

**Southborough Public Schools
Facility Use Agreement**

Part 1:

To be completed by the organization requesting the use of facilities

Enclosed: Copy of the School Committee Policy

Organization: _____

Address: _____

Telephone: (day) _____ (evenings) _____

Function: _____

Person in charge of this function:

Alternate Contact:

Name _____

Title _____

Telephone _____

Facilities Needed:

_____ Learning Center	_____ Cafeteria
_____ Gymnasium	_____ Library
_____ Auditorium	_____ Classroom #
_____ Other (specify) _____	

Dates and times requested:

Date _____	Time _____	Date _____	Time _____
Date _____	Time _____	Date _____	Time _____
Date _____	Time _____	Date _____	Time _____

Storage area requested: yes _____ no _____

Anticipated number of participants: _____ Anticipated number of spectators _____

Organization Status: (check one) _____ School or Town Dept.
 _____ Resident or Employee For-Profit
 _____ Non-Resident Not-For-Profit
 _____ Non-Resident For-Profit

Signature _____ Title _____ Date _____

Please return this form, insurance certificate and Not-for-profit status, if needed to Principal's Office.

Southborough Public Schools Rental Agreement

Part 2:

To be completed by the Principal and returned to you for final signature

Rental Fees:

Base Fee		\$
Additional Hourly Fee	_____ hours X _____ rate/hr.	\$
Custodian(s) needed	_____ yes _____ no Est. cost	\$
Cafeteria staff needed	_____ yes _____ no Est. cost	\$
Total estimated cost:		\$
Deposit required with signed application:		\$

Charges for property use, including custodial and cafeteria personnel, are determined by the Principal and are invoiced after use of the facilities according to the Principal's determination of final costs. Invoices must be paid within ten days.

Police needed _____ yes _____ no

Note: If the Principal has indicated that police supervision is required, the organization must contact the Southborough Police Department to make the necessary arrangements and to arrange for separate billing for those services.

Principal's signature _____ Date _____

I, the undersigned, have received and read the School Committee Policy and agree to abide by its provisions.

Signature _____ Date _____

Title _____