



FOSTER-GLOCESTER PUBLIC SCHOOLS

REQUEST FOR USE OF SCHOOL FACILITY

**** Please Complete Both Front and Back of Form ****

ADMINISTRATIVE ACTION

School Building: _____

Specific Building Space Desired: _____

Date(s) of Desired Use: _____

Requested Time: _____ am to _____ am _____ pm to _____ pm

Name of Organization Requesting: _____

Resident Group

Non-Resident Group

Statement of Purpose of Use: _____

Will there be a fee/admission charge? yes or no If so, what: \$ _____

Estimated Number of Persons to Serve/Attend: _____ (200 or over Police / 50 or over contact Fire Dept)

Age Group of Users: Students Adults Both

I. Services Required (check all that apply)

<input type="checkbox"/> Classroom Space Rental
<input type="checkbox"/> Cafeteria/Auditorium Rental
<input type="checkbox"/> Gymnasium Rental
<input type="checkbox"/> Athletic Field Rental
<input type="checkbox"/> Custodial Services
<input type="checkbox"/> Special Set-up - Specify
<input type="checkbox"/> Other - Specify
<input type="checkbox"/> Police Protection (200 or more)
<input type="checkbox"/> Fire Department (50 or more)

COSTS OFFICE USE ONLY	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
\$	
Total	

Please note: The rental fees listed on the back do not include the cost of the custodian, police, fireman or other charges for use of special equipment. A policeman is required at any event open to the public where 200 or more people are expected. The fire department must be notified when 50 or more are expected and may require a fire detail when 200 or more are expected.

All Applicants seeking the use of school facilities must provide evidence of property and liability insurance in a minimum amount of \$3,000,000 or as determined by the District and its insurance carrier and shall name the District as an additional insured on its policy.

If the applicant does not present proof of insurance, then the applicant will be required to participate in the District Insurer's Tenant User Liability Insurance Program TULIP and pay for the cost of the additional insurance. TULIP website: www.ebi-ins.com/tulip, Foster ID: 0501-A6U

Insurance binders and/or proof of the TULIP Policy must be mailed or emailed to dcabral@fgschools.com to the Office of the Superintendent no later than (10) days prior to the event.

II. ACKNOWLEDGE & ACCEPTANCE OF BUILDING USE POLICIES AND CONDITIONS

Applicant: I, _____
Signature

1. Read and agree to the conditions in the Use of School Facilities Policy;
2. Agree to contact the Police and Fire Department with the projected attendance;
3. Agree to provide proof of insurance to the District ten (10) days before the event;
4. If not associated with the school, and not an exempt organization, I agree to provide payment for the rental fee 1 business day before the event, or provide a list of participants verifying residency by town if seeking a rental fee waiver. (see Policy # 2 under General Provisions)
5. Agree to provide payment for District personnel within 10 days of the conclusion of the event.
6. Understand that the School Committee, through the Superintendent, has the right to cancel any use of school facilities for any reason.

Signature of Authorized Group Agent: _____

Print Name and Title: _____

_____ **Street** _____ **City** _____ **Zip**

_____ **Telephone Number** _____ **Email Address**

RENTAL FEES			
HIGH SCHOOL		MIDDLE SCHOOL	
Cafeteria*	\$100	Cafeteria*	\$100
Gymnasium (per performance)	\$200	Gymnasium (per performance)	\$200
Auditorium (per 4 hour performance)	\$300	Auditorium (per 4 hour performance)	\$200
Auditorium (per 4 hour rehearsal)	\$160	Auditorium (per 4 hour rehearsal)	\$100
Classroom	\$25	Classroom	\$25
Each additional classroom	\$15	Each additional classroom	\$15
Tennis Courts / Baseball 4 hours	\$50		
Football Field / Track / Practice Field 4 hours	\$50		
Exclusive Use of Athletic Facilities / Fields	\$300/day		
District personnel to be billed @ employees' hourly rate.			
<i>*Cafeteria rental excludes all equipment and the kitchen area; renters may not use these facilities. Catering services can be hired by contacting the District's Food Service Management Company, Sodexo @ 710-7500 @ 3124.</i>			

OFFICE USE ONLY	
Date of Attendees Received:	
Date of Proof of Insurance Received:	

Administration:
Signatures should be obtained in the following order:

Area available Per School Calendar yes or no

Director of Building and Grounds (Costs Identified) **Athletic Director/Music Director (Space Available)**

Principal approved or rejected **Superintendent** approved rejected