

**UXBRIDGE PUBLIC SCHOOLS**  
**Building Maintenance & Grounds**  
**Mike Legendre, Plant Manager**  
**(508) 278-8648 ext. 108**  
**Building Rental Application**

Date of Application: \_\_\_\_\_  
 Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address of Applicant: \_\_\_\_\_  
 Name of Organization/Club Renting: \_\_\_\_\_

\* SMOKE MACHINES AND/OR FOG MACHINES ARE PROHIBITED \*

Please place a check mark next to the school and area you wish to rent.

School	Area Requested	Rate	
<b>Whitin School</b> <input type="checkbox"/>	Cafeteria (max 300) <input type="checkbox"/>	\$85.00	
	Kitchen <input type="checkbox"/>	\$75.00	
	Gym (max 386) <input type="checkbox"/>	\$75.00	
	Classroom <input type="checkbox"/>	\$25.00	
	Spotlight <input type="checkbox"/>	\$25.00	
	Library <input type="checkbox"/>	\$25.00	Total Due: \$ _____
<b>Taft School</b> <input type="checkbox"/>	Cafeteria (max 300) <input type="checkbox"/>	\$85.00	
	Kitchen <input type="checkbox"/>	\$75.00	
	Gym (max 214) <input type="checkbox"/>	\$75.00	
	Classroom <input type="checkbox"/>	\$25.00	
	Spotlight <input type="checkbox"/>	\$25.00	
	Library <input type="checkbox"/>	\$25.00	Total Due: \$ _____
<b>High School</b> <input type="checkbox"/>	Cafeteria (max 300) <input type="checkbox"/>	\$85.00	
	Gym (max 575) <input type="checkbox"/>	\$100.00	
	Auditorium (max 600) <input type="checkbox"/>	\$150.00	
	Classroom <input type="checkbox"/>	\$25.00	
	Kitchen <input type="checkbox"/>	\$75.00	
	Spotlight <input type="checkbox"/>	\$25.00	
	Library <input type="checkbox"/>	\$25.00	Total Due: \$ _____

Custodial and Cafeteria Worker Rates: \$35.00 per hour. **Additional fees may be incurred for any equipment lost and/or damaged, and/or any special custodial requirements for clean up after facility rental.**

Cafeteria help is needed when: Dishes, stoves and dishwashers are going to be used.

I/We affirm that I/we have read and reviewed Policy KF, and that I/we understand the contents of this policy. I/We understand that my organization's participation in this event is voluntary and that participants are free to choose not to participate in said event. By signing this application, I/we affirm that I/we have agreed to all terms of Policy KF and have decided to allow my organization to use the Uxbridge Public School's facilities with full knowledge that the Uxbridge Public Schools' will not be liable to anyone for personal injuries and property damage my participants may suffer during use of Uxbridge Public School's facilities.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

\_\_\_\_\_  
 Applicant on behalf of Organization

**UXBRIDGE PUBLIC SCHOOLS**  
**Building Maintenance & Grounds**  
**Mike Legendre, Plant Manager**  
**(508) 278-8648 ext. 108**  
**Building Rental Application**

**This is the first time this school year, that I have completed and signed a copy of the “*User Consent, Release From Liability and Indemnity Agreement,*” which will be filed with the Uxbridge School Department.**

**An up to date signed copy of the “*User Consent, Release From Liability and Indemnity Agreement,*” is on file with the Uxbridge School Department to cover the current school year.**

\*\*\*\*\*

Date of Rental: \_\_\_\_\_ Purpose: \_\_\_\_\_

Time Range (i.e., 8:00 a.m. to 11:00 a.m.): \_\_\_\_\_

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

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Principal

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_  
Director, Plant Operations

***Please make checks payable to:  
Uxbridge Public Schools, 21 South Main Street, Uxbridge, MA 01569***

**UXBRIDGE PUBLIC SCHOOLS  
21 SOUTH MAIN STREET  
UXBRIDGE, MA 01569  
APPLICATION FOR USE OF SCHOOL PROPERTY**

**USER CONSENT, RELEASE FROM LIABILITY AND  
INDEMNITY AGREEMENT**

I/We \_\_\_\_\_, applicant for use of school property, on  
(individual's name)  
behalf of \_\_\_\_\_, hereby assume all liability and have  
(organization's name)  
received a Parental Consent/Release form from all event participants.

I/We also agree to forever **RELEASE** the Uxbridge Public Schools,  
the school committee, and all their employees, officers, agents, board members,  
and volunteers from any and all claims, actions, rights of action and causes of  
action, damages, costs, loss of services, expenses, compensation and attorneys'  
fees that may have arisen in the past, or may arise in the future, directly or  
indirectly, from known and unknown personal injuries to organization participants  
or property damage to Uxbridge Public School's facilities.

