

001

DUXBURY SCHOOLS BUILDING USE FORM

TO: Duxbury Superintendent of Schools

Date: _____

The undersigned hereby makes application for the use of the building:

Date (s) _____

Hours _____

Building _____

Room (s) _____

The following equipment is requested for use at time indicated:

The building will be used for the purpose of _____

for which an admission charge of \$ _____ per person will be charged. The funds obtained will be used for the following purposes: _____

The applicant agrees to the following statement and his/her signature below is evidence of agreement:

We do not, individually or as a group, advocate the overthrow of the government by force nor are we affiliated with, inspired by, or sympathetic to any such group or party.

The applicant by his/her signature below affirms that he/she has read all the rules and regulations pertaining to the rental of school property and is familiar with them, and further, agrees that he/she shall accept the rental of the property subject to all the regulations imposed. Said rules and regulations are permanently on file in the office of the Superintendent of Schools. The applicant guarantees that there will be responsible adult supervision for students at all times. The applicant understands that permission to use school property shall be withdrawn immediately if the School Committee feels that the above statements have been violated in any way.

Name and telephone number of contact person to be notified if facility is not available at time specified:

ORGANIZATION _____

REPRESENTATIVE _____

ADDRESS _____ TELEPHONE# _____

E-MAIL _____

Approved _____

Disapproved _____

Fees:	Building Facility	\$	_____
	Cafeteria/Kitchen	\$	_____
	Custodial	\$	_____
	Total	\$	_____

Superintendent of Schools _____

User Signature _____

GENERAL INSTRUCTIONS AND REGULATIONS

1. All organizations, school oriented or other, must file an "Application for Use of School Facilities" if that use will occur after 4 P.M. on weekdays or any time during the weekend or holiday.
2. The "Application for Use of School Facilities" must be returned to the Business Office *at least seven days* before the scheduled event.
3. The sponsoring organization must present a signed copy of the "Application for Use of School Facilities" to the custodian on duty. The custodians have been instructed not to allow anyone in the building without the signed form.
4. Smoking is prohibited by State Law anywhere on school property.
5. Use only those areas that were requested and approved.
6. Any damage to school buildings and/or equipment will be the responsibility of the sponsoring organization.
7. In the event of the use of any area of the building for the serving of meals or refreshments by any school related or outside organization, after hours, the Committee will require such groups to be charged for services of an extra duty custodian.
8. As a general rule, if admission is charged, or money is handled, or there are large numbers of people, a Police Officer and Fire Department detail may be required.
9. Adhere strictly to the time limits. A stay of even five minutes extra may cost the sponsoring organization two hours of overtime.
10. Organizations will be charged for an additional 1/2 hour prior to the function and a minimum of 1/2 an hour after the function.
11. Possession or drinking of alcoholic beverages is prohibited by State Law anywhere on school property.
12. No equipment belonging to the Duxbury Public School may be used unless specified in the "Application for Use of School Facilities."
13. You are expected to straighten out rooms after use, i.e., tables, chairs, desks, rubbish, etc.
14. Food may be served only by prior arrangement. No food or drinks are permitted in the gyms or DES/DJSHS auditorium.
15. The school Committee and the Custodian's Union have agreed that the bill forwarded to outside organizations using the facilities of the school department which involve the utilization of custodian services shall be paid within two weeks of receipt of the bill. In the event that the outside organization does not comply with the notice, the School Committee reserves the right not to grant the privilege of using school department facilities in the future.
16. Neither the Duxbury School Committee nor the Town of Duxbury or its employees will be responsible for injury to the persons or property which the building or grounds are used by any group. It shall be the responsibility of the users to make any necessary repairs or replacements resulting from usage by them. In certain instances, the School Committee may require that suitable insurance be carried to protect the Town.
17. The applicant agrees to the following statement and his/her signature below is evidence of agreement:

We do not, individually or as a group, advocate the overthrow of the government by force nor are we affiliated with, inspired by, or sympathetic to any such group or party.

18. The applicant understands that permission to use school property shall be withdrawn immediately if the School Committee feels that the above statements have been violated in any way.

SIGNATURE: _____

DATE: _____