

ANDOVER CENTRAL SCHOOL

BUILDING USE REQUEST

The administration is responsible for the use of all school facilities. In order that they may consider your request for the use of school facilities, kindly complete the following form:

Name of person / group requesting building _____

Room(s) / area(s) of building needed _____

Activity to be used for _____

Day(s) of week and date(s) needed _____

Actual time of activity: from _____ to _____

PLEASE INDICATE IF

Time building is needed: from _____ to _____

TIME IS A.M. OR P.M.

Will activity be open to public? _____ Will admission be charged? _____

Proceeds will be used for _____

Name / address / telephone number of person responsible for this event _____

Will special equipment or furniture be needed? _____ Please specify _____

INSURANCE INFORMATION:

Do you (the requesting organization) have an in-force public liability policy? _____

What are the limits of liability? Bodily injury: \$ _____ Property damage: \$ _____

FACILITIES USE PRICES:

Lights for soccer game	\$20 per game
Lights for baseball game	\$18 per game
Lights for softball game	\$10 per game
Field preparation materials	\$20 per game
Field preparation labor	\$30 per game
Custodian (when lights in use, or building used)	\$20 per hour

Please read and sign on reverse side

RULES GOVERNING USE OF FACILITIES BY COMMUNITY GROUPS:

- 1) No smoking is allowed.
- 2) No drinking of alcoholic beverages is permitted.
- 3) Activity shall be restricted to that area for which permission is granted.
- 4) The activity shall not extend beyond the hours approved in the request.
- 5) All programs shall be planned so that they do not interfere with the regular school day schedule.
- 6) The organization using the building shall be responsible for moving its equipment into and out of the building.
- 7) The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- 8) In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.
- 9) School authorities must have free access to all rooms at all times.
- 10) Where custodial assistance must be hired, a charge will be made and must be paid within 30 days.
- 11) The room(s) or facility used by applicant will be carefully examined after use. The applicant will make good promptly any loss or damage occurring as a result of use of school property.
- 12) No school property or equipment shall be altered or removed from the premises.
- 13) The using organization shall be required to furnish public liability and property damage insurance with limits at least equal to those of the school. (See Insurance Information)
- 14) A Certificate of Insurance, with proper limits of liability, shall be submitted as evidence of insurance coverage at least three days in advance of the event and must designate both the using organization and the school (legal name) as insureds. The absence of such a certificate will preclude use of the facility.
- 15) This license is revocable at any time by school authorities.
- 16) No reservation will be made until this application is returned and approved by the school's senior administrative official.
- 17) School functions will override any of these requests.
- 18) The building is not available for use during vacations or when school is not in session.

I agree on behalf of the above indicated organization that all members and guests will observe the above regulations; and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to Andover School property during the above indicated period of use. We also agree that our organization will at all times hereafter indemnify the above-name school against any loss, damage, or expense of any kind, which said school may sustain or incur because of the use of the above described building by our organizations; and we will further hold said school harmless for loss of any kind in connection therewith.

Signature of Requesting Officer

Date

Signature of School Official

Date