I/We also promise to **INDEMNIFY, REIMBURSE, DEFEND, and HOLD  
HARMLESS** the Releasees against any and all legal claims and proceedings of  
any description that may have been asserted in the past, or may be asserted in  
the future, directly or indirectly, including damages, costs and attorneys' fees  
arising from personal injuries to organization participants or property damage  
to Uxbridge Public School's facilities.

I/We further affirm that I/we have read this Consent, Release from Liabilities  
and Indemnity Agreement, and that I/we understand the contents of this  
Agreement. I/We understand that my organization's participation in this event  
is voluntary and that participants are free to choose not to participate in said

event. By signing this Agreement, I/we affirm that I/we have decided to allow my organization to use the Uxbridge Public School's facilities with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage my participants may suffer during use of Uxbridge Public School's facilities.

Signed: \_\_\_\_\_

\_\_\_\_\_

Applicant

\_\_\_\_\_

on behalf of Organization

**THIS FORM MAY NOT BE ALTERED**

**PARENTAL CONSENT, RELEASE FROM LIABILITY AND  
INDEMNITY AGREEMENT**

I/We, the undersigned father, mother or guardian (*circle or insert legal relationship to student, e.g., "parent," "guardian"*) of \_\_\_\_\_ (*insert name of student e.g. "my child"*), a minor, do hereby consent to my child's participation in voluntary athletic, recreation or outside group programs using the Uxbridge Public School's facilities.

I/We also agree to forever **RELEASE** the Uxbridge Public Schools, the school committee, and all their employees, officers, agents, board members, and volunteers from any and all claims, actions, rights of action and causes of action, damages, costs, loss of services, expenses, compensation and attorneys' fees that may have arisen in the past, or may arise in the future, directly or indirectly, from known and unknown personal injuries to my child or property damage resulting from my child's participation in the use of Uxbridge Public School's facilities which I/we may now or hereafter have as the parent(s) or guardian(s) of said minor child and which said minor child has or hereafter may acquire, either before or after reaching majority.

I/We also promise to **INDEMNIFY, REIMBURSE, DEFEND, and HOLD HARMLESS** the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, including damages, costs and attorneys' fees arising from personal injuries to my child or property damage resulting from my child's participation in the use of Uxbridge Public School's facilities.

I/We further affirm that I/we have read this Consent, Release from Liabilities and Indemnity Agreement, and that I/we understand the contents of this Agreement. I/We understand that my child's participation in these programs is voluntary and that my child and I/we are free to choose not to participate in said programs. By signing this Agreement, I/we affirm that I/we have decided to allow my child to participate in the use of Uxbridge Public School's facilities with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage my child or I/we may suffer during use of Uxbridge Public School's facilities.

Signed: \_\_\_\_\_

\_\_\_\_\_

Parent(s) or Guardian(s) of

\_\_\_\_\_  
Student/Participant

**THIS FORM MAY NOT BE ALTERED**

## ***Uxbridge Public Schools***

### ***Fee Structure***

Uxbridge Public Schools Youth Sports programs will have gym use at the discretion of the building principal.

#### **The following fees may apply to users of our facilities:**

School	Area Requested	Rate
Whitin School	Cafeteria (max 300)	\$85.00
	Kitchen	\$75.00
	Gym (max 386)	\$75.00
	Classroom	\$25.00
	Spotlight	\$25.00
	Library	\$25.00
Taft School	Cafeteria (max 300)	\$85.00
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	Gym (max 575)	\$100.00
	Auditorium (max 600)	\$150.00
	Classroom	\$25.00
	Kitchen	\$75.00
	Spotlight	\$25.00
	Library	\$25.00

#### **In addition, the following charges may be incurred:**

**Custodian and Cafeteria workers charges** are in addition to above prices - \$35.00 per hour.

**Police officers** are the responsibility of the sponsoring group

**The Uxbridge School Committee through its representatives will be the final determining agent regarding fee structure.**

**\*\* NO FOOD AND/OR BEVERAGE MAY BE SOLD WITHOUT EXPRESSED CONSENT OF THE APPROPRIATE SCHOOL ADMINISTRATION.**

**COMMUNITY USE OF FACILITIES**

**STATEMENT OF POLICY:**

The Uxbridge School Committee will allow the use of its facilities as community centers for the integration of the Uxbridge community and for individual and family participation in wholesome, character building activities conducive to good citizenship. Use by organizations outside the Uxbridge community will be considered on an individual basis. Such use shall be scheduled so as not to interfere with the instructional and school related activities of the district.

**School Use**

School grounds and buildings are maintained for school purposes. School programs have precedence over all others. Facilities may be used upon approval without charge by student organizations, parent-teacher organizations, Uxbridge teacher organizations and other organizations directly affiliated with the schools. Such use shall be approved by the Principal.

