

## FARMINGTON RIVER REGIONAL SCHOOL DISTRICT

555 North Main Road, Otis. Ma. 01253

TEL: 413-269-4466 FAX: 413-269-7659

### APPLICATION FOR THE USE OF SCHOOL FACILITIES

It is the general policy of the FRRSD District to permit the use of specified areas of the school building by Sandisfield and Otis residents/organizations for ***non-profit, educational, civic and recreational purposes***. The building is generally not available during school vacations and in the month of August. School functions have priority over any outside request for use.

PLEASE COMPLETE THIS REQUEST AND RETURN IT TO SCHOOL 30 DAYS PRIOR TO YOUR EVENT.

Name of Organization requesting use: \_\_\_\_\_

Name of Organization's contact person: \_\_\_\_\_

Address of Organization's contact person: \_\_\_\_\_

Phone # of Organization's contact person: \_\_\_\_\_

Describe the Organization's proposed activity at the school: \_\_\_\_\_

\_\_\_\_\_

Date of proposed activity: \_\_\_\_\_

Time of proposed activity: Start time \_\_\_\_\_ End time \_\_\_\_\_

What area(s) of the school are you requesting for this activity: \_\_\_\_\_

\_\_\_\_\_

How many participants do you anticipate at this activity: \_\_\_\_\_

#### RULES FOR USAGE OF FACILITIES

- The building will be left in "as found" condition after your activity. Any damage will be the responsibility of the user. A custodial fee will be imposed if clean-up is required after your activity. (\$30.00 minimum.)
- The use of tobacco products on school grounds is prohibited by Ma. State law.
- Participants and instructors/presenters cannot bring children to your adult activity, such as Zumba, Yoga, etc. Unsupervised children are at risk and are a liability to the District.
- For events with large numbers of participants, the Organization will be required to provide security.
- "For-profit" organizations requesting use of facilities will be charged the current rental and custodial fees effective in the District.

FOR DISTRICT USE ONLY

Date this request was received: \_\_\_\_\_ Approved: YES \_\_\_ NO \_\_\_

Police Officer Required: YES \_\_\_\_\_ NO \_\_\_\_\_ FEES: \$ \_\_\_\_\_

Request approved by: \_\_\_\_\_

Caroline Stamm, Assistant to the Superintendent