

**WEST BRIDGEWATER PUBLIC SCHOOLS**  
West Bridgewater, Massachusetts  
[www.wbridgewaterschools.org](http://www.wbridgewaterschools.org)

**Application for Use of School Facilities**

Individual date(s) of use: \_\_\_\_\_

Room(s) Requested: \_\_\_\_\_

School Building or field location: M/S HS \_\_\_\_\_ Howard \_\_\_\_\_ RLM \_\_\_\_\_ Spring Street \_\_\_\_\_

Doors Open: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Purpose for use of building: \_\_\_\_\_

Equipment Requested: \_\_\_\_\_

Admission Charge: \$ \_\_\_\_\_ Funds to be used for the following purpose: \_\_\_\_\_

The applicant agrees to use the following statement and his/her signature is evidence of agreement.

The undersigned will be financially responsible for any damages done to the school property during the use of the school facilities and will not hold the Town of West Bridgewater and/or the West Bridgewater Public School Department responsible for injuries sustained during the use of the facilities.

The applicant understands that permission to use the school building shall be withdrawn immediately if the School Committee feels that the above statement has been violated in any way.

The applicant has reviewed, understands and accepts the policies as outlined on the Guidelines for Building Use (on reverse side) relative to Policy #7500, which is available in the Superintendent's Office in its entirety.

**The use of alcohol, or tobacco (including cigarettes, chewing tobacco, ecigs, vapors, cigars) in any part of a school building, or on school grounds is forbidden.**

**IF POLICE DETAIL OR FIRE DEPARTMENT APPROVAL IS REQUIRED, THE APPLICANT AGREES TO MAKE ALL ARRANGEMENTS DIRECTLY WITH THE POLICE AND/OR FIRE DEPARTMENT.**

**APPLICANT: PRINT**

Name: _____ Organization: _____ Street: _____ City: _____ State: _____ Zip: _____ Telephone Number: _____	Signature _____ Date _____	Participants: { } Residents of West Bridgewater { } NON Residents of West Bridgewater { } Students of West Bridgewater { } Faculty/Departments of West Bridgewater
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Applicant, please do not write beyond this line

Classification: A B C D N/A

**APPROVALS:**

Building Use Fee: \$ _____	_____	Building Principal _____	_____	Date _____
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Custodial Rate: \$ _____	_____	Business Manager _____	_____	Date _____
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Cafeteria Rate: \$ _____	_____	Superintendent _____	_____	Date _____
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Estimate Attached: Yes _____ No _____	_____	_____	_____	Date _____
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Submit Form to Building Principal for approval and forward to Superintendent's Office

## **Guidelines for Building Use**

The facilities of the West Bridgewater Public Schools are available to members of the community for civic, cultural, and educational activities of a non-profit nature. The following is a synopsis of Policy #7500, Regulations Governing Use of School Property, as adopted by the School Committee:

1. A **responsible member of the organization** requesting use of the facilities, who will see that all regulations are followed, must make reservations for use of the school. The School Department reserves the right to refuse the use of the school, or cancel any reservation when they deem such action to be in the best interest of the School Department or the Town.
2. Reservations from organizations for use of the school are made on the School Department's application form and submitted to the School Department **10 days prior to the event** as stated in Policy #7500.
3. Regular School and Council on Aging activities will take precedence over other activities and the use of the facilities will not interfere with the operation of the school.
4. There is a fee schedule if the requested meeting occurs before or after regular hours. If the meeting occurs during the regular school hours, or if it is a committee doing official Town business, the fee will be waived.
5. No Smoking, tobacco (including cigarettes, chewing tobacco, ecigs, vapors, cigars) or alcoholic beverages will be allowed in the building, or on the premises.
6. Groups holding meetings must assume responsibility for any loss or damage to school property and are expected to leave the facility clean and in order.
7. The School Department is not responsible for materials, supplies, or equipment owned by the group and used by them in the school.
8. If refreshments are served in approved areas, it is expected that the group will clean the area and remove rubbish.
9. Reservations must be made in advance for use of equipment and a qualified person must operate equipment.
10. There are chairs and tables available for the use of groups. If necessary for the group to rearrange them, they should be put back in their original place before leaving.
11. The person in charge of the group/organization must not allow any member of the group to wander through other areas of the building or to use any materials or equipment. It is expected that the facility will be left in an orderly fashion.
12. The School Department has full authority to approve applications and to ensure that all provisions of the rules and regulations of the facility are observed. The Superintendent can deny further use of the school based on abuse of the school property and abuse of the regulations.
13. Keys will not be given out to any group.