

WESTPORT COMMUNITY SCHOOLS USE FACILITIES APPLICATION

Name of Applicant: _____ Date of Application: _____

Phone: _____ Email: _____

Address of Applicant: _____
(Street) (Town) (State) (Zip Code)

Name of Organization/Club Renting: _____

Date of Rental: _____ Time Range (including set up & breakdown time): _____ to _____

Purpose of Event: _____

Additional Requirements:

☐ Tables ☐ Microphones/Technology set up for presentations ☐ Lights & Sound for productions

School	Area Requested	Rate per Hour	Check to Rent
Alice A Macomber School	Cafeteria (<i>Capacity-252</i>)	\$125.00	
154 Gifford Road	Kitchen	\$125.00	
	Classroom# _____	\$50.00	
	Outdoor Fields (<i>Minimum of 2 Hours</i>)	\$150.00	
Westport Elementary School	Cafeteria (<i>Capacity-104</i>)	\$125.00	
380 Old County Rd	Kitchen	\$125.00	
	Classroom# _____ / Library (<i>Circle one</i>)	\$50.00	
	Gym (<i>Capacity-68</i>)	\$125.00	
Westport Middle/ High School	Cafeteria (<i>Capacity- 260</i>)	\$125.00	
400 Old County Rd	Kitchen	\$125.00	
	Auditorium (<i>Capacity- 655</i>)	\$200.00	
	Classroom # _____ or Library or Conference Room (<i>Circle one</i>)	\$50.00	
	Gym WMHS - Entire (<i>Capacity- 957</i>)	\$200.00	
	Gym MS Side Only (<i>Capacity- 328</i>)	\$125.00	
	Gym HS Side Only (<i>Capacity- 629</i>)	\$125.00	
Former High School	Gym (<i>Capacity- 800</i>)	\$125.00	
19 Main Road	Athletic Fields (<i>Minimum of 2 Hours</i>)	\$150.00	
<u>Employee</u>	Custodian	\$50.00	
*Employee hourly fees may be required	Cafeteria Worker	\$50.00	
in addition to rental fees.	Lights and Sounds	\$50.00	
	Technology	\$50.00	

SMOKE MACHINES AND/OR FOG MACHINES/ DUNK TANKS/ SLIP AND SLIDES ARE PROHIBITED

No alterations of school grounds/buildings shall take place unless specifically authorized. In requesting the use of school facilities, I agree to indemnify, hold harmless, and defend the Town of Westport and its agents and employees from all suits and actions, including attorneys' fees and all costs of litigation and judgments of every name and description brought against the Town as a result of loss, damage or injury to person or property by reason of any act or failure to act through my participation.

You must submit a copy of a **certificate of insurance** with the minimum requirements of insurance and listing the **Town of Westport** as an Additional Insured:

- Comprehensive General Liability \$1,000,000
- Auto Bodily Injury \$1,000,000
- Property Damage \$1,000,000
- Workmen's Compensation & Statutory \$100,000

Liability Coverage Attached: ☐ **Yes** ☐ **No**

We affirm that I/we have read and reviewed Policy KF, and that I/we understand the contents of this policy. I/We understand that my organization's participation in this event is voluntary and that participants are free to choose not to participate in said event. By signing this application, I/we affirm that I/we have agreed to all terms of Policy KF and have decided to allow my organization to use the Westport Community Schools facilities with full knowledge that the Westport Community Schools will not be liable to anyone for personal injuries and property damage my participants may suffer during use of Westport Community School's facilities.

Signature of Applicant: _____ Date: _____

Printed Name of Applicant: _____

On Behalf of Organization: _____

Central Office Use Only

Approved By:

Principal **Date**

Central Office **Date**

Superintendent **Date**

NOTES:

COMMUNITY USE OF FACILITIES POLICY

File: KF - COMMUNITY USE OF SCHOOL FACILITIES

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the office of the Superintendent of Schools, where applications are available for this purpose.

Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Parks and playgrounds activities
6. Local nonprofit and noncommercial organization activities
7. Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town
8. The activities of other organizations when approved by the School Committee

School and Town Preference

The priority given requests for use of school facilities will be as follows:

1. School activities
2. Town meetings and elections over other community activities
3. Parks and playgrounds

SOURCE: MASC - Reviewed 2022

LEGAL REFS.: M.G.L. [71:71](#); [71:71B](#); [272:40A](#)

Reviewed: April 8, 2026

Policy KF Fee Schedule

(See Page 1 of Application)