

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

**APPLICATION FOR USE OF HIGH SCHOOL /MIDDLE SCHOOL PLAYING FIELDS** (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: FIELD PLAYABILITY WILL BE DETERMINED BY THE DIRECTOR OF ATHLETICS. WESTON PUBLIC SCHOOLS RESERVES THE RIGHT TO RESCHEDULE, RELOCATE AND/OR CANCEL EVENTS.**

1. Full name of organization \_\_\_\_\_
2. Description of proposed activities \_\_\_\_\_
3. Field(s) requested \_\_\_\_\_
4. Day(s) & date(s) of event \_\_\_\_\_ Expected attendance \_\_\_\_\_  
If multiple dates, please attach schedule of all dates and times.
5. Times of event \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM What time will access to field be required? \_\_\_\_\_  
What time will field be vacated? \_\_\_\_\_
6. Will building access be required? \_\_\_\_\_ If so, HS or MS \_\_\_\_\_ Access time \_\_\_\_\_ Vacate time \_\_\_\_\_
7. Will all attendees be residents of Weston? \_\_\_\_\_ If not, what percentage will be residents of Weston? \_\_\_\_\_
8. If all attendees are not from Weston, roster of names and addresses of participants attached? \_\_\_\_\_
9. Is admission being charged? \_\_\_\_\_ If so, how much? \_\_\_\_\_
10. Will lights be required? \_\_\_\_\_ If so, Time On: \_\_\_\_\_, Time Off: \_\_\_\_\_  
**NOTE: Lighting Cancellation Policy on the reverse.**
11. Will field lining be required? \_\_\_\_\_ Describe \_\_\_\_\_
12. Will special arrangements be required? \_\_\_\_\_ 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 GROUNDS/RENTAL HOURS FOR THIS EVENT. IF POLICE DETAIL IS REQUIRED, I WILL MAKE ARRANGEMENTS DIRECTLY WITH THE WESTON POLICE DEPARTMENT (781-786-6201). IF THE EVENT INVOLVES A CATERER OR THE SALE OR SERVING OF FOOD TO THE PUBLIC, I WILL CONTACT THE BOARD OF HEALTH AT 781-786-5030. **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: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

<b>DO NOT WRITE IN THIS AREA:</b>	SCHOOL CHARGE _____	OFF-DUTY CHARGE _____	REC CHARGE _____
GROUNDS ASSIGNED: YES _____ NO _____ LIGHTS PROGRAMMED: YES _____ POLICE TO BE ASSIGNED: YES _____ CERTIFICATE OF LIABILITY REQUIRED: YES _____  _____ Facilities/Date _____ Recreation/Date _____	<b>ADDITIONAL NOTES:</b>		

**ATHLETIC DIRECTOR SIGNATURE:** \_\_\_\_\_ **FIELDS & GROUNDS COORDINATOR SIGNATURE:** \_\_\_\_\_

DATE \_\_\_\_\_ DATE \_\_\_\_\_  
**BUILDING ADMINISTRATOR SIGNATURE:** I am fully aware of the extent and nature of the above named activity.

DATE \_\_\_\_\_

**FINAL APPROVAL BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

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.
- 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.

GENERAL REGULATIONS:

**FIELD PLAYABILITY WILL BE DETERMINED BY THE DIRECTOR OF ATHLETICS .**

- 1. There shall be no alcoholic beverages brought to, or consumed on the school grounds.
- 2. Nothing shall be sold, given, exhibited, or displayed without permission. This includes fundraising activities, concessions, etc.
- 3. The applicant is held responsible for the preservation of order.
- 4. The School Committee or its representatives must have free access to playing fields at all times.
- 5. The right to revoke a permit at any time is reserved by the School Authorities.
- 6. No reservation will be made until this application is returned and approved by a representative of the School Committee.
- 7. The fields will be examined carefully after use and the Applicant agrees to make good promptly for any loss or damage during the applicant's use.

LIGHTING CANCELLATION POLICY (Multi-Purpose Field #12): (Contact Facility Department or Ben Polimer at 781-786-5270)

- 1. Weekdays: 24 hour advanced notice is required to cancel lighting.
- 2. Weekends: **Use on Saturday or Sunday requires cancellation by 12 noon on the Friday before use.**

SCHEDULE OF FEES: (Bills will be sent from the School Department)

PLAYING FIELD RENTAL	\$165.00
SYNTHETIC TURF FIELD	\$265.00
MULTI-PURPOSE FIELD W/LIGHTS	\$715.00
GROUNDS COVERAGE:	\$ 43.00 per hour, with a 3 hour minimum on weekends & holidays.
FIELD LINING:	\$ 25.50 during normal work hours (\$42.00 if overtime) Plus cost of materials

IT WILL BE HELPFUL TO YOU, in preparation of the school playing fields for your use, if you would contact the Athletic Office or the Facilities Department, where necessary:

Athletic Office-Michael McGrath/Colleen Lanata.....781-786-5840  
 Facilities Department- Gary Jarowski/Ben Polimer/Diane Webster.....781-786-5270

PLEASE: Arrange to meet with the Head Groundsman in advance of the date of your event. Explain to him what your needs will be. Your communicating with him in advance is very important for the smooth functioning of your program. You will be asked by the Groundsman at the end of your event to sign a detail sheet with the total number of hours worked.

Feel free to communicate with us prior to or after your use of our playing fields if you encounter problems or have any comments or questions.

You are responsible for ensuring your program does not involve activities or physical arrangements which would be injurious to the safety of the property or 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.