

SOMERSET PUBLIC SCHOOLS - *FACILITIES USE APPLICATION*

(This form must be filled out *completely*. Please print or type clearly)

WE ASK THAT YOU, YOUR STAFF AND ATTENDEES RESPECT OUR SCHOOL FACILITIES DURING YOUR BUILDING USE.

Today's Date

Name of Organization

Street Address

Town

State

Zip Code

Please check one:

- Class 1 School or Municipal Group Sponsored
- Class 2 In District Non-Profit Community Organization (501(c)(3) form is required)*
- Class 3 In District for Profit Making Community Organization
- Class 4 Outside Group (Not In-District) for Non-Profit (501(c)(3) form is required)*
- Class 5 Outside Group (Not In-District) Profit Organization

Contact Information:

First Name, Last Name

Title

Email

Street Address

Town

State

Zip Code

Telephone Number

Cell Phone Number

Fax Number

Event Details:

Building or Facility Requested (please check one):

Somerset Middle School ____

North Elementary School ____

Chace Street Elementary School ____

South Street Elementary School ____

Name of Event: _____

Date of Event: _____

Estimated Attendance: _____

Entrance Time into Building: _____

Event Start Time: _____

Event Exit Time from Building: _____

End Time: _____

* see bullet #13 on page 3 of application.

School Room(s) Requested: (please check all that apply)

Auditorium
 Music Room
 Classroom

Gymnasium
 Library

Cafeteria (w/ food)
 Computer Lab

Additional: please describe _____

1.) Athletic Space(s) Requested: (please specify) _____

2.) Additional Services needed: (please check all that apply)

- Microphone(s)
- Microphone Cable (s)
- Podium(s)
- Portable Screen
- Television
- DVD Player
- Extension Cord(s)
- Overhead Projector(s)
- Computer/Laptop
- LCD Projector & Accessories
- Stage Lights/Sound System
- Custodial (tables, lighting, chairs, custodial assistance, etc.)
- Cafeteria Services (required if using the kitchen)

Please list any specific special requests for your event not included above: _____

Once application is completed, please return to the below address for review and approval. Also include a copy of your insurance document with your application.

**Somerset Public Schools
Attention: Facility Use, Superintendents Office
580 Whetstone Hill Road
Somerset, MA 02726**

The Somerset Public Schools will contact you in a timely manner regarding the status of your application. If you have any questions, please contact the Administrative Assistant to the Superintendent at 508-324-3100 ext. 215.

Agreement

If the above permission is granted, we hereby agree to comply with the following rules & regulations of Somerset Public Schools:

- 1.) We have read and understand all applicable pages of the Somerset Public Schools Facility Use Policies.
- 2.) We have reviewed the SPS Facility Use Fees Schedule and are in agreement with the amount and terms of payment. (Please remit a 50% deposit check within 14 days of the date of the attached invoice, if applicable)
- 3.) No smoking, alcoholic beverages and/or controlled substances are allowed in the buildings or on school grounds.
- 4.) No food shall be brought to the building unless special permission is granted.
- 5.) Somerset Public Schools requests that the individual signing the below agreement, also complete the CORI form and return to us with deposit remittance.
- 6.) Nothing shall be advertised, sold, given, exhibited, or displayed on the building without permission of the School Committee.
- 7.) The applicant agrees to be responsible for the preservation of order and to make restitution for any damage to, or loss of, school property resulting from the use of this building.
- 8.) The School Committee reserves the right to cancel any permission granted.
- 9.) The applicant agrees to assume responsibility for accidents resulting in physical harm to person(s) on the property and release the School Committee and its agents from such liability. We release to indemnify Somerset Public Schools and the Town of Somerset of any potential liability caused as a result of the event.
- 10.) The group is to use only the area for which the permit is granted and during the time period granted.
- 11.) The group is to park in designated parking areas. FIRE lanes must not be blocked. Vehicles are not allowed on any grass or areas designated "NO PARKING."
- 12.) The area should be cleared of any litter or refuse. Refuse must be placed in appropriate containers.
- 13.) If applying for In-District status, we certify that 75% of more of the participants in the event are residents of Somerset, MA.

Signature of Requester _____
Name Date

Principal's Approval _____
Name Date

Director of Business and Finance Approval _____
Name Date

Superintendent's Approval _____
Name Date

Upon receipt of approval and confirmation of this request, THIS FORM WILL BECOME A BINDING CONTRACT.

Attached is the invoice for applicable rental fees for your rental. 50% deposit is due within 14 days of date of this invoice. Please make checks payable to "Town of Somerset". Please list date of rental on your check. Please submit check to:

Somerset Public Schools
Attn: Superintendents Office
580 Whetstone Hill Road
Somerset, MA 02726

For Office Use Only: Copy of Insurance Policy on File _____ (please initial)