BERLIN BOYLSTON REGIONAL SCHOOL DISTIRCT

Application for Community Use of Facilities

PLEASE FILL OUT THE FORM COMPLETELY

Name of Organization: _____Date: _____

Contact Person: _____ Phone Number: _____

Address: _____ Email (Required)_____

School Requested:_____ Date(s):_____Time:_____

Area to be used: ☐ Auditorium ☐ Gym ☐ Cafeteria ☐ Library ☐ Classroom ☐ Other_____

Brief Description of Activity:_____

Estimated Number Attending:_____ Will Food be Served? (yes/no)_____

Special Set-up Equipment Required _____Lights _____Microphone(s) _____Table(s)_____Chairs

Other Set-up Needs:_____ Need student to operate lighting booth?_____

Will an Admission Fee, Collection or Dues be required? (yes/no) If yes, explain:_____

Note: If school is cancelled on the day(s) of your scheduled event, all afternoon and/or evening activities are also cancelled.

Requirements:

- A request for the use of the cafeteria and kitchen facilities requires contacting Food Service Director at 279-3808
- A request for the use of the Athletic Fields requires contacting the Athletic Director at 508-869-2333
- Applicant shall be responsible for providing necessary police protection as appropriate. Call Berlin Police Dept. at (978) 838-7355 or Boylston. Police Dept. (508) 869-2113
- In case of emergency in addition to the Police or Fire Departments please call Mr. Dan Ayala at 774-808-6430.
- Certificate of Additional Insured from organization's insurance agent must accompany application.

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; and to hold harmless the Berlin-Boylston Regional School District for any liability claims resulting from damage or loss of personal property or bodily injury.

_____ _____ _____

Signature Title Date

Approval: Building Principal:_____ Superintendent's Office _____

Principal Requirements: _____

Estimated Chargers: A Custodial fee will be assessed for one hour before the set-up and one hour after the event for clean up as needed.

Rental_____ Utilities_____ Custodial_____ Cafeteria_____ Other_____

TOTAL ESTIMED CHARGE:_____