SUDBURY PUBLIC SCHOOLS
Application/Agreement for Use of School Facilities

Date of Application: _____

Organization Name: _____ Official in Charge: _____

Official's Address: _____ Telephone: _____

_____ Email: _____

Bill to: _____

Billing Address: _____

School Building Requested: ___Curtis ___Haynes ___Loring ___Nixon ___Noyes

Purpose for Building Use: _____

Room(s) Requested: _____

Equipment Requested: _____

Dates Requested: _____

From _____ a.m./p.m. to _____ a.m./p.m.

Facilities should be arranged or equipped as follows: _____

_____

Estimated Attendance: _____

Admission will be charged ___Yes ___No

Contributions will be received ___Yes ___No

Police will be necessary ___Yes ___No
(The Director of Business and Finance must agree)

Building Principal's Approval for Facility Use: _____

User Agreement
(Please Complete and Sign)

_____ (the Facility User) hereby requests and agrees as follows with respect to the use of the School District facilities.

1. Use of School District premises is restricted to the facility specified and the date and times specified unless requested changes are approved by the Building Principal.

2. The User shall comply with applicable law, with School District Policy and with the School District's Guidelines for facility use (attached).

3. The User shall provide an adult representative to be present for the entire period of the program or activity. This adult representative shall assist the school custodian, if necessary, in protecting school property.

4 a. The User shall collectively and individually bear full responsibility and financial liability for the safety and welfare of all persons on the District's premises in connection with the User's use of the facility.

(Over)

4 b. The user shall collectively and individually bear full responsibility and financial liability for any damages to School District property or equipment in connection with the User's use of the facility.

4 c. The User shall indemnify and hold harmless the School District for any and all loss or liability arising out of or related to the User's use of the facility.

4 d. A Certificate of Liability Insurance, certifying that the User is insured for liability arising out of or related to the User's use of the facility, and naming the School district as an additional insured, unless specifically waived in writing by the Director of Business and Finance, will be provided no later than _____ (date).

4 e. The User shall keep the facility, and any related school equipment and premises, as clean and in as good a state of repair as when the User first commenced use of the Facility.

4 f. The User shall not modify or alter the school buildings, grounds, equipment or other property.

5. The User is responsible for ensuring compliance with fire regulations, including regulations concerning maximum capacity, exits, and use of combustible or flammable material.

6. Notice of cancellation must be given twenty-four (24) hours before the scheduled use of the facility.

7. Police and/or fire protection is/is not required and, if required, will be arranged with the Police Chief and/or Fire Chief by the User and at the expense of the User.

8. If any food is served/consumed during the scheduled activity, all tables and chairs must be cleaned afterwards with soap and water or Lysol wipes (Custodians will provide supplies). This measure is essential to keep students with allergies safe from cross contamination. This is the responsibility of the User.

The User agrees to abide by the above rules and regulations.

User: _____ Title: _____

Date: _____

This Application shall become a binding Agreement between the User Group and the Sudbury Public School District upon approval by the Superintendent or Director of Business and Finance.

Approved: _____ Date: _____

Police and/or fire protection is/is not required and, if required, will be arranged with the Police Chief and/or Fire Chief by the User and at the expense of the User.

Estimated Fee Calculation Worksheet (to be filled out by Sudbury Public School District)

Custodial Fee: _____ (Will be billed one month in advance)

Kitchen Supervisor Fee: _____ (Will be billed one month in advance)

Facility Use Fee: _____ (Will be billed monthly)

Estimated Total Fees: _____