WESTON PUBLIC SCHOOLS 89 WELLESLEY STREET WESTON, MA 02493

Applications must be filed at least **TWO WEEKS** in advance. DATE OF APPLICATION: _____

APPLICATION FOR USE OF SCHOOL PREMISES (No booking will be made until this form is completed and returned.)
See reverse for School Department Regulations and Schedule of Fees. Attach additional pages if spaces below are insufficient.
NOTE: WESTON PUBLIC SCHOOLS RESERVES THE RIGHT TO RESCHEDULE, RELOCATE AND/OR CANCEL EVENTS. IF THE WESTON PUBLIC SCHOOLS ARE CANCELED DUE TO WEATHER CONDITIONS, THIS PLANNED ACTIVITY WILL ALSO BE CANCELED, EVEN IF THE WEATHER CONDITIONS IMPROVE.

1. Full name of organization _____
2. Description of proposed activities _____

   MASS REGULATION 105 CMR 430.000 ALL "CAMPS HELD FOR 4 DAYS OR MORE REQUIRE LICENSING FROM WESTON BOARD OF HEALTH & PLANNING DEPT. CONTACT BOARD OF HEALTH AT 781-786-5030.
3. School requested _____ Area(s) _____
4. Day(s) & date(s) of event _____ Expected attendance _____

   NOTIFICATION OF CANCELLATION OF SATURDAY OR SUNDAY EVENTS IS REQUIRED BY NOON THE FRIDAY BEFORE USE
5. Times of event _____ AM/PM to _____ AM/PM What time will access to facility be required? _____

   What time will facility be vacated? _____
6. Will all attendees be residents of Weston? _____ If not, what percentage will be residents of Weston? _____
7. Is admission being charged? _____ If so, how much? _____
8. Are funds being raised? _____ If so, for what purpose? _____
9. Are decorations, etc. planned? _____ Describe _____
10. Will refreshments be served? _____ Describe _____

    NOTE: If the event involves a caterer or the sale or serving of food to the public, please contact the Board of Health at 781-786-5030.
11. Will Lighting, Sound or A/V Technician, special equipment, piano or seating arrangements be required? _____

    A fee will be charged according to the Schedule of Fees on reverse.

    Will a movie be shown? _____ If so, proof of purchase of Public Performance Rights must be submitted prior to the event.

    Describe _____

I HAVE READ THE REGULATIONS ON THE REVERSE AND WILL BE PERSONALLY RESPONSIBLE FOR THEIR OBSERVANCE. I ACKNOWL-EDGE THAT WESTON PUBLIC SCHOOLS IS NOT PROVIDING ANY ASSURANCES OF ACCESS TO AN AED (AUTOMATED EXTERNAL DEFIBRILLATOR) AND/OR A CERTIFIED AED OPERATOR. I AGREE TO ARRANGE FOR PAYMENT OF THE DETERMINED CUSTODIAL/RENTAL HOURS FOR THIS EVENT (PLUS KITCHEN SUPERVISION, IF KITCHEN FACILITIES ARE REQUESTED). IF POLICE DETAIL IS REQUIRED, I WILL MAKE ARRANGEMENTS DIRECTLY WITH THE WESTON POLICE DEPARTMENT (781-786-6201).
EVENTS ON SATURDAY & SUNDAY REQUIRE CANCELLATION BY 12 NOON ON THE FRIDAY BEFORE USE.

NAME: (Please type or print) _____ EMAIL: _____

ADDRESS: _____

PHONE NUMBER: _____ FAX NUMBER: _____

SIGNATURE: _____ (Adult who will be ON SITE RESPONSIBLE)

Adult who will be financially responsible (if different than above): Payment of all charges is due within ten (10) days of issuance of bill.

SEND BILL TO: _____

DO NOT WRITE IN THIS AREA:
CUSTODIAN ASSIGNED: YES _____ NO _____
LIGHT/SOUND/AV TECH. ASSIGNED: YES _____
KITCHEN SUPERVISOR ASSIGNED: YES _____
POLICE DETAIL TO BE ASSIGNED: YES ___
CERTIFICATE OF LIABILITY REQUIRED: YES

SCHOOL CHARGE _____ OFF-DUTY CHARGE _____ REC CHARGE _____
ADDITIONAL NOTES:

_____
Facilities/Date Athletics/Date

BUILDING ADMINISTRATOR: I am fully aware of the extent and nature of the above named activity.

SIGNATURE: _____ **DATE** _____

FINAL APPROVAL BY: _____ **DATE:** _____
Assistant Superintendent for Finance and Operations

cc: cc:

Revised 7/21/2025

INDEMNIFICATION AND WARRANTY OF THE SIGNATORY

A. The Licensee identified on this form, and the signatory personally as warrantor and guarantor, hereby indemnify and shall at all times save and hold harmless the Town of Weston, the School Committee and their members, officers, employees and agents, from and against all claims, demands, suits, actions, liabilities, damages, judgments, of or by anyone, and costs and expenses including without limitation the costs and expenses of litigation, for property damage or personal injuries to or death of anyone that in any way is caused by, arises out of, or is occasioned by the use of the buildings owned by the Town of Weston or the Licensee or members, guests or invites of the Licensee or of any of the Licensees contractors, or the agents or employees of any of them, regardless of whether or not it is caused in part by a party indemnified hereunder.

