



Spencer-East Brookfield Regional School District

Office of the Superintendent
 306 Main Street, Spencer, Massachusetts 01562
 Telephone (508) 885-8500 * Fax (508) 885-8504
www.sebrsd.org

FACILITY USE APPLICATION

Return completed application to: Denise Avolese, avolesed@sebrsd.org

All requests must be submitted a minimum of two weeks prior to the event to allow for coordination.

Organization Name: _____

Event/Function: _____

Est. Number of Participants: _____

Contact Person(s): _____ Phone Number: _____

Mailing Address: _____

Email Address _____

Date(s) Requested: _____ Time Requested: _____

School Requested:

- East Brookfield Elementary Wire Village Elementary Knox Trail Middle David Prouty High

Areas Requested:

- Gymnasium Cafeteria w/Kitchen Staff DPHS Baseball Field (lower) Field Lighting
 Auditorium Library DPHS Practice Field (lower) Other Location: (specify): _____
 Classroom DPHS Soccer Field (upper) Athletic Fields (EB,WV, KT) _____
 Cafeteria DPHS Football Field (mid) Field House/Snack Shack _____

Special Requests:

Additional Requirements:

1. Is the activity open to the general public? Yes No
 2. Is the organization a registered non-profit? * Yes No
 3. Will admission fees be charged: Yes No

*A copy of the 501(c) must be provided

In consideration for the use of facilities owned or operated by the Spencer-East Brookfield Regional School District, the undersigned organization hereby releases and holds harmless the Spencer-East Brookfield Regional School District and its employees, agents and volunteers (collectively "the District") from and against any and all injuries, damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the use of such facilities by the undersigned organization or its employees, agents or volunteers, and further agrees to indemnify the District from and against any and all injuries, damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) by third parties arising out of or in connection with the organization's or its employees' agents, or volunteers activities on or about the rented premises.

I have read this contract and all of its attachments and the regulations for the use of the Spencer-East Brookfield Regional School District property, and accept the responsibility for payment of fees, the observance of all regulations, and all terms hereof.

Requestor Signature: _____ Date: _____

For District Use Only <input type="checkbox"/> CORI Provided <input type="checkbox"/> General Liability Policy Provided <input type="checkbox"/> 501© Provided	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Rental Charge <input type="checkbox"/> Custodial/Staff Charges <input type="checkbox"/> Ancillary Charges	
Special Notes: _____	
Signatures:	
Athletic Director (where appropriate): _____	Date: _____
School Principal: _____	Date: _____
Executive Assistant to Superintendent of Schools: _____	Date: _____
Superintendent of Schools: _____	Date: _____
DISTRIBUTION: <input type="checkbox"/> Requester <input type="checkbox"/> School <input type="checkbox"/> Facility/Grounds	

The Spencer-East Brookfield Regional School District encourages the use of school facilities for educational, charitable, recreational and civic purposes, sponsored by recognized, responsible organizations. It is committed to ensuring that all of its programs and facilities are accessible to the public. The Spencer-East Brookfield Regional School District's Policy of non-discrimination will extend to all students, staff, the general public and individuals with whom it does business, and will apply to race, color, national background, religion, sex, disability, pregnancy, pregnancy-related conditions, economic status, political party, age, handicap, sexual orientation, gender identity, homelessness and other human differences.