

**BERLIN MEMORIAL SCHOOL
APPLICATION FOR USE OF FACILITY / GROUNDS**

Organization: _____ Today's Date: _____

Person in Charge of Security, Crowd Control and Parking: _____

Telephone Number: _____

Mailing Address: _____

Date(s) Requested: _____

Time(s) Requested:
In (not before): _____ Out (not after): _____

Specific Room or Area to be Used: _____

Estimated Number of Participants: _____

I understand and agree to the terms of the Policy and Regulations Governing Use Facilities and that by using school property I am responsible for providing adequate supervision of the activity, I will responsible for paying all costs associated with use of the building, and I am responsible for all costs associated with any damage to or loss of school property. I understand that I am responsible for relaying all policies and guidelines of the Berlin-Boylston Public Schools for the use of the building/grounds for which I am applying.

Signature of Person Completing Application

TO QUALIFY AS NON-PROFIT, A NON-PROFIT ELIGIBILITY STATEMENT FROM THE IRS MUST BE SUBMITTED WITH THIS APPLICATION. All fees and charges are established either by negotiated contracts or school committee policy. The organization must pay in advance of the scheduled event. Checks are made payable to BERLIN MEMORIAL SCHOOL.

THIS SPACE FOR OFFICE USE ONLY

	Remarks	# of Staff Needed	Fee Charged
RENTAL SPACE FEE			
TECHNOLOGY FEE and LABS			
TECHNOLOGY STAFF			
CUSTODIAN			
CAFETERIA WORKERS			
POLICE			
APPLICATION FEE			
TOTAL DUE:			

Application Reviewed by Head Custodian: _____ Date: _____

APPROVED/DENIED Principal: _____ Date: _____

APPROVED/DENIED Superintendent: _____ Date: _____

PLEASE RETURN THIS APPLICATION TO THE SCHOOL

BERLIN MEMORIAL SCHOOL FACILITY/GROUNDS USE - FEE SCHEDULE

Required Staffing:

- A minimum of one (1) custodian must be on duty when the gymnasium, cafeteria or classroom is in use.
- A police officer may be required when the gymnasium is open at the discretion of the Principal.
- A minimum of one (1) cafeteria worker may be required when the cafeteria is in use. When the kitchen is in use, the required staffing will be determined by the Principal and Director of Food Services.
- A minimum of one (1) technology staff member will be required for use of computers, projector or other digital equipment.
- All costs associated with the required staffing are the responsibility of lessee.

Staffing Fees:

- Custodial Fee: Three (3) hour minimum at the current contractual rate for the Head Custodian.
- Cafeteria Worker Fee: Three (3) hour minimum at the current rate for Cafeteria Manager.
- Police Fee: Contact the Berlin Police Department
- Technology Staff Fee: Three (3) hour minimum at the current contractual rate for a Paraprofessional or a Teacher.

Payments:

- All fees, except police fees, are to be paid to Berlin Memorial School. Make checks payable to Berlin Memorial School.
- Fees assessed for custodial and/or cafeteria and/or technology staff are payable in advance. Advance payments are refundable upon cancellation with forty-eight (48) hours' notice.
- If custodial and /or cafeteria staff are normally on duty at the time of lessee building use, the minimum hours requirement may be waived at the discretion of the Superintendent.

ONE TIME USE FOR OUTSIDE EVENTS

APPLICATION FEE	
PROFIT *	\$100.00
PROFIT (BERLIN)*	\$75.00
NON-PROFIT	\$50.00
*Limited to one (1) consecutive three (3) day revenue generated activity or a maximum of ten (10) individual days per year.	
USE OF FACILITIES	
Gymnasium	\$100.00
Kitchen	\$75.00
Technology Lab	\$75.00
Classroom	\$50.00
Playing Fields	\$50.00
Library	\$50.00

Donations:

- Each individual user group that is not assessed an application fee or rental charge will be encouraged to provide donations that will assist with the maintenance and upkeep of the facility and grounds. Make checks payable to Berlin Memorial School.
- It is the responsibility of the applicante for Use of the Building to see that said donation is submitted prior to the community group's final scheduled use of the school facility each year.

**BERLIN MEMORIAL SCHOOL
USE OF FACILITY / GROUNDS
Indemnification and Insurance Agreement / Hold Harmless Agreement**

(This form must be filed with the office of the Principal no later than seven days in advance of the scheduled event)

The _____ of _____, Massachusetts
has applied to the Berlin Memorial School for permission to use and occupy the following school district
property:

for the hours of _____ to _____
on _____, _____
Date Year

As a condition of permission to use the above-described school district property on the date and time indicated, the applicant hereby agrees to assume all liability and to release and hold harmless the Berlin School District, its agents and employees, from any and all liability, damages or other expenses, including attorney fees, that may result from the use of the premises by the applicant.

In connection with this agreement, the applicant has secured adequate general liability insurance to cover itself and properly indemnified the Berlin Memorial School for any and all claims for damages or expenses, including attorney fees, that the school district may incur as a result of any damage or loss suffered by any individual or organization as a result of the use of occupancy of the premises by the applicant.

By: _____

Date: _____

CERTIFICATE OF INSURANCE

I hereby certify that I am a licensed Massachusetts insurance agent/broker and the _____ has purchased liability insurance coverage in the amount of: _____ which specifically covers the insured during its use and occupancy of the Berlin Memorial School property described above. I further certify that the insurance policy in question names the Berlin School District as an insured and/or expressly provides that the school district will be indemnified and held harmless from any and all claims for damages or expenses, including attorney fees, that may arise in connection with the use of occupancy of the school district property.

(Agent/broker)

(date)

Adopted: February 10, 2015