

Wrentham Public Schools Facilities Use Application

Date of Application: _____

Contact Name: _____
Contact Daytime Phone: _____ Fax No.: _____
Contact Home Phone: _____ Cell Phone: _____
Contact E-mail Address: _____
Contact Mailing Address: _____

Organization: _____ Time of Use: _____
Purpose of Use: _____ Start date: _____
Date(s) of Use: _____ End date: _____

Excluded Dates: _____

** A minimum of four (4) hours is required for custodians on weekends or on days when school is not in session. Facility use will not be available on federal holidays. On school days, no use may continue after 10:00 PM.*

Weekend Custodial Requested Open time: _____ **Close time:** _____

Janelli Annex
<input type="checkbox"/> Gibbons Gymnasium
<input type="checkbox"/> Conference Room

Delaney School
<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Conference Room (fishbowl)
<input type="checkbox"/> Teachers' Room

Vogel School
<input type="checkbox"/> Auditorium
<input type="checkbox"/> Room 2

Roderick School
<input type="checkbox"/> Cafeteria/Gym
<input type="checkbox"/> Back Gymnasium
<input type="checkbox"/> Raymond Library
<input type="checkbox"/> Teachers' Room
<input type="checkbox"/> Conference Room

other: _____

Kitchen use is requested. Describe: _____

Additional facility use fee is required if kitchen will be needed.

Estimated number of attendees: _____

Non-school personnel must complete the second page of this application.
PLEASE Submit by Email if possible

Wrentham Public Schools Facility Use Fees

Please check off appropriate category for your group/usage.

Group	Category	During Week	Weekend (4 hr. min)	
Gymnasium, Cafeteria or Auditorium			SAT	SUN
<input type="checkbox"/> 1	Wrentham school or town government activity	\$0	\$35 hr	\$40 hr
<input type="checkbox"/> 2	Wrentham PTO or scout activities	\$0	\$35 hr	\$40 hr
<input type="checkbox"/> 3*	Non-Profit Groups: adult sports groups, dance, theater, social clubs and other non-profit organizations	\$20 / hr	\$55 hr	\$60 hr
<input type="checkbox"/> 4	For-Profit Groups: all businesses, camps, clinics, enrichment programs, tutors, dance and theater groups.	\$75 / hr	\$110 hr	\$115 hr
Classroom, Library, Conference Room or Lobby				
<input type="checkbox"/> 1	Wrentham school or town government activity	\$0	\$0	\$0
<input type="checkbox"/> 2	Wrentham PTO or scout activities	\$0	\$35 hr	\$40 hr
<input type="checkbox"/> 3*	Non-Profit Groups: adult sports groups, dance, theater, social clubs and other non-profit organizations	\$10 / hr	\$45 hr	\$50 hr
<input type="checkbox"/> 4	For-Profit Groups: all businesses, camps, clinics, enrichment programs, tutors, dance and theater groups.	\$50 / hr	\$85 hr	\$90 hr

* Non-Profit Groups must provide Tax Free ID#: _____

Payment of Fees

Fees must be paid at time of application for one-time or short duration activities. Activities that occur for many hours over a number of months may pay the fee quarterly, at the discretion of the Superintendent or his or her designee. Fee waivers for certain activities may be granted at the discretion of the Superintendent of Schools. A minimum of four (4) hours is required for custodial fees on weekends. Depending on the size of the group, the Superintendent reserves the right to require that fees cover additional time for opening the building and clean-up. Summer night activities (after 4:00 PM building closing time) shall pay the weekend fee.