

Application for Use of School Facilities *(please print legibly)*

Part I:
(To be completely filled out by applicant)

Name and Type of Organization: _____, a(n) _____
 (individual, corporation, etc.)

Mailing Address (for billing purposes): _____

Contact Person:

Name: _____ Title (if any): _____

Telephone: _____ E-mail address: _____

If activity must be cancelled by School Department, who (if different from above) should be contacted?
(Note – all activities are generally cancelled whenever school is closed due to inclement weather.)

Name: _____ Cellphone #: _____

Request:

Please describe activity/name of event: _____

School _____ Date(s): _____ Time(s): _____
Please use additional sheet(s) if more than one date/time is requested.

Facilities Needed: (please check all that apply)

- Classrooms (Number of Rooms: _____) Computer Lab(s)
- Gym(s) Cafeteria (check if desire use of Kitchen)
- Auditorium Hanlon Field Tennis court(s)
- Other, please specify: _____

Equipment Needed: (please check all that apply)

- Table(s) # _____ Chairs # _____ Projector/Screen
- Stage Sound/Lighting* Microphone(s)
- * requires operator(s) at additional charge (see **Fee Schedule**)
- Other, please specify: _____

Other Information:

Will your event be open to the public? No Yes *(Note – a police detail may be required, based on the information contained herein)*

Approximate number of expected attendance: _____ Number of chaperones: _____

Has your organization previously used Medway school facilities? Yes No

Is your organization an agency of the Medway government? Yes No *(see below)*

If No, a Certificate of Insurance must be filed with the Business Office two weeks prior to the planned event. Insurance must have minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personal injury).

The Certificate of Insurance must include the Town of Medway as additional named insured.

PLEASE SEE REVERSE REGARDING RESPONSIBILITIES OF USING SCHOOL FACILITIES

It is understood through the submission of this application that:

- 1) The user is solely responsible for the fulfillment of the following regulations, etc.:
 - State Department of Public Safety and regulations
 - State and local fire and police laws and regulations
 - State and local health laws and regulations
 - Internal Revenue Code and federal and state tax laws and regulations, if applicable
 - Massachusetts General Laws Chapter 71, Section 71 – *Use of School Property*
 - Medway School Committee Policy (#64) on School Facilities Use, and related addendums
- 2) Estimated Fees for using Medway school facilities are based on information contained herein.
- 3) Additional charges may result after the use of facilities (e.g., cleanup, damages, etc.).
- 4) Total fees are due thirty (30) days prior to the planned event date(s), unless otherwise approved; no organization will be permitted to use school facilities if an unpaid charge exists from a prior use.
- 5) Any damages sustained to the facility during its use will be considered the responsibility of the organization, and will be billed for any repairs needed to restore the facility to its original condition.

I received and read the School Committee Policy on School Facilities Use: Yes No

I received and read the Fee Schedule (or fee estimate), if applicable: Yes No
(Note - checks should be made payable to Medway Public Schools; no cash will be accepted.)

I received and read the Auditorium Usage Addendum, if applicable: Yes No

By signing this document, I hereby declare compliance with Title IX, outlined by the Medway School Committee, which states: It is the policy of Medway Public Schools not to discriminate on the basis of sex in its educational programs, activities or employment policies required by Title IX of the 1972 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the Office of Superintendent, Medway Public Schools, 45 Holliston Street, Medway, MA 02053; or to the Director, Office for Civil Rights, Boston, MA.

I hereby accept responsibility for supervision, compliance with applicable laws, regulations and Medway School Committee policies, and payment of fees (if applicable, and subject to additional assessment in the event of damages) associated with the foregoing use of school facilities.

Date: _____ **Signature of Applicant:** _____

Note: The use of school facilities is subject to the existing policies, addendums and fee schedules as established by the School Committee, and the district reserves the right to cancel any contract.

Part II: Building Operations

Approved: Yes No By: _____ Date: _____ (please check box if comments attached)

Part III: Business Office

Certificate of Insurance on File in Business Office: Yes Pending N/A
Fee estimate for usage included with approved application: Yes No N/A

USAGE APPROVED: YES NO By: _____ Date: _____