

**FOSTER-GLOCESTER PUBLIC SCHOOLS**

**REQUEST FOR USE OF SCHOOL FACILITY**

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

**ADMINISTRATIVE ACTION**

**School Building Required:** \_\_\_\_\_

**Specific Building Space Desired:** \_\_\_\_\_

**Date(s) of Desired Use:** \_\_\_\_\_

**Requested Time:** \_\_\_\_\_ a.m. to \_\_\_\_\_ a.m. \_\_\_\_\_ p.m. to \_\_\_\_\_ p.m.

**Name of Organization Requesting:** \_\_\_\_\_

**Resident Group ( )      Non-Resident Group ( )**

**Statement of Purpose of Use:** \_\_\_\_\_

**Will there be a fee/admission charge? ( ) Yes ( ) No    If so, what? \$ \_\_\_\_\_**

**Estimated Number of Persons to Serve/Attend:** \_\_\_\_\_ (200 or over Police/50 contact Fire Dept.)

**Age Group of Users ( ) Student ( ) Adult ( ) Both**

**I.            SERVICES REQUIRED (Check All That Apply)**

Classroom Space Rental	
Cafeteria / Auditorium Rental	
Gymnasium Rental	
Athletic Field Rental	
Custodial Services	
Special Set Up = Specify	
Other – Specify	
Police Protection (200 or more)	
Fired Department (50 or more)	

<b>COSTS (OFFICE USE ONLY)</b>	
\$ _____	
\$ _____	
\$ _____	
\$ _____	
\$ _____	
\$ _____	
\$ _____	
\$ _____	
\$ _____	
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 people 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](http://www.ebi-ins.com/tulip). Foster-Glocester ID: 0501-A6U**

**Insurance binders and/or proof of the TULIP policy must be mailed to the Office of the Superintendent no later than ten (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** **Tel.No.**

**Administration**

*Signatures should be obtained in the following order:*

**Area Available Per School Calendar Yes ( ) No ( )**

\_\_\_\_\_  
**Dir. of Building and Grounds (Costs Identified)** **Athletic Director (Space Available)**

\_\_\_\_\_  
**Principal ( ) Approved ( ) Rejected** **Superintendent ( ) Approved ( ) Rejected**

OFFICE USE ONLY	
<b>Date of Attendees Received:</b>	
<b>Date of Proof of Insurance Received:</b>	

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.**

*\*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 @ 3363.*