

Lyme Youth Commission

Activity Request Form

Lyme Youth Commission's purpose is to establish, promote, supervise and maintain sports, fitness, recreational, educational and cultural programs for all youth age 5 through 20 who are year round or seasonal residents of the Town of Lyme. It is the goal of the Youth Commission to provide a diversity of programming to safe, healthy, youth development both physical and mental by offering fulfilling and enjoyable leisure time activities.

Submitted by: _____ Submitted to the LYC -Date: _____

Contact information: Name _____ Phone _____

E-mail _____

Activity(s): _____

Time Period – Beginning Date to End Date: _____

Group Name: _____

Location of Facility/Activity (s): _____ School Facility _____ (see below)

What is requested from the Lyme Youth Commission:

Insurance Coverage Supplies: _____

Other: _____

Additional Comments: _____

Lyme Youth Commission Chairman

Date

If activity is on school premises please complete the school activity request form provided on the back.

You may submit it electronically to mholmes@lymecsd.org

[or] by mail to: Lyme Central School
Attention: Superintendent's Office
P.O. Box 219
Chaumont, N.Y. 13622

Lyme Central School District

Activity / Facility Use Request Form

Submitted by: _____ Date of Request: _____

Class/Group Name _____ Date of Activity: _____

Activity: _____

Start Time: _____ End Time: _____

Purpose: _____

Facilities Needed: (cafeteria, gym, outdoor court, stage, etc) _____

Equipment Needed: (lcd projector, laptop, microphone, etc) _____

Status of account (as per extracurricular controller) ____ up to date ____ funds outstanding

Name of Chaperone	Employed by LCS? YES or NO

- Attach a schedule if using facility more than once for same request (Scouts, etc)
- Attach volunteer application unless you have verified one is already on file
- Submit all requests that require BOE approval 2 weeks prior to next scheduled BOE meeting
- Non-school organizations need to attach a Certificate of Insurance

Principal

Date

Superintendent

Date

For office use only

___ Add LCS Planning Calendar

___ Cafeteria

___ Custodial

___ Add to website

___ Phys. Ed. Staff

___ BOE – add to agenda Date of meeting: _____