

Franklin Public Schools Application for Use of School Property

All requests for community use of schools originate with the Building Use Coordinator. The **Use of Buildings Policy, Terms and Conditions of Use, and Use of School Property Forms** are available at each school and on the Franklin School Department website (www.franklin.k12.ma.us). A completed "Facilities Use Form" should be submitted 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).**

No Smoking Policy: Consistent with Mass. Gen. Laws, Chapter 71, Sec. 37H. The Franklin Public Schools prohibits the use of any tobacco products within the school buildings, school facilities, on the school grounds or in school vehicles by any individual including school personnel.

Important: Refer to Rate Schedule before completing this application. Submit application at least 15 days prior to requested date(s). Return application and other forms (if applicable) to Building Use Coordinator, Franklin Public Schools, 355 East Central Street, Suite 3, Franklin, MA 02038.

Name of Organization _____ MBGLL _____ Date Submitted: _____ 5/24/12 _____

Address _____ P.O. Box 294 Groton, MA 01450 _____ Phone #: _____

I/WE REQUEST USE OF Franklin High School Turf Field & Horace Mann Restrooms _____ Email: _____
(specify: cafeteria, gymnasium, classroom, band room, field house, lecture hall, etc.)

When requesting field house use, please make sure Field House Use form is also completed

AT THE _____ Horace Mann _____ SCHOOL FOR THE PURPOSE OF: _____ Girls Lacrosse Jamoree _____
(Name of School)

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

DATE(S) REQUESTED (LIST ALL DATES)	DAY OF THE WEEK	HOURS (AM OR PM) FROM/TO
June 17, 2012 _____	Sunday _____	8 am – 5 pm _____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

Number attending: _____

Special Services and Equipment: Sponsors are responsible for the safe operation of all school equipment. Please use the reverse side for Field house use.

#Tables _____ #Chairs _____ Podium: Yes / No Floor Microphone: Yes / No #Bleachers _____ #Locker Rooms _____

Other: _____

Is food being served: Yes/ No Is the kitchen area needed: Yes / No If yes; Cafeteria Worker is needed: From: _____ To: _____

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

Custodian(s)

Custodial time will be determined by the Facilities Department.

IMPORTANT: Please be reminded that **NO FOOD OR DRINK** is allowed in the auditorium, the lecture hall, the gymnasium(s) or field house. *It is your responsibility to insure that this does not happen.* **Applicant initial here _____**

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 initial here _____**

Describe any unique or unusual special effects planned for you event: _____

Do you have any other requests not covered above? Yes ___ No ___ If yes, please describe in detail below:

We thank you for your assistance and cooperation.

Questions regarding fees should be directed to Darlene Grove, Building Use Coordinator, at the Central Office (508) 613-1730.

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 and the Facilities Department at 508-613-1700.

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 invoice.**

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): _____

Signature of Sponsor: _____

Approved/Disapproved: _____

Building Use Coordinator and Date

Approved / Disapproved _____

Principal Signature and Date

Received (Please check): Cert. Of Insurance (if applicable "Town of Franklin" as additional Insured)
 Diagram or description of any special room setup

Cc: ___ Sponsor, ___ Principal, ___ Athletic Director (if applicable), ___ Facilities, ___ Sr. Building Custodian, ___ Building Use Coordinator