

188 Broadway

Hanover, MA 02339

Phone: 781-878-0786/Fax: 781-871-3374

APPLICATION FOR THE USE OF SCHOOL FACILITIES

Date of Application: _____

Name: _____ Organization: _____

Address: _____

City/Town: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Facilities Requested: Check all that apply:

- | | | | |
|------------------|-------|---------------------------------|--|
| High School | _____ | Large Gym | _____ |
| Middle School | _____ | Small Gym | _____ |
| Cedar School | _____ | Auditorium | _____ |
| Center School | _____ | Cafeteria | _____ |
| Sylvester School | _____ | Kitchen | _____ <i>(Requires Kitchen Worker)</i> |
| Salmond School | _____ | Classroom | _____ Room # _____ |
| | | Athletic Field (Please specify) | _____ |

Tennis Courts _____ Track _____

Audio Visual Equipment _____ Explanation of Needs: _____

(Requires Hanover School trained staff member)

Other _____

Purpose of Use: _____

Will the activity be open to the public? Yes _____ No _____ # Attending _____

Will admission be charged? Yes _____ No _____ Amount per Person _____

The funds obtained are to be used for the following purposes: _____

The applicant has read and understood Hanover Schools Building and Grounds Rental Policy and Procedures concerning the use of school facilities and agrees that the use is subject to each and every rule, regulation, and restriction including Massachusetts General Laws.

Signature Title Date

Date Desired: _____ **Total Hours:** _____

Doors open for Members at: _____ Close: _____

Doors open for Public at: _____ Close: _____

Site Supervisor: _____ Telephone: _____

ENTRY INTO THE BUILDING WILL NOT BE ALLOWED UNTIL THE SITE SUPERVISOR HAS ARRIVED. SITE SUPERVISORS SHOULD ARRIVE 15 MINUTES PRIOR TO THE EVENT. An adult must be present at all times.

HANOVER PUBLIC SCHOOLS, 188 Broadway, Hanover, MA 02339
Application for the Use of School Facilities, Continued

INSURANCE

Please indicate your general liability insurance policy.

Carrier: _____ Agent: _____

Liability Limits: Bodily Injury \$ _____ Property Damage \$ _____

As a general rule, the School Committee requires a certificate of insurance for any organization not directly affiliated with the Hanover Schools or the Town of Hanover.

Please attach required certificate of insurance naming the Town of Hanover as an "Additional Named Insured."

INDEMNIFICATION

The applicant agrees to indemnify and hold harmless, to the maximum extent permitted by law, the Town of Hanover, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the Applicant's use of Hanover School facilities and/or grounds and for any damage to the Town's real or personal property that occurs in conjunction with such use by the Applicant, unless the damage is caused by the Town of Hanover's gross negligence or willful misconduct.

Signature

Date

To Be Completed by Business Office

CHARGES

Charges and fees due the Hanover Schools are to be **paid in advance** at the Superintendent's Office. All payments are to be made by check or money order payable to the Town of Hanover. No cash will be accepted. Additional charges may be required if the event runs longer than scheduled and/or additional charges if necessary for extra cleanup at the end of the event. Minimum fee must be paid if 24-hour notice has not been received prior to a cancellation. Additional charges must be paid within 5 days.

Estimated Charges:

Rental Fee (\$50/DAY if applicable) Amount \$ _____

Custodial Fees (\$32/HR if applicable- Min 4 Hours)
_____ Hours _____ Amount \$ _____

Cafeteria Workers (\$25/HR if applicable - Min 4 Hours)
_____ Hours _____ Amount \$ _____

Audio Visual Rental (\$50/Day if applicable) Amount \$ _____

Audio Visual Operators (\$25/HR if applicable)
_____ Hours _____ Amount \$ _____

Total due in Advance \$ _____

Business Manager

Number of Police Officers # _____ For your safety and protection, please contact Larry Sweeney of the Hanover Police, 826-3811 who will advise you if police coverage is necessary. (Payment to be made directly with the Hanover Police Department.)

Reviewed by Building Principal: Facility Available/ Yes _____ No _____

Principal

Date

Approved _____ Disapproved _____ Pmt Received _____ Insur Cert Received

Superintendent

Date