

LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT  
APPLICATION/AGREEMENT FOR COMMUNITY USE OF SCHOOL FACILITIES

Application-Agreement Page 1 of 3 Adopted 4/7/04

Amended 2/15/05

**RETURN APPLICATION WITH A \$50 DEPOSIT TO HOLD DATE REQUESTED**

\_\_\_\_\_ (the "Community User") hereby requests and agrees as follows with respect to the Community User's use of School District facilities:

1. The Community User may use \_\_\_\_\_ (describe particular building area and/or facilities to be used) (the "Facility") on \_\_\_\_\_ (date) from \_\_\_\_\_ to \_\_\_\_\_ (times) for the purpose of \_\_\_\_\_.

Use of School District premises is restricted to the Facility specified and the date and times specified unless requested changes are approved by the Superintendent/Principal or the Director of Finance/Treasurer.

2. All Applications must be returned with a \$50 security deposit in order for the date to be held. The fee(s) for such use shall be as detailed on the attached Estimated Fee Calculation Worksheet, and shall be paid to the School District one week prior to the scheduled event.

3. The Community User shall comply with applicable law, with School District policy and with the School District's Regulations and Procedures for Community Use of School Facilities, a copy of which is attached.

4. The Community User shall provide an adult representative to be present for the entire period of the program or activity. This adult representative shall assist the school custodian, if necessary, in protecting school property.

5. a. The Community User shall collectively and individually bear full responsibility and financial liability for the safety and welfare of all persons on the High School premises in connection with the Community User's use of the Facility.

b. The Community User shall collectively and individually bear full responsibility and financial liability for any damages to School District property or equipment in connection with the Community User's use of the Facility.

c. The Community User shall indemnify and hold harmless the School District for any and all loss or liability arising out of or related to the Community User's use of the Facility.

d. A Certificate of Liability Insurance, certifying that the Community User is insured for liability arising out of or related to the Community User's use of the Facility, and naming the School District as an additional insured, unless specifically waived in writing by the School District, will be provided no later than \_\_\_\_\_(date).

e. The Community User shall keep the Facility, and any related High School equipment and premises, as clean and in as good a state of repair as when the Community User first commenced use of the Facility.

f. The Community User shall not modify or alter the School building, grounds, equipment or other property.

g. Permanent lighting set-ups for performances may not be removed or adjusted at any time by Community Users.

6. The Community User is responsible for ensuring compliance with fire regulations, including regulations concerning maximum capacity, exits, and use of combustible or flammable material.

7. a. A Security Deposit of \$50 must be returned with this Application.

b. Notice of cancellation must be given twenty-four (24) hours before the scheduled use of the Facility as specified in Paragraph 1, by notifying the Business Office. If Community User fails to give such 24-hour notice, the School District shall retain the applicable fees and the security deposit.

c. The School District shall also retain the Security Deposit in the event of damage to any School District property or equipment, unless and until the School District receives payment for the same from the Community User and/or its insurer.

8. Police and/or fire protection is/is not required and, if required, has been/will be arranged with the Police Chief and/or Fire Chief at the expense of the Community User.

9. In the event that the Superintendent/Principal or Director of Finance/Treasurer determines to cancel this contract, for school operational reasons or otherwise, the School District shall refund any security deposit or fees that the Community User had paid, and Community User shall have no other recourse.

## COMMUNITY USER

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dated: \_\_\_\_\_

This Application shall become a binding Agreement between the Community User and the Lincoln-Sudbury Regional School District upon approval by the Superintendent Principal, or the Director of Finance/Treasurer.

Approved: \_\_\_\_\_  
Superintendent/Principal

Dated: \_\_\_\_\_

### ESTIMATED FEE CALCULATION WORKSHEET (to be filled out by Lincoln-Sudbury Regional School District)

Custodial Fee \_\_\_\_\_

Kitchen Supervisor Fee \_\_\_\_\_

AV/Lighting Tech Fee \_\_\_\_\_

Other Labor Fee \_\_\_\_\_

Rental Fee \_\_\_\_\_

Equipment/Special Request Fee \_\_\_\_\_

Estimated Total Fees \_\_\_\_\_  
due one week prior to scheduled event

Security Deposit \_\_\_\_\_  
must be attached to completed application