

APPLICATION FOR USE OF A SCHOOL BUILDING
BELMONT PUBLIC SCHOOLS
 644 PLEASANT STREET, BELMONT, MA 02478

THIS APPLICATION ALONG WITH A \$10 APPLICATION FEE MUST BE COMPLETED AND RETURNED TO THE SCHOOL REQUESTED FOR PROCESSING. APPLICATIONS WITHOUT THE FEE WILL NOT BE PROCESSED.

Organization: _____ Purpose of organization: _____

Per School Committee Policy, the Belmont Public Schools may only rent or allow usage of school space to organizations, not individuals. Proof of status is required such as MA Secretary of State Articles of Corporation and documentation if a non-profit.

Contact Person – Name: _____ Person Responsible for Event: _____

Address of Contact Person: _____ **Today's Date:** _____

Phone: _____ Email: _____

SCHOOL REQUESTED: _____ PART OF BUILDING TO BE USED (consumed food is allowed in cafeteria only): _____

Briefly describe required room set up and equipment requests (attach floor plan if applicable). **Please call the technology Department for all audio visual needs at 617-993-5450 in addition to filling out the information below.**

Cafeteria Worker(s) Requested Yes _____ No _____ Police Detail Requested Yes _____ No _____

If more space is needed, please attach a separate piece of paper with dates listed

DAYS OF THE WEEK	DATE(S) <i>(Please list individual dates)</i>	DEC., FEB., APR. RECESS? (Excl. Holidays)	EVENT START TIME Specify AM or PM	EVENT END TIME Specify AM or PM	PURPOSE OF EVENT <i>(One event per form)</i>

Is event open to the public? Yes _____ No _____ Number Expected: _____ Is admission charged? _____

Amount: _____ What use is to be made of the proceeds? _____

Are you bringing your own food? Yes _____ No _____ Are you ordering food from BPS Catering? Yes _____ No _____ *(Food Requests from BPS Catering need to be made at least one week prior to event) Call 617-993-5871 or email Dustin O'Brien at dobrien@belmont.k12.ma.us*

Type of refreshments to be served (no alcoholic beverages allowed on school premises):

Do you intend to use the kitchen or kitchen equipment for prep, cooking or sinks/dish machine for clean up? Yes _____ No _____

If Yes, you are required to request a food service worker to be present and paid for a minimum of three hours. If No, there will be NO ACCESS to the kitchen.

Food Requirements: If there are any questions about the safe handling of food, contact the Belmont Health Department at 617-993-2722. If the Health Department determines a food permit is required, please attach it to this application.

Insurance Requirements: User groups are required to provide a certificate of insurance naming The Town of Belmont/Belmont Public Schools as an additionally insured, reflecting minimum insurance limits of General Liability of \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit, and Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate.

Please forward the Certificate of Insurance to the rental office at rentals@belmont.k12.ma.us once your permit has been approved and before your event.

Permit Requirements:

- The payment of rental fees is due 10 days prior to event date.
- Charges for custodial and cafeteria services are invoiced and paid after the event.
- A police detail is mandatory for certain performances; i.e., plays concerts, musicals, and most auditorium events, etc.
- **Non-BPS Events: Please email the rental office at rentals@belmont.k12.ma.us for information regarding restrictions for usage of lights, sound, and stage.**

Rules and Regulations: As a condition of this use, I agree, as the authorized representative of this organization, that I shall be responsible personally, as well as in my official capacity, for:

- Reimbursement to the Town for any damage to the building or its contents as a consequence of such use.
- Payment of any necessary custodians, cafeteria workers, police or others listed.
- Compliance with the regulations of the Department of Internal Revenue in cases where admission is charged.
- Observance of the Acts of the Commonwealth and the Rules and Regulations of the School Committee.
- Compliance with any other State and local regulations applicable to this use.
- **Cancellation of Event: A minimum of twenty-four (24) hour advance notice is required (by Friday at noon if the event is on a Saturday or Sunday)** Failure to do so will result in a full charge to the applicant. Please notify the main office at the school your event is held at and the rental office, Monday through Thursday before 2:00 p.m. and Fridays before noon.
- If there is inclement weather or a building emergency, the Superintendent along with Facilities personnel may decide to cancel your event.
- The Superintendent and/or Designee shall reserve the right to deny, restrict and/or modify and/all requests for the use of school space based on availability and suitability of school space, based in part, but not limited to, the nature of the activity requested, the extent to which any request would interfere with or disrupt the regular programs and operations of the school and/or affect the health, education, safety and welfare of the students, staff, administration, the public or the facilities. The Superintendent and/or designee shall reserve the right to act in any manner that is in the best interest of the Belmont Public Schools
- **Please contact the main office at the school you've requested with any changes or questions regarding your booking.**

I have read the above Permit Requirements and Rules and Regulations concerning the Use of School Buildings as adopted by the School Committee, and I agree to abide by them in their entirety. I further agree I will be in attendance at the event I am requesting space for.

Signature of Person Responsible _____ **Title** _____
(No Student Signatures)

Print _____ Email/Phone: _____

I have read and approve the above activity taking place in this Building:

Principal/Director _____ Date _____

Facilities Representative _____ Date _____

Copies signed by the building principal and Supvsr.of Bldgs. & Grounds will be distributed to the following appropriate parties:

1. Person/Group requesting space
2. Buildings (Principal/Directors of Fine Arts, Athletics and Technology)
3. Custodian
4. **When Referenced:** Cafeteria, A/V, Police Detail Officer

THIS SECTION IS COMPLETED INTERNALLY BY BPS STAFF	Principal/Director Recommendations (# Required)	Dates Required (where applicable)	Start and End Time (where applicable)	Facilities Rep. Approval/Amendment
Building Custodian (minimum of 3 hours)				
Cafeteria Worker (minimum of 3 hours)				
Police Officer (reports ½ hour before and stays ½ hour after event)				
Audio/Visual Needs (contact the Technology Dept. 617-993-5461)				