Wellesley Public Schools

Learning • Caring • Innovating

APPLICATION FOR BUILDING RENTAL AND FACILITY USE

40 Kingsbury Street, Wellesley, MA 02481• Phone 781-446-6210, Ext. 5619

Sponsoring Group: _____ Address: _____

Designated Representative*: _____ City, State, Zip: _____

Email: _____ Phone Number: _____

*Please attach a copy of your driver's license.

PURPOSE OF EVENT

Event Title: _____

Number of Participants: _____

Is activity sponsored by Wellesley Schools? ☐ Yes ☐ No

Is activity a fundraising event? ☐ Yes ☐ No

Is this organized non-profit / tax exempt? ☐ Yes ☐ No

Have you included Certificate of Insurance? ☐ Yes ☐ No

Will your participants pay a fee? ☐ Yes ☐ No

Are you requesting sale of concessions? ☐ Yes ☐ No

WELLESLEY GREEN SCHOOLS

☐ I would like to be contacted by Wellesley Green Schools for information on their SMART (Sustainable Materials and Reduce Trash) Event Guide and utilizing their free supplies for this event.

FEE CLASS (Check One)

Please refer to the Facilities Rental Fee Schedules & Requirements

☐ Class I: School Department and Town of Wellesley

☐ Class II: Non-profit, Wellesley Organizations (25 or fewer participants)

☐ Class III: Non-profit, Wellesley Organizations (Greater than 25 participants)

☐ Class IV: All Other

MEDICAL EMERGENCIES

Medical Emergencies can happen at any time. In the event of an emergency, call 911 immediately. Automated external defibrillators (AEDs) are available in every school, but groups must provide their own basic first aid supplies for their activities.

LOCATION AND DATE(S) REQUESTED

School Name:

☐ Auditorium ☐ Cafeteria

☐ Cafetorium ☐ Classroom

☐ Gymnasium ☐ Library

☐ Other (specify): _____

_____

Date(s)	Start Time – End Time

Total Number of Days Requested: _____

Request for Multiple Weeks (if applicable):

Beginning Date: _____ Ending Date: _____

SPECIAL RENTAL NEEDS

☐ Auditorium Support ☐ Custodian

☐ Food Service Personnel ☐ Public Safety (Police/Fire)

☐ Technology Specialist ☐ Other (specify below):

_____

_____

_____

Refer to Wellesley Public Schools Policy KF: Community Use of School Facilities

By submitting this Application, I affirm that I have read and agree to comply with the Master Terms and Conditions, Facilities Rental Fee Schedules & Requirements, any applicable addendums, and School Department policies regarding use of facilities and hazing (collectively, the "Application Materials"). I affirm that I am authorized to act on behalf of, and have the legal capacity to bind, the sponsoring group.

Hold Harmless and Indemnification. To the fullest extent permitted by Massachusetts law, the sponsoring group agrees to indemnify, defend, and hold harmless the Town of Wellesley, Wellesley School Committee, Wellesley Public Schools, and their respective officers, employees, agents, and representatives (collectively "Releasees") from and against any and all causes of action, claims, demands, damages, losses (including personal injury, death, and property damage), liabilities, costs, and expenses (including reasonable attorney's fees), arising out of or resulting from the sponsoring group's use of the premises, either directly or indirectly. The Releasees accept no liability for injury or damage caused by use of equipment and facilities and the sponsoring organization agrees to accept all equipment and facilities "as is" and to be responsible and liable for damage to the facilities and equipment therein, except solely caused by the negligence or intentional misconduct of the Releasees.

Certificate of Insurance. I affirm that the sponsoring group will provide Wellesley Public Schools with proof of commercial general liability insurance in the amounts required by the relevant Application Materials, naming the Town of Wellesley and Wellesley Public Schools as additional insureds, for the duration of the permitted use. I understand that this certificate must be provided no later than one (1) week prior to the beginning of the rental period.

Compliance with Anti-Hazing Law. I affirm that I have provided to the sponsoring group a copy of Wellesley Public Schools policy JICFA containing the language of M.G.L. c.269, §§17-19, an Act Prohibiting the Practice of Hazing, and will ensure the distribution of the policy to the sponsoring group's members, plebes, pledges, and applicants for membership, and affirm that the sponsoring group shall comply with the policy.

On behalf of the _____ (sponsoring organization), I affirm that I am at least 21 years of age and have the authority and capacity to bind the sponsoring organization.

_____ Date_____

Signature

_____

Name

Please print and submit to the Business Office

rentals@wellesleyma.gov