

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 _____
3. School requested _____ Area(s) _____
4. Day(s) & date(s) of event _____ Expected attendance _____
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 _____
If use of kitchen area is necessary, a kitchen supervisor must be assigned. A fee will be charged according to the Schedule of Fees on reverse. Contact Tess Sousa, the Director of Food Services at 781-786-5857 to make the necessary arrangements. 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 event.
Describe _____

I HAVE READ THE REGULATIONS ON THE REVERSE AND WILL BE PERSONALLY RESPONSIBLE FOR THEIR OBSERVANCE. I ACKNOWLEDGE 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:
ADDRESS: _____

SEND BILL TO: _____

DO NOT WRITE IN THIS AREA:	SCHOOL CHARGE _____	OFF-DUTY CHARGE _____	REC CHARGE _____
CUSTODIAN ASSIGNED: YES _____ NO _____	ADDITIONAL NOTES:		
LIGHT/SOUND/AV TECH. ASSIGNED: YES _____			
KITCHEN SUPERVISOR ASSIGNED: YES _____			
POLICE DETAIL TO BE ASSIGNED: YES _____			
CERTIFICATE OF LIABILITY REQUIRED: YES _____			

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

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 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.

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:

****AT THE JUNE 19, 2017 MEETING, THE WESTON SCHOOL COMMITTEE VOTED TO IMPLEMENT A 10% SURCHARGE FOR UTILITIES ON ALL RENTALS THROUGH JUNE 30, 2018.**

AUDITORIUMS:	HIGH SCHOOL	\$275.00	CAFETERIA:	ANY SCHOOL	\$220.00
	MIDDLE SCHOOL (APC)	\$220.00	KITCHEN:	ANY SCHOOL	\$165.00
MEDIA CENTER:	HIGH SCHOOL	\$175.00	LIBRARIES:	ANY SCHOOL	\$125.00
GYMNASIUMS:	ANY SCHOOL UP TO 3 HRS	\$125.00	CLASSROOMS:	ANY SCHOOL	\$ 75.00
	ANY SCHOOL 3 HRS. +	\$225.00	CONF. ROOMS:	ANY SCHOOL	\$ 70.00
GLOBAL EDUCATION			PLAYING FIELDS:	ANY SCHOOL	\$165.00
CENTER (GEC):	HIGH SCHOOL	\$250.00	TURF FIELD:		\$265.00
(USE OF THE GEC REQUIRES HIRING OUR A/V TECH)			MULTI-PURPOSE FIELD W/ LIGHTS:		\$715.00
SWIMMING POOL:	MIDDLE SCHOOL	\$175.00			
(PER HOUR plus LIFEGUARD FEES)					

CUSTODIAN FEES: The fee for custodial services shall be at \$43.00 per hour per custodian assigned, with a three hour minimum (\$129.00) on weekends and holidays.

KITCHEN SUPERVISION FEES: The fee for kitchen supervisor services shall be at \$38.00 per hour per supervisor assigned, with a two hour minimum (\$76.00).

LIGHTING, SOUND, A/V TECHNICIAN FEES: \$39.00 per hour, with a three hour minimum (\$117.00).

PIANO TUNING FEE (May be charged if piano use or movement causes out of tune): \$80.00

BILLING: SCHOOL FACILITIES AND PERSONNEL

RENTAL OF SCHOOL FACILITIES: A bill will be sent by School Dept. See Schedule of Fees for charges.

CUSTODIAL FEES: A bill will be sent by 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 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-Diane Kaskon. 781-786-5802 | Field School-Sandi Bergin. 781-786-5501 |
| Middle School-Danette Alamanos . . 781-786-5602 | Woodland School-Mary Gallagher . . 781-786-5301 |
| | Country School-Diane Sears. 781-786-5401 |
| Kitchens: Please contact Tess Sousa, Director of Food Services for necessary detailed arrangements at 781-786-5857 | |

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.

Cynthia D. Mahr, Assistant Superintendent for Finance and Operations