



# Somerset Berkley Regional High School

Somerset, Massachusetts  
Application for In-House Facility Usage

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## Applicant Information

Organization/Department: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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## Facility Requested

- |   |   |
|---|---|
| <input type="checkbox"/> Band Room                      | <input type="checkbox"/> Library (South Side)         |
| <input type="checkbox"/> Classroom: _____               | <input type="checkbox"/> Main Office Calming Room     |
| <input type="checkbox"/> Chorus Room                    | <input type="checkbox"/> Performing Arts Center (PAC) |
| <input type="checkbox"/> Distance Learning Center (DLC) | <input type="checkbox"/> Student Dining Center (SDC)  |
| <input type="checkbox"/> Guidance Conference Room       | <input type="checkbox"/> Tennis Courts                |
| <input type="checkbox"/> Gymnasium                      | <input type="checkbox"/> Track/Turf                   |
| <input type="checkbox"/> Library (North Side)           | <input type="checkbox"/> Other: _____                 |

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## Event Information

Purpose of Facility Use: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Approximate number of Participants\*: \_\_\_\_\_

(\*Events with more than 200 attendees require a meeting with the School Resource Officer prior to approval)

Set Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Will the event be open to the public?  Yes  No

Door(s) to be used: \_\_\_\_\_ Unlock Time: \_\_\_\_\_ Lock Time: \_\_\_\_\_

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## Equipment Requested

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Chairs                        | <input type="checkbox"/> Microphone(s): Qty: _____ | <input type="checkbox"/> Projection Screen |
| <input type="checkbox"/> Extension Cord(s): Qty: _____ | <input type="checkbox"/> Microphone Cable(s)       | <input type="checkbox"/> Stage Lights      |
| <input type="checkbox"/> Laptop Connectors (apple)     | <input type="checkbox"/> Podium                    | <input type="checkbox"/> Tables            |
| <input type="checkbox"/> Other: _____                  | _____  |  |



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## Applicant Responsibilities

If the above permission is granted, we hereby agree to comply with the following rules and regulations of the Somerset Berkley Regional School Committee:

1. No smoking/vaping is allowing in the building or on school grounds.
2. No alcoholic beverages are allowing in the building or on school grounds.
3. No food shall be brought to the building unless special permission is granted, and then only if confined the Student Dining Center.
4. Use of school's public address system is not included.
5. Use of the school's lighting system is ONLY allowed by trained personnel.
6. Nothing shall be advertised, sold, give, 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 the building.
8. The application agrees to assume responsibility for accidents resulting in any physical harm to person(s) on the property and release the School Committee and its agents from such liability.
9. The organization is to use only the area for which the permit is granted and during the time period granted.
10. The organization 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".
11. The area should be cleaned of any litter or refuse. Refuse must be placed in appropriate containers.
12. Somerset Berkley Regional School Committee and Administration retains the right to change and/or cancel any date/activity that has been previously approved.
13. Indemnify the Town to the extent permitted by law.

**Applicant Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Office Use Only

**Facility Availability Confirmed:**  Approved  Denied

**Authorized Official Signature:** \_\_\_\_\_ **Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Date Application Received: \_\_\_\_\_ Date Entered: \_\_\_\_\_

Calendar(s) Entered In: \_\_\_\_\_

Distributed to:  S. Birge (Maintenance)  J. Francis (Athletic Director)  Night Custodian  
 Community Evening School  Music Coordinator (J. Young)  Originator

Additional Notes/Comments: \_\_\_\_\_