

Franklin Public Schools Application for Use of School Facilities

This form **should be emailed** to the Building Use Coordinator. In addition to the completed form, please submit the following:
• Diagram or description of any special room setup, • Certificate of Insurance (If Applicable) • Anti- Hazing Form (If Applicable)

Important: Refer to Rate Schedule and District Rules and Regulations, before completing this application. **Submit application at least 15 days prior to request date(s).** Email the application and certificates to: Steven Yavarow, Building Use Coordinator, Franklin Public Schools, yavarows@franklinps.net or you can mail it to 628 Washington Street, Franklin, MA 02038

☐ I have read the Community Use of School Facilities - File KF, District Rules and Regulations - File KF-E1, The District No Smoking Policy - File CN, Hazing File-JICFA and agree to abide to all of the rules and regulations.

☐ by checking this box I affirm that _____ does not discriminate in its programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

Name of Organization			
Name of Contact			
Address			
Phone Number		Cell Phone Number:	
Email Address			
Date Submitted			

I/WE REQUEST USE OF THE:	
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(specify: cafeteria, gymnasium, classroom, grounds, etc.)

At which School	
For the purpose of:	

In accordance with Franklin Public Schools Building Use Policy, please describe how this event will benefit citizens of Franklin.

Click here to enter text.

Dates Requested	Day of the Week	Time: From/To
Number of Attendees:		

Safety and Security: Our security policy requires that all exterior doors be locked at all times. When your group is entering a building for an event, a custodian will let the group leader into the building. After the initial entry, an adult designee of the group will need to monitor the door to let others in. Doors are not to be propped or pegged open at any time.

Name of Group Leader:	
Name of Door Monitor:	

Police are required for all non-school events with an estimated attendance exceeding 100; Police detail expenses are payable directly to the Town of Franklin, Franklin Police Department. The renting organization will notify the police department to provide an officer.

Special Services and Equipment Sponsors are responsible for the safe operation of all school equipment.

Is food being served: <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the kitchen area needed: <input type="checkbox"/> Yes <input type="checkbox"/> No		
What time is a cafeteria worker needed: From	To:		
# Of Tables Needed :	# of Chairs Needed:		
Podium <input type="checkbox"/> Yes <input type="checkbox"/> No Needed	Audio <input type="checkbox"/> Yes <input type="checkbox"/> No Needed	Video <input type="checkbox"/> Yes <input type="checkbox"/> No Needed	Lighting <input type="checkbox"/> Yes <input type="checkbox"/> No Needed

Please list any other special requests of equipment or services not listed above. Also please describe any unique or unusual special effects planned.

Click here to enter text.

Diagram / description of special room setup attached: ☐ Yes ☐ No

Please note: Custodial time will be determined by the Facilities Department

IMPORTANT: Please be aware that **NO FOOD OR DRINK** is allowed in any auditorium or gym . *You must assign a person who is responsible for monitoring this policy.* **Applicant understand policy (please check here)** ☐

Name of Food/Beverage Monitor:

IMPORTANT: You are responsible for any damage to lighting or sound equipment caused by improper handling, carelessness or inability of your light and/or sound operator.

Applicant understands policy (please check here) ☐

Building Use Agreement Form

The signing of this application shall constitute an agreement to all regulations governing use of school facilities and to accept full responsibility for damage to or loss of school property and for payment of all fees assessed for such use. **When police, stage manager(s), cafeteria staff, custodians, equipment operators or other personnel are required, fees for such personnel will be paid by the renting organization. All fees are due upon invoicing.**

IN THE EVENT OF A SCHOOL CLOSING OR EARLY DISMISSAL DUE TO INCLEMENT WEATHER AND/OR AN EMERGENCY, ALL EVENTS ARE CANCELLED. THE SPONSOR WILL BE RESPONSIBLE FOR NOTIFYING PARTICIPANTS. EXTENUATING CIRCUMSTANCES MAY BE APPEALED TO THE SUPERINTENDENT/DESIGNEE. THE SUPERINTENDENT/DESIGNEE MAINTAINS AUTHORITY TO OPEN A FACILITY. ADDITIONAL COSTS MAY BE INCURRED TO OPEN THE FACILITY AND WILL BE PAID BY THE SPONSOR.

Applicant Name (Print):

Electronic Signature

Building Principal Signature and Date Received

Date: _____

Please email or mail this completed, signed agreement to Steven Yavarow, Building Use Coordinator, Franklin Public Schools, 628 Washington Street; Franklin, MA 02038. Email address: yavarows@franklin.k12.ma.us Questions regarding fees should also be directed to the Building Use Coordinator. . If applicable, please be sure a diagram or description of any special room setup requirements and a Cert. Of Insurance listing the "Town of Franklin" as the additional insured is attached.

Cancellation: Notification is required 10 days prior to the date of the event in order to receive a full refund. Contact the Building Use Coordinator (508) 541-2130 Ext 1002 and the Facilities Department at 508-613-1700