

**APPLICATION FOR USE OF PUBLIC SCHOOL FACILITIES  
SWANSEA SCHOOL DEPARTMENT  
SWANSEA, MA**

1. Name of organization: \_\_\_\_\_
2. Name of person in charge: \_\_\_\_\_  
Address: \_\_\_\_\_ Contact #: \_\_\_\_\_
3. Date(s) facilities will be used: \_\_\_\_\_
4. Facility / building requested: \_\_\_\_\_
5. Starting time: \_\_\_\_\_ Ending time: \_\_\_\_\_
6. Type of activity: \_\_\_\_\_
7. Equipment needed (tables, chairs, etc): \_\_\_\_\_
8. Approximate number of people who are expected to participate / attend: \_\_\_\_\_
9. We hereby agree to comply with the following rules and regulations of the Swansea School Committee:
  - A. No smoking is allowed in the building.
  - B. The possession of alcohol, controlled substance or weapons is prohibited on school grounds.
  - C. No food or beverages shall be brought to, or consumed in the building, (except in the cafeteria) without permission of the School Committee or their designee.
  - D. Use of the school's public address system is not permitted without permission of the School Committee or their designee.
  - E. Nothing shall be advertised, sold, given, exhibited or displayed in the building without permission of the School Committee or their designee.
  - F. The applicant agrees to be responsible for the preservation of order and to make restitution for any damage to, or loss of, school property resulting from the use of the building.
  - G. The applicant agrees to assume responsibility for accidents resulting in physical harm to persons on the property and releases the School Committee and its agents from such liability.
  - H. We further acknowledge that a copy of the regulations pertaining to hazing as promulgated by the Board of Education pursuant to G.L. c. 269ss 17 through 19, will be provided to every member, plebe, pledger or applicant for membership in our group or organization. We agree to disseminate the information contained in G.L. c 269ss, 17 through 19, to every member, plebe, or applicant for membership in our group or organization.

- I. No organization can transfer use, or permission for use, of the facility to any other group or team.
- J. No non-Swansea teams and or groups are permitted to use the facilities or participate in tournaments, practices, games, etc., without permission of the School Committee or their designee being confirmed in writing.
- K. The School Committee reserves the right to revoke this application if any of these rules are violated.
- L. A certificate of insurance equal to the Town's liability coverage shall be submitted prior to approval.

***SIGNATURE OF THE RESPONSIBLE OFFICER OR DESIGNEE OF THE RESPONSIBLE ORGANIZATION IS NEEDED:***

Signature of applicant: \_\_\_\_\_

Date of application: \_\_\_\_\_

Please signify your financial status: for profit: \_\_\_\_\_ or non-profit: \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Principal's approval please circle one:    request approved    request denied

Principal's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rental fee amount: \_\_\_\_\_