

Application for Use of School Facilities



ARLINGTON PUBLIC SCHOOLS – 869 Massachusetts Avenue–Arlington, MA 02476
Facilities Rental Coordinator - 781-316-3518

APPLICATION FOR USE OF SCHOOL FACILITIES (Rental Form)

No booking will be made until this application is completed and returned to the Facilities Rental Coordinator – Payroll Office – 6^h floor AHS

MUST BE SUBMITTED AT LEAST TWO WEEKS PRIOR TO THE EVENT

NOTE: IF ARLINGTON PUBLIC SCHOOLS ARE CANCELLED DUE TO INCLEMENT WEATHER OR OTHER CIRCUMSTANCES, THIS ACTIVITY WILL AUTOMATICALLY BE CANCELLED.

PLEASE PRINT

Date of Application _____
Name of Organization: _____
Group Classification: (Please refer to Pg. 4 of Manual) _____
(If non-profit, please submit copy of 501c3 documentation)

Name of Applicant Responsible for Rental: _____
Address of Applicant: _____

Telephone Number/E-Mail _____
Fax # _____

Facility Requested: _____
Date/s Requested: _____ Hours of Use Requested: _____

Purpose of Event: _____

A Certificate of Liability Insurance is required: Date Received: _____

Additional Equipment Requested or additional needs of group: i.e. chair set up, technical services, etc.
_____ (May incur additional charge) Expected Attendance:
_____ Admission Charge: (Circle One) Yes / No Amount _____

Rental Fees – Total is an estimate based on information given prior to use of the facilities. Additional charges may result after use of facilities. Refer to Schedule of Fees

Custodial Fees* reflect the need for custodial hours. Please note that custodial fees charged are in accordance with bargaining agreement - increased fees apply for Sunday and Holidays.

All fees and custodial charges require a three-hour minimum.

The use of school facilities is subject to the existing policies and regulations contained in the “User Manual – Community Use of School Facilities” and, as school purposes are primary, the school authorities reserve the right to cancel contract at any time.

Applicant Understanding:

I have reviewed the policies and regulations contained in the “User Manual – Community Use of School Facilities” and accept full responsibility for compliance with the building use requirements, including the rules against smoking in School Buildings, care and protection of the property and responsibility for behavior and discipline of persons present in connection with the permit.

Signature of Applicant/ Name of Organization

Date

Application for Use of School Facilities



PLEASE RETURN COMPLETED APPLICATION TO:

Facilities Rental Coordinator

Arlington Public Schools – 6th Floor – Arlington High School – Payroll Office

1. Reviewed and Authorized by Rental Coordinator : Coordinator's initials _____
 2. Reviewed and Authorized by Building Principal: Principal's initials _____
 3. If additional authorization is required: (Superintendent of School's approval): _____
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FINANCIAL OBLIGATIONS: Please refer to **Community Use of School Facilities – User Manual**
Fee Structure for Rental of School Building Space – Page 4
Rental Fee Schedule – Page 11

1. Sufficient time must be allowed at the conclusion of the event to permit custodian to remove equipment and clean up facility after usage
2. All fees are payable two weeks after billed. Checks should be made payable to the TOWN OF ARLINGTON and mailed to Facilities Rental Coordinator, Payroll Office, Arlington Public Schools, 869 Massachusetts Avenue, Arlington, MA. Interest of 1% will be charged on all balances past 30 days from billing date; 2% on all balances past 60 days from billing date.
3. Cancellation must be made at least 24 hours prior to the event or there will be a minimum charge of three hours custodial fees.

AT THE END OF YOUR RENTAL, YOU WILL BE ASKED TO SIGN A CUSTODIAL DETAIL SHEET WITH THE TOTAL NUMBER OF HOURS WORKED.

It is important that all egress doors be clear for free passage in emergencies. You are responsible that your program does not involve activities, which would be injurious to the safety of all participants and of the property. The use of tobacco products and alcoholic beverages is prohibited.

Applicable Federal, State and Municipal regulations apply to all rentals of facilities

A Police/Fire Detail may be required. Check with Arlington Police Department or Arlington Fire Department to insure your group is in compliance with all regulations/requirements. Payments for Police and/or Fire Details should be made payable to the Arlington Police or Fire Department and payable at time of detail.