

USE OF SCHOOL FACILITIES FORM

Date: _____

Name of organization: _____

Address: _____

Name of person responsible for this use: _____

Contact email: _____

Contact phone number: _____

Organization phone number: _____

Type of organization: _____
(fraternal, social, educational, etc.)

Facility desired for: _____
(type of activity)

Date(s) requested for use: _____

Event start time: _____

Set up start time if needed: _____

Event end time: _____

REQUEST USE OF THE FOLLOWING FACILITY

	Merriam Avenue School	Halsted Middle School	Newton High School	Fees (to be calculated by building principal)
*Auditorium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
*Gymnasium and locker rooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
*Cafeteria	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
*Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
*Library	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
*Classrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
*Fields	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

Other (specify facility & school) _____

Custodial fees _____

**All aisles and exits must be kept clear and easily accessible. Nothing can block a fire exit at any time.*

TOTAL COST: _____

DEPOSIT _____

BALANCE DUE _____

Request for use of equipment (please specify: e.g., TV, VCR, table, chairs, etc.)

Save/Harmless Clause

THE UNDERSIGNED has read the rules and regulations of the Newton Board of Education pertaining to the use of its facilities and grounds and agrees to abide by them. Undersigned further assumes all risks incident to its operation on said grounds and facilities and agrees not to sue the Newton Board of Education for any injury to person or property occurring during the use of the lands and premises of the Newton Board of Education. The undersigned further agrees to indemnify the Newton Board of Education and save it harmless from any and all claims or claim brought against it by or on behalf of any person, firm or corporation based upon any act or omission or any alleged negligence of the undersigned. This agreement is made in consideration of the issuance of a permit to the undersigned permitting its requested operations by the undersigned on lands and premises of the Newton Board of Education, subject to all rules and regulations pertaining thereto.

Please note: Newton Board of Education Policy

- A. No smoking is permitted in any part of the building. The organization using the building is responsible to see that the no smoking requirements are enforced.
- B. All user groups except recognized school affiliated organizations shall submit a certificate of insurance which provides a limit of liability of at least \$1,000,000 (combined for bodily injury and property damage) and the Newton Board of Education must be named as an additional insured.

In Witness Whereof I have set my hand

the _____ day of _____, 20_____.

Legal Signature

Date

Permission is granted for the use of facilities, as indicated above. A check in the amount of \$_____, made payable to the Newton Board of Education, is acknowledged to have been received by me as of this date and represents (full) / (partial) payment for such use as is herewith been granted.

Building Principal

Date

Copy: Applicant
Building Principal
Head Custodian