

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT

APPLICATION FOR USE OF SCHOOL FACILITIES

(This form must be filled out *completely*. Please print or type clearly)

Applications will be accepted, no later than:

July 1-July 15 for fall usage for fields, turf and buildings

September 1 – September 15 for winter building usage

February 1 – February 15 for spring usage, fields, turf and buildings

May 1 - May 15 for summer usage of fields, turf and buildings

Today's Date

Name of Organization

Street Address

Town

State Zip Code

Please check one:

- Class 1 School or Municipal Group Sponsored
- Class 2 In District Non-Profit Community Organization
- Class 3 In District for Profit Making Community Organization
- Class 4 Outside Group (Not In-District) for Non- Profit (501(c)(3)Form is required
- Class 5 Outside Group (Not In-District) Profit Organization

Name of Event: _____

Date(s) of Event _____

Estimated Attendance: _____

Entrance Time into Building: _____ Event Start Time: _____

Event End Time: _____ Exit Time from Building: _____

Start/End time of performance, competition, tournament or main event _____

Contact Information:

Mr., Mrs., Ms., Dr. _____

First Name

Last Name

Title

Street Address

Town

State

Zip Code

Telephone #1 _____ **Telephone #2** _____ **Cell phone #** _____ **Fax #** _____

E-Mail

School(s) Requested: _____ **Room(s) requested (please circle):**

Auditorium Gymnasium Cafeteria Lobby Kitchen Library Computer Lab Locker Room

Music Room Teachers Room Band Room Art Room

Additional Classrooms: _____ (please indicate #'s and floors, if applicable)

High School Room(s) Requested only (please circle): Performing Arts Center (PAC) PAC/GYM Lobby

PAC/GYM Ticket booth Band Room Choral Room Cafeteria Library Courtyard Café

Small Lecture Hall Indoor Track Outdoor Track Gymnasium Boys Locker Room Girls Locker Room

Fitness Center Art Room Conference Room Main Lobby

Classrooms: _____ (make sure you specify floor and how many needed)

All Floors/Gym Surfaces: special tape must be used, if using tape. Quantity _____ (additional tape charge will incur)

HS Field Area: Athletic Fields (please specify) _____ Half-Time Bldg Press Box

Additional Services needed, please document:

Tech / AV _____ (See attached pricing and complete)

Custodial (tables lighting, chairs, piano podium, custodial assistance, etc.) _____

Cafeteria Services (required if using the kitchen) Y or N

Please note: Requests will be processed per season, not in advance. As the new school year and each season begins, all outside scheduling and requests will not be processed until after all WHRSD events schedules have been completed. Emergency requests will be evaluated on a case by case basis.

We are a non-smoking facility. Please remind your staff and guests. We ask that you, your staff and attendees respect our school during your building use.

I/We have read and agree with the Whitman-Hanson Regional School District: Use of School Community Policy; Building Use Regulations; Building Use Facility Fees; Massachusetts Hazing Penalties Law; Guidelines for use of: Auditorium/Performing Art Center, Gymnasium, Field Rules and Regulations.

Date and Signature of requester _____

Upon receipt of approval and confirmation of this request, THIS FORM WILL BECOME A BINDING CONTRACT. Confirmation will be forwarded via email.

Make checks are payable to WHRSD. Please list event date and invoice number in memo line on check. Multiple checks will not be accepted for the same event, please submit one check.

**Whitman-Hanson Regional School District
Attn: Josh Torrey, Building Use Coordinator
610 Franklin Street
Whitman, MA 02382**

For Office Use Only: Copy of Insurance Policy on File _____(please initial)