**Non-School Use**

School grounds and buildings may be used by individuals and associations for activities of an educational, recreational, social, civic, philanthropic and like purposes as may be deemed for the interest of the community. The affiliation of any such association with a religious organization shall not disqualify such association from being allowed such a use for such a purpose.

**APPROVAL PROCESS**

1. Arrangements for the use of the school buildings or facilities **must be completed at least five (5) days before such actual use.** Applications are available at the school office.
2. All arrangements for the use of facilities must be personally made by an adult who is an authorized representative of the sponsoring agency and assumes total responsibility. Any approval may be immediately terminated by the school principal, her/his designee or in her/his absence, the attending policy officials, if in their judgment, such termination is warranted by existing conditions. Additionally, all extended use approvals issued are subject to cancellations on specific dates. (Preference will be given to members of the Uxbridge community.)

3. Applications will be prioritized according to the Uxbridge School Committee use guide. Priority will be given to traditional seasonal activities.
4. If school is cancelled for inclement weather or any other unforeseeable reason, **all evening activities for the school facilities will also be cancelled.**
5. The school department reserves the right to cancel the use of fields, gymnasiums, or other facilities when deemed appropriate.
6. Decisions regarding facility use are made by the Principal.

### School Use Guide

The Uxbridge School Committee in attempting to make the school buildings available to the maximum number of persons/organizations in the community will consider applications for use in the following order whenever feasible and practical:

- A. Uxbridge school students (K-12)
- B. Uxbridge Support Group (UTA, Booster Club)
- C. Uxbridge Youth Groups
- D. Uxbridge Adult Recreation
- E. Civic Non-Profit Organizations
- F. Other Groups

The Uxbridge School Committee through its representatives will be the final determining agent regarding any scheduling conflicts.

### SCHOOL USE RESTRICTIONS

- A. School Week Evening Hours activities during the school year (Monday-Saturday) will be restricted to 10:00 p.m.
- B. Sunday usage will only be approved for time extended after 10:00 p.m. with special approval by the Superintendent of Schools.

## **REGULATIONS FOR USE OF SCHOOL PROPERTY**

### **GENERAL**

All groups using school facilities will be required to have the use of a custodian unless permission is granted by the school department to waive this requirement.

1. Additional fees may be incurred for any equipment lost and/or damaged, and/or any special custodial requirements for clean up after facility rental.
2. Smoke machines and/or fog machines are prohibited.
3. Food or beverages are to be served only in the cafeteria. No food or beverages are allowed in other areas.
4. Organizations are expected to strictly adhere to the stated times of their building use agreement.
5. No outside organization will be granted authorization to hold school age dances on school property.
6. Lotteries or other money-making schemes which do not have approval of state law are forbidden in school buildings.
7. Organizations will not use school properties in any way that would be considered below the standards of entertainment or amusement ordinarily provided by the schools themselves.
8. The use of decorations in any way dependent or affixed to walls, ceiling fixtures, windows, casings, doors, etc., is prohibited unless approved by the chief of the fire department, school administration and/or the working custodian.
9. All facilities and equipment are to be used only for the specific purposes for which it has been designed.
10. Alcoholic beverages, smoking and drugs are not allowed on school property or grounds.
11. Organizations are restricted to their designated area and are responsible for proper adult supervision.
12. The school department will be determining the number of police necessary to guarantee safety.

## **STAGE**

1. Pianos are not to be removed. Organizations must request on the application that pianos be moved.
2. Organizations may not place, or allow to be placed, any nails, tacks, screws or other fasteners or deface any part of the building.

## **GYMNASIUM AND ATHLETIC EQUIPMENT**

1. Groups will furnish their own equipment, etc. and will not use apparatus (ropes, ladder, etc.) unless specifically authorized on the application.
2. Acceptable rubber soled footwear must be worn.
3. **No refreshments may be served or taken into the gymnasium.**

## **KITCHEN**

1. No group or organization may use the kitchen or kitchen equipment in the cafeteria unless a minimum of one (1) school cafeteria employee is on duty.
2. No person under the age of 18 will be allowed without adult supervision in the kitchen or be allowed to operate any of the kitchen equipment.

## **ATHLETIC FIELDS/TRACK**

While the complex is the property of and is maintained by the school department, other community organizations wishing to use the fields may do so by acquiring the permission to do so from the Principal or designee. Horses, bicycles, mopeds and unauthorized motor vehicles, including snowmobiles, are prohibited on the athletic fields.

## **SUPERVISION**

1. The person signing the application must be present or provide acceptable adult supervision before entry is allowed into the building.
2. At least one custodian (per building) must be on duty at all times when buildings are in use or waive this requirement. (Number to be determined by the school department.)

## **ALCOHOL/SMOKING**

1. Alcoholic beverages are not allowed on school premises.
2. Smoking is not allowed inside the school building or on school grounds. The using organization is expected to enforce this regulation. Failure to do so could result in the refusal of use of school property in the future.

