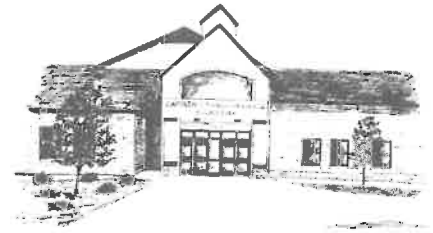




*Brookline School District*  
*www.brooklineschools.org*



**Richard Maghakian Memorial School**  
*22 Milford Street*  
*Brookline, NH 03033*  
*603-673-4640 Fax: 603-673-4785*

**Captain Samuel Douglass Academy**  
*24 Townsend Hill Road*  
*Brookline, NH 03033*  
*603-673-0122 Fax: 603-673-7384*

2019/2020 School Year

Dear Friend of RMMS,

Thank you for your interest in reserving space in our school or reserving of one of the fields on the Richard Maghakian Memorial School (RMMS) property. RMMS allows community use of school facilities for educational, recreational, civic and cultural activities. When space is available, at times that do not interfere with the school's instructional programs, student activities and school related groups, community members may apply to reserve school facilities.

Richard Maghakian Memorial School is a peanut/nut safe school. Please inform participants in your program that while they are at RMMS, peanut/nut foods or any food or beverage manufactured in a peanut/nut facility are NOT allowed. We truly appreciate your understanding and cooperation in helping us maintain a safe school environment.

**Application Process:**

1. Review the Attached Community Use of School Facilities and Fields Policy
2. Complete and sign the Brookline School District Facility Use Permit
3. Submit proof of general liability insurance. Richard Maghakian Memorial School must be listed as an "Additional Insured" on the certificate of insurance
4. Sign Nut-Safe Acknowledgement
5. Please return all signed forms to RMMS, Attention: Kim Kapala 673-4785. Mrs. Kapala will send you confirmation copies for your records.

Please feel free to contact us with any questions.

Sincerely,

Daniel Molinari  
Principal, Richard Maghakian Memorial School