

SOMERSET PUBLIC SCHOOLS - FACILITIES USE APPLICATION

Name of Organization: _____

Address: _____

Please check one:

- ☐ Class 1 School or Municipal Group Sponsored
- ☐ Class 2 In District Non-Profit Community Organization (501(c)(3) form is required) *
- ☐ Class 3 In District for Profit Making Community Organization
- ☐ Class 4 Outside Group (Not In-District) for Non-Profit (501(c)(3) form is required) *
- ☐ Class 5 Outside Group (Not In-District) Profit Organization

** see bullet #13 on page 3 of application.*

Contact Information:

Name: _____

Email: _____

Cell Number: _____

Building Requested:

☐ Middle School ☐ North Elementary School ☐ Chace Street School ☐ South School

Name of Event: _____

Date(s) of Event: _____

Estimated Attendance: _____ (if the event has more than 200 in attendance the renter must contact the Somerset Police Department to order a police detail for safety reasons. Somerset Police will invoice the renter directly. The renter must provide proof of the details of the security arrangement prior to the event.

Entrance Time(s) into Building: _____

Event Start Time(s): _____

Event End Time(s): _____

Event Exit Time(s) from Building: _____

Requested Facility(ies): *(check all that apply)*

- ☐ Field (Specify Which One(s): _____)
- ☐ Performing Arts Center (Middle School Only) ☐ Media Center (Middle School Only)
- ☐ Gymnasium (North Only) ☐ Cafeteria (Middle School & North)

☐ Gym/cafeteria/Auditorium (South & Chace) ☐ Library

Please list any additional services/special requests: _____

Return the completed application directly to the school. Include a copy of your certificate of insurance with the certificate holder listed as 'Somerset Public Schools'

Remittance Address for Payments: Somerset Public Schools, Attention: Facility Use, Superintendents Office, 580 Whetstone Hill Road, Somerset, MA 02726

RENTAL IS CONTINGENT ON THE DISTRICT SECURING A STAFF MEMBER AVAILABLE TO WORK THE EVENT (IF REQUIRED)

Agreement

If the above permission is granted, we hereby agree to comply with the following rules & regulations of Somerset Public Schools:

- 1.) We have read and understand all applicable pages of the Somerset Public Schools Facility Use Policies.*
- 2.) We have reviewed the SPS Facility Use Fees Schedule and are in agreement with the amount and terms of payment. (Please remit a 50% deposit check within 14 days of the date of the attached invoice, if applicable)*
- 3.) No smoking, alcoholic beverages and/or controlled substances are allowed in the buildings or on school grounds.*
- 4.) No food shall be brought to the building unless special permission is granted.*
- 5.) Somerset Public Schools requests that the individual signing the agreement, also complete the CORI form and return to us with deposit remittance.*
- 6.) Nothing shall be advertised, sold, given, exhibited, or displayed on the building without permission of the School Committee.*
- 7.) The applicant agrees to be responsible for the preservation of order and to make restitution for any damage to, or loss of, school property resulting from the use of this building.*
- 8.) The School Committee reserves the right to cancel any permission granted.*
- 9.) The applicant agrees to assume responsibility for accidents resulting in physical harm to person(s) on the property and release the School Committee and its agents from such liability. We release to indemnify Somerset Public Schools and the Town of Somerset of any potential liability caused as a result of the event.*
- 10.) The group is to use only the area for which the permit is granted and during the time period granted.*
- 11.) The group is to park in designated parking areas. FIRE lanes must not be blocked. Vehicles are not allowed on any grass or areas designated "NO PARKING."*
- 12.) The area should be cleared of any litter or refuse. Refuse must be placed in appropriate containers.*
- 13.) If applying for In-District status, we certify that 75% of more of the participants in the event are residents of Somerset, MA.*

Signature of Requester _____

Date _____

Approval:

Principal _____ Date

Director of Facilities _____ Date

Chief Financial Officer _____ Date

Superintendent's _____ Date

Upon receipt of approval and confirmation of this request, THIS FORM WILL BECOME A BINDING CONTRACT.

Attached is the invoice for applicable rental fees for your rental. 50% deposit is due within 14 days of date of this invoice. Please make checks payable to "Town of Somerset" and list date of rental on your check. Submit check to:
Somerset Public Schools, Attn: Superintendent's Office, 580Whetstone Hill Road Somerset, MA 02726

For Office Use Only: Copy of Insurance Policy on File _____ (please initial)