

MENDON-UPTON REGIONAL SCHOOL DISTRICT

150 North Avenue

Mendon, MA 01756

Tel.: (508)634-1585 Fax: (508)634-1582

APPLICATION FOR SCHOOL FACILITY USE

DATE: _____

REQUESTING ORGANIZATION: AGE GROUP: _____

REQUESTED FACILITY: _____ SPECIFIC AREA: _____

NAME OF APPLICANT: _____ PHONE NUMBER: _____

EMAIL ADDRESS: _____

TAX EXEMPT #: _____ LIABILITY INS. CARRIER (attach copy): _____

PURPOSE OF USE: _____ # OF PERSONS ATTENDING: _____

Date(s) Requested	Day of Week	Hours (AM or PM) From/To

<p><u>GROUPS: (See attached definitions)</u></p> <ul style="list-style-type: none"> • Group 1 <input type="checkbox"/> • Group 2 <input type="checkbox"/> • Group 3 <input type="checkbox"/> 	<p style="text-align: center;"><u>PLEASE IDENTIFY SPECIFIC NEEDS:</u></p> <p>Will refreshments be served? _____</p> <p>Will concession stand be needed? _____</p> <p>School Equipment needed? _____</p>
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POLICE PROTECTION MUST BE PROVIDED AT THE DISCRETION OF THE BUILDING PRINCIPAL.

GENERAL RELEASE

The Applicant agrees to abide by all the rules and regulations of the Mendon-Upton Regional School District (attached). As a condition of access to the property, the requesting organization and the undersigned Applicant agrees (a) to pay for and assume full liability for and all loss or damages to person or property or claim therefore resulting to or arising from the use of District property of facilities by such organization or individual (and those granted access to the facility thereby) whether from an occurrence at the property or facility itself during such use, before or after such use, going to and from such use, in or about available parking areas or otherwise, (b) to indemnify, reimburse and hold harmless the District and the members, agents and employees thereof against and from any such loss, damage or claim, including but not limited to its or their attorney's fees, and, (c) to pay any attorney's fees and costs paid or incurred by the District to enforce any obligation imposed under this paragraph or otherwise in the application. The applicant's signature indicates s/he has fully read, understands and agrees to the general release and condition governing facility use and accepts full responsibility for conformance. If any portion of this General Release is held to be invalid, the remainder shall remain in effect.

SIGNATURE OF APPLICANT _____ DATE _____
(Must be 18 or older)

ADDRESS _____

Fee Schedule

Nipmuc	Group 1	Group 2	Group 3
Auditorium	No Fee	\$75/3 hours; \$20/hour for each add'l hour	\$150/3 hours; \$45/hour for each add'l hour
Gymnasium	No Fee	\$75/3 hours; \$20/hour for each add'l hour	\$150/3 hours; \$45/hour for each add'l hour
Cafeteria	No Fee	\$75/3 hours; \$20/hour for each add'l hour	\$150/3 hours; \$45/hour for each add'l hour
Professional Dev. Center	No Fee	\$50/3 hours; \$15/hour for each add'l hour	\$100/3 hours; \$30/hour for each add'l hour
Classroom	No Fee	\$35/3 hours; \$10/hour for each add'l hour	\$75/3 hours; \$20/hour for each add'l hour
Media Center	No Fee	\$50/3 hours; \$15/hour for each add'l hour	\$100/3 hours; \$30/hour for each add'l hour
Computer room	No Fee	\$50/3 hours; \$15/hour for each add'l hour	\$100/3 hours; \$30/hour for each add'l hour
School Grounds/Fields	No Fee	\$75/3 hours; \$20/hour for each add'l hour	\$150/3 hours; \$45/hour for each add'l hour

Miscoe Hill	Group 1	Group 2	Group 3
Auditorium	No Fee	\$75/3 hours; \$20/hour for each add'l hour	\$150/3 hours; \$45/hour for each add'l hour
Lower Gymnasium	No Fee	\$75/3 hours; \$20/hour for each add'l hour	\$150/3 hours; \$45/hour for each add'l hour
Upper Gymnasium	No Fee	\$75/3 hours; \$20/hour for each add'l hour	\$150/3 hours; \$45/hour for each add'l hour
Cafeteria	No Fee	\$75/3 hours; \$20/hour for each add'l hour	\$150/3 hours; \$45/hour for each add'l hour
Classroom	No Fee	\$35/3 hours; \$10/hour for each add'l hour	\$75/3 hours; \$20/hour for each add'l hour
Media Center	No Fee	\$50/3 hours; \$15/hour for each add'l hour	\$100/3 hours; \$30/hour for each add'l hour
Computer Room	No Fee	\$50/3 hours; \$15/hour for each add'l hour	\$100/3 hours; \$30/hour for each add'l hour
School Grounds/Fields	No Fee	\$75/3 hours; \$20/hour for each add'l hour	\$150/3 hours; \$45/hour for each add'l hour

Clough/Memorial	Group 1	Group 2	Group 3
Cafeteria	No Fee	\$75/3 hours; \$20/hour for each add'l hour	\$150/3 hours; \$45/hour for each add'l hour
Gymnasium	No Fee	\$75/3 hours; \$20/hour for each add'l hour	\$150/3 hours; \$45/hour for each add'l hour
Classroom	No Fee	\$35/3 hours; \$10/hour for each add'l hour	\$75/3 hours; \$20/hour for each add'l hour
Media Center	No Fee	\$50/3 hours; \$15/hour for each add'l hour	\$100/3 hours; \$30/hour for each add'l hour
Computer Room	No Fee	\$50/3 hours; \$15/hour for each add'l hour	\$100/3 hours; \$30/hour for each add'l hour
School Grounds/Fields		Mendon or Upton Town Facility Use	Mendon or Upton Town Facility Use

The above fees represent one period of time facilities are used (not to exceed one day and not to be pro-rated). Fees for personnel (i.e. custodian, kitchen manager, administrator, technology/sound system technician) and energy will be charged when applicable.

Additional fees will be applied as follows for functions scheduled on holidays, Saturdays and Sundays:

- \$50.00 energy fee for the use of the auditorium, gymnasium, cafeteria or media center in any facility.
- \$40.00 per hour custodial fee. Two additional hours will be added to each function for custodial services.
- \$30.00 per hour kitchen manager fee.

Please Note: Kitchen requests will be granted upon the approval of the Food Service Director and Superintendent. An additional fee of \$100 per event will apply for the use of the kitchen, as well as a Kitchen Manager fee of \$30.00 per hour.

Group Definitions

Group 1 - School, School Support, Scouts, Towns of Mendon and Upton, Youth and Adult Groups

- Any group that is part of the internal school structure (band, school council, etc.) and organizations whose primary purpose includes supporting school activities (booster clubs, parent's clubs, etc.).
- All scouting organizations comprised of at least 75% of residents from the towns of Mendon and/or Upton.
- All Mendon and Upton official town boards and groups, town meetings, etc.
- Youth and adult non-profit groups comprised of at least 75% of residents from the towns of Mendon and/or Upton that support school and/or town related activities.

Group 2 - Non-Profit Groups, other than Group 1

This group includes adult sport groups, dance and theater groups, social clubs, condo and housing associations, and other non-profit organizations with 501(c)(3) designation.

Group 3 - For Profit Groups

This group includes all businesses, camps, clinics, enrichment programs, tutors, dance and theater groups and all others utilizing the buildings for personal or commercial benefit.