



# APPLICATION FOR USE OF METHUEN PUBLIC SCHOOL FACILITIES

Invoice # \_\_\_\_\_

*This application is subject to the rules and regulations of the Methuen School Committee relative to the use of school buildings. Massachusetts General Laws Chap 71 Sec 71. This application does not guarantee use of building. Application is approved if signed by Facilities Coordinator.*

DATE \_\_\_\_\_ Name of Organization/Group \_\_\_\_\_

Organization designation: Profit  Non profit   
 Certificate of insurance required Y  N   
 Town license/permit required Y  N

GROUP DESIGNATION I II III

TYPE OF EVENT \_\_\_\_\_

Is there an admission fee? \_\_\_\_\_

DAY OF WEEK	DATES	TIMES	GROUP SIZE INCLUDING PARTICIPANTS AND SPECTATORS

<u>BUILDING</u> (check one)	<u>FACILITY</u>
<input type="checkbox"/> CENTRAL  <input type="checkbox"/> M.H.S.  <input type="checkbox"/> TENNEY  <input type="checkbox"/> TIMONY  <input type="checkbox"/> C.G.S.  <input type="checkbox"/> MARSH	<input type="checkbox"/> AUDITORIUM <input type="checkbox"/> UPPER CAFÉ <input type="checkbox"/> LOWER CAFÉ <input type="checkbox"/> LARGE GYM <input type="checkbox"/> SMALL GYM  <input type="checkbox"/> Classroom <input type="checkbox"/> Media Center <input type="checkbox"/> Computer Lab <input type="checkbox"/> Science Lab <input type="checkbox"/> Teachers Lounge  <input type="checkbox"/> Assembly Hall <input type="checkbox"/> FIELDHOUSE <input type="checkbox"/> Fieldhouse Lobby <input type="checkbox"/> Single Dining Hall <input type="checkbox"/> Double Dining Hall <input type="checkbox"/> BAND ROOM <input type="checkbox"/> ROTC ROOM

Facilities Coordinator approving signature \_\_\_\_\_

Date \_\_\_\_\_

SPECIAL NEEDS/REQUIREMENTS: \_\_\_\_\_

Equipment needs:  Chair(s)  Table(s)  Podium  Microphone(s)  Light bar  
 Spot lights  TV/VCR/DVD  Sound System  Overhead projector  Projr Screen  
 Risers  Staging  Bleachers  Flat bed  Other(desc) \_\_\_\_\_

**NOTICE TO RENTER:**

Invoice is to be paid in full at least 3 days prior to event with a check made payable to Methuen Public Schools. Any/all school activity will preempt all other rental requests. The signing of this application shall constitute an agreement to abide by all the rules & regulations governing the use of public school buildings & to accept full responsibility for any/all damage to or loss of school property. Renter is restricted to **approved areas only**. Door monitors are required when renting gymnasiums and/or auditoriums. Soccer practice/games are **NOT** allowed. When holding baseball or softball clinics/practice - use of "soft" covered ball **ONLY**. Representative of group will accompany custodian for inspection before & after event at which time renter agrees to verify hours of event by signing custodial time sheet.

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

School affiliation \_\_\_\_\_ Position \_\_\_\_\_ Organization title \_\_\_\_\_

Address \_\_\_\_\_

Tel # \_\_\_\_\_ Fax # \_\_\_\_\_ Email \_\_\_\_\_

Copies sent to:  Principal  Custodian  Applicant  Athletic Director  Media Center  Computer Lab  Recreation Department  Fine Arts Director  File copy