B. Without limiting the generality of the foregoing, this indemnification shall be construed to protect the Town and the School Committee from any actions, suits, claims, judgments or liability for any bodily injuries or death suffered by the Licensee or any member of the Licensee organization or participants in the use licensed.

C. The defense or settlement by the Town of Weston or the School Committee of any claim, demand, suit, or action against it or any of its members, officers, employees or agents arising in any way out of the subject matter of this license shall not be deemed to be a waiver by the Town of Weston and the School Committee of any of its rights against the Licensee and the Signatory under the terms of this license including these paragraphs A, B, C, D & E.

D. The Signatory for the Licensee hereby personally warrants and guarantees that he or she has the authority to bind the Licensee, each of the members of the Licensee organization, and all participants in the use licensed, jointly and severally to the terms of this License, including these paragraphs A, B, C, D &

E. The Town and the School Committee expressly reserve the right to require the Licensee or a responsible sponsoring organization to procure, at its own expense, liability insurance that protects the Town and School Committee, as additional insured, from any and all of the claims, suits, actions, judgments, and liabilities described, mentioned, or alluded to above, if in the judgment of the School Committee or the School Superintendent, or their delegate, the proposed use or activities poses or presents more than incidental or nominal risk to the Town or the School Committee of liability.

OCCASIONAL DAY OR EVENING USE OF SCHOOL FACILITIES -- SCHEDULE OF FEES:

AUDITORIUMS:	HIGH SCHOOL	$320.00	CAFETERIA:	ANY SCHOOL	$290.00
	MIDDLE SCHOOL (APC)	$250.00	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx		
MEDIA CENTER:	HIGH SCHOOL	$196.00	LIBRARIES:	ANY SCHOOL	$150.00
GYMNASIUMS:	ANY SCHOOL UP TO 3 HRS	$165.00	CLASSROOMS:	ANY SCHOOL	$105.00
	ANY SCHOOL 3 HRS. +	$290.00	CONF. ROOMS:	ANY SCHOOL	$100.00
GLOBAL EDUCATION			PLAYING FIELDS:	ANY SCHOOL	$200.00
CENTER (GEC):	HIGH SCHOOL	$285.00	TURF FIELD:		$320.00
(USE OF THE GEC REQUIRES HIRING OUR A/V TECH)		$55.00/HR	MULTI-PURPOSE FIELD W/ LIGHTS:		

SWIMMING POOL: MIDDLE SCHOOL $220.00/HR
(PER HOUR plus LIFEGUARD FEES)

CUSTODIAN FEES: The fee for custodial services shall be at $65.00 per hour per custodian assigned, with a three hour minimum ($195.00) on weekends and holidays.

LIGHTING, SOUND, A/V TECHNICIAN FEES: $60.00 per hour, with a three hour minimum ($180.00).
PIANO TUNING FEE (May be charged if piano use or movement causes out of tune): $100.00

BILLING: SCHOOL FACILITIES AND PERSONNEL

RENTAL OF SCHOOL FACILITIES: A bill will be sent by the School Dept. See Schedule of Fees for charges.
CUSTODIAL FEES: A bill will be sent by the School Dept. See Schedule of Fees for charges.
KITCHEN SUPERVISION FEES: A bill will be sent by Food Services. See Schedule of Fees for charges. LIGHTING/SOUND
TECHNICIAN FEES: A bill will be sent by the School Dept. See Schedule of Fees for charges.
POLICE DEPARTMENT PERSONNEL: Arrangements to be made by Organization using facilities. Bill will be sent by the Weston Police Department.

Nothing shall be sold, given, exhibited, or displayed without permission. This includes fundraising activities, concessions, etc.

IT WILL BE HELPFUL TO YOU, in the preparation of school facilities for your use, if you would contact the Secretary in the respective school(s) by calling the following numbers to arrange for contact of custodial personnel, where necessary:

High School-Katie Skelley. 781-786-5802	Field School-Nancy Fournier 781-786-5501
Middle School-Carolyn Langan …. 781-786-5602	Woodland School-Denise Ryan 781-786-5301
	Country School-Diane Sears 781-786-5401

Kitchens: Please contact Charlie Kotufo, Director of Food Services for necessary detailed arrangements at . 781-786-5295

PLEASE:

Arrange to meet with the Head Custodian in advance of the date of your event. Explain to him what your needs will be. He will see to it that the custodian assigned to your activity will make the facility as comfortable as possible. Your communicating with him in advance, therefore, is very important for the smooth functioning of your program. You will be asked by the custodian at the end of your event to sign a custodial detail sheet with the total number of hours worked.

Please feel free to communicate with us prior to or after your use of the facilities if you encounter problems or have any comments or questions.

It is important that you be aware of the fact that egress doors must always be clear for free passage in emergencies. Also, you are responsible for seeing to it that your program does not involve activities or physical arrangements, which would be injurious to the safety of the property and the public. The use of tobacco products and alcoholic beverages is prohibited anywhere on school property.

We hope your activity on our premises will be successful and enjoyable.