENT WILL BE CANCELLED.

POLICY SHOULD BE SENT VIA EMAIL TO (PREFERRED METHOD): FACILITIES@PORTSMOUTHSCHOOLSRI.ORG

OR MAILED VIA USPS TO:

FACILITIES

PORTSMOUTH SCHOOL DEPARTMENT

120 EDUCATION LANE

PORTSMOUTH, RI 02871

SAVE THIS FORM AND EMAIL IT AS AN ATTACHMENT TO: FACILITIES@PORTSMOUTHSCHOOLSRI.ORG