

# WARE PUBLIC SCHOOLS APPLICATION FOR THE USE /RENTAL OF SCHOOL FACILITIES

Name \_\_\_\_\_ Address \_\_\_\_\_

Telephone #: \_\_\_\_\_ Town of Ware Organization  Yes  No

Liabile Person in Charge: \_\_\_\_\_ For Profit Organization  Yes  No

Name \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ Telephone #: \_\_\_\_\_

Date Requested \_\_\_\_\_ Time requested \_\_\_\_\_ to \_\_\_\_\_

Purpose \_\_\_\_\_ Size of Group \_\_\_\_\_

Please check facilities requested:

Ware Junior/Senior High School  Ware Middle School  SMK Elementary School

Areas to be used (Please check one or more)

Auditorium  Auditorium w/ sound, stage. lights  Cafeteria  Cafeteria w/ kitchen use

Gymnasium /locker rms.  Gymnasium (seasonal)  Gymnasium (admission charged)

Classrooms  Computer Room  Computer Room (long term)

Conference Room  Library/Media center  Kiva (lecture hall)

Audio/Video Services

Grounds (1 time) Identify Field(s) requested \_\_\_\_\_

Grounds (seasonal) Identify Field(s) requested \_\_\_\_\_

Parking Lot  Football/Soccer Field  (with Lights)  Outdoor Track  (with lights)

*Tobacco Law:* Use of any products within the school facilities or on the school grounds or on school buses by any individual or organization, including school personnel, is strictly prohibited.

*Acknowledgment of Asbestos:*

I acknowledge that I have been informed of the presence of Asbestos containing materials in the following facilities: Ware Middle School and SMK Elementary School. For specific locations the AHERA management report may be reviewed, which is located in the principal's office.

*Vehicle Parking:*

ALL vehicles on school property must be parked in the designated, lined parking areas only. No vehicles are allowed to be parked temporarily or permanently in any restricted areas, at any time (Examples: Fire Lane, campus lawn, access roadways surrounding the buildings, roadways on the campus). Handicap spaces are clearly designated by signage. Only vehicles meeting those criteria shall be parked in any specially designated

area. Should any violations of the above occur, vehicles *may* be towed at the owner's expense.

*Notes: When custodians are not on-site and are required for an event, an additional fee per the current Custodian Collective Bargaining Agreement will apply.*

*Adherence to capacity limitation posted and fire codes must be followed, including but not limited to the blocking of any exits.*

The above named individual/organization agrees in using the described facilities, to pay the appropriate fees established in the Ware School Committee Policy regarding Community Use/Rental of School Facilities. The individual/organization also acknowledges and agrees to comply with all of the regulations/requirements put forth in the Community Use/Rental of School Facilities Policy.

The \_\_\_\_\_ shall to the maximum extent permitted by law, indemnify and save harmless the Ware School District and the Town of Ware, and their elected officials, officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorney's fees) that may arise out of or in connection with Lessee's lease or use of the facilities, and for any damage to its real or personal property that occurs in conjunction with the lease or use of the facilities by Lessee.

Date \_\_\_\_\_

Signed \_\_\_\_\_

Title \_\_\_\_\_

**It is the policy of the Ware Public Schools not to discriminate on the basis of age, sex, race, color, religion, national origin, ethnicity, disability, sexual orientation, gender identity, homelessness, military service, union activity or genetics in its educational programs, activities or employment policies as required by Title IX of the 1972 Education Amendments, Chapter 622 of the Massachusetts General Laws, Section 504 of the Rehabilitation Act of 1973, Title VI of the Civil Rights Act of 1964, the Equal Educational Opportunities Act of 1974, Title II of the Americans with Disabilities Act of 1990, M.G.L. c. 71A and c. 76, s. 5.**

TO BE FILLED OUT BY SCHOOL AUTHORITIES

Staff Required \_\_\_\_\_ Use/Rental Fees \_\_\_\_\_ \$50.00 security deposit \_\_\_\_\_

Related Fee(s) \_\_\_\_\_

Police Required \_\_\_\_ Yes \_\_\_\_ No Date Due \_\_\_\_\_ Total Fee \_\_\_\_\_

Date \_\_\_\_\_

Approval \_\_\_\_\_ Title \_\_\_\_\_

Checks Payable to: Ware Public Schools

*Related Fees* for the Use/Rental of School Facilities include but are not limited to:

*\*\*Additional Custodians: When custodians are not on-site and are required for an event, an additional fee per the current Custodian Collective Bargaining Agreement will apply.*

- Audio-Visual Set-Up and Operation - \$45.00/hr.
- Set-Up \$45.00 (prorated)
- Portable Light Mixer \$50.00
- All Purpose Projector \$50.00
- Wired Microphone \$10.00
- Portable Sound System \$25.00
- Other: \_\_\_\_\_ (price determined with specialist)

Adoption Date: August 12, 1999  
Revision Date: March 3, 2010  
Last Date Reviewed: March 3, 2010