## **WEAPONS**

All persons using school property are prohibited from bringing or using knives, pistols, guns or dangerous weapons of any kind.

## **DAMAGE**

1. Any damage must be reported immediately to the Principal, Assistant Principal or custodian that is present at the function.
2. The school committee holds the signatory to the application responsible for payment of damages to any school property damages, stolen, defaced, or mutilated. Payment for damage must be made to the Uxbridge Public Schools before further use of school facilities will be permitted to that group.

## **LIABILITY**

The permittee will purchase public liability or other insurance at such limits as required by the Uxbridge Public Schools and pay the cost of same. The Uxbridge Public Schools is to be carried as an additional insured on any policy and a certificate of insurance shall be issued. As a general rule, the school committee will require a certificate of insurance for any organization not directly affiliated with the school district that plans to use a school facility/space for a social, athletic, or private enterprise.

## **MISCELLANEOUS**

1. The school committee and its employees assumes no liability for injury to persons present in the building through the authorizations of community use of school facilities and further accepts no liability for loss or damage to equipment, materials, or other individual property.
2. In the event a question arises, as to the validity of a particular group, organization, purpose or welfare of the pupils, the school committee may make a determination as to whether or not the purposes are consistent with the stated policy.
3. Furniture, equipment, etc., to be stored in the building must be approved in advance by the school Principal and will be stored at the owner's risk.
4. Furniture, trash and all other materials used and brought into the building must be removed from the school premises within twenty-four hours after the use of the facility and/or before the next school day if said materials interfere with the normal school day.
5. For any major function requiring the use of the stage with scenery, etc., the facility must be requested for the extra time needed for setting up and dismantling.

## GUIDELINES FOR COMMUNITY GROUPS USING SCHOOL FACILITY

The following guidelines are for all community groups using our school facilities. We hope to improve the transition between school and community use of the building by asking that all groups use consistent procedures.

### GENERAL CONDITIONS

1. Groups using the school facility should use only the sections of the building that have been requested on the application. Students and spectators should, **under no circumstances, be wandering around the school or entering classrooms.**
2. There is a state law prohibiting smoking in the building and on school grounds. The group using the building is responsible for enforcing this law.
3. Please clean up as best you can after your session/meeting. If you need help with lights, brooms, barrels, etc., please ask a custodian for assistance.
4. All groups must be punctual and adhere to the hours listed on their application.

### GYMNASIUM

1. All members of the listed organization and spectators must enter the gymnasium by using the lobby entrance unless otherwise indicated.
2. At the end of your session, please pick up any obvious litter and collect any items that may have been left behind.
3. No food or drink is allowed in the gymnasium.
4. Sneakers must be worn in the gymnasium.
5. No dunking allowed. The hoops and boards are not designed for the stress of dunking.
6. Please, don't apply any type of adhesive tape to the floor.
7. Any equipment, posters, etc. that are left out in the gymnasium facilities should not be touched.
8. If something is broken, please report it immediately to the custodian on duty and/or administration as soon as possible.

9. **It will be the responsibility of the applicant to explain these conditions and terms to everyone involved with their organization using the gymnasium and to enforce these conditions/terms with spectators.**
10. Custodians should roll out the bleachers and they will push them back in at the end of the evening. Parents and students should not move the bleachers.

**APPLICATION  
REQUEST FOR BUILDING ACCESS**  
Please complete the information below for each building request.

Person requesting access: \_\_\_\_\_  
 Title/Organization: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_

Please complete the information below:

1. Which building are you requesting to be open?

- Early Learning Center       Taft Elementary  
 Whittin Middle               High School

2. Date to Open: \_\_\_\_\_  
 Date to Close: \_\_\_\_\_

3. Day(s) of the week: (circle all that apply)  
 Sunday   Monday   Tuesday   Wednesday   Thursday   Friday   Saturday

4. Which door(s) do you need open? (circle all that apply)  
 Front Door    Back Door    Other – please explain

5. Time Frame ----- Please complete for each day – enter an open time and a closing time.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Is this Temporary or Permanent Access? \_\_\_\_\_

Please explain why you need to have access to this building.

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Requested By:

Date:

\_\_\_\_\_  
Applicant Name

\_\_\_\_\_

I have authorized access to this building for the particular dates and times requested, based on the information given by the applicant. I have also taken into consideration the school's security alarm system and will be responsible in making sure the building remains secure.

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

-----Office  
*Use Only:*

*ID Badge Required:* \_\_\_\_\_ *Number of Badge:* \_\_\_\_\_ *Date Issued:* \_\_\_\_\_

*Information Entered by:* \_\_\_\_\_

*Date Entered for Opening:* \_\_\_\_\_ *Date Entered for Closing:* \_\_\_\_\_