

APPLICATION FOR USE OF ELEMENTARY SCHOOL FACILITIES

Application on behalf of _____
Name of Organization or Individual

For use of facility: _____
Auditorium, Gymnasium, Classroom, Cafeteria, Kitchen, Computer Lab

For the purpose of: _____
At ___ Sheffield Building ___ Hillcrest Building ___ Gill Elementary School

Dates of Usage: _____

Hours of Usage: _____

Expected Attendance Adults _____ Youth _____

After consultation with appropriate school personnel, list school equipment to be used on the back of this form. Note that equipment may not always be available and setup/use of such equipment may result in additional charges.

What equipment or apparatus do you intend to bring into the school building? _____

IMPORTANT: MUST BE COMPLETED PRIOR TO APPROVAL

- 1. A request for the use of the Kitchen Facilities necessitates contacting the Food Service Manager about your needs and intended use at 413.863.7315. ___ Done ___ Not Applicable
- 2. A request for the use of audio-visual or computer equipment necessitates contacting the Network Manager about your needs and intended use at 413.863.7318 ___ Done ___ Not Applicable
- 3. Applicant shall be responsible for providing necessary police protection and arrangements for orderly parking and/or assembly, as recommended by the Police Department & School Committee. ___ Done ___ Not Applicable
- 4. Costs for custodial, technical support, and food services are determined based on your consultation with appropriate school staff.

Use of a school building requires that you reimburse the district for any school staff needed for your event.

Number of Custodians: _____ X \$25/Hour = _____ (there is a minimum 1 hour charge for custodial)
Number of Kitchen Staff: _____ X \$25/Hour = _____
Number of Technology Staff: _____ X \$32/Hour = _____

Total cost of usage is determined by the Bookkeeping Dept. based on your consultation with custodial, food services, and technology staff. The total cost for rental/usage will be: _____, plus any charges for damage to property or for false alarms.

The signing of this application shall constitute an agreement to abide by all the rules and regulations governing the use of school buildings, to accept full responsibility for any damage to or loss of school property, the cost of false alarms, and to hold harmless the Gill-Montague Regional School District for any liability claims resulting from the loss of personal property or bodily injury.

A certificate of insurance from the user is required before use takes place. Please contact the Business Office at 863-9325 if you need further information about this requirement.

Date of application: _____ Date insurance certificate received: _____

Applicant's Signature: _____ Applicant's Official Capacity: _____

Applicant's Mailing/Billing Address: _____

Applicant's Phone Number: _____ Responsible Adult Supervising Function: _____

Approved: _____ Building Principal Date: _____

Approved: _____ Superintendent Date: _____

Check if copy has been sent to: ___ Head Custodian; ___ Food Services; ___ Tech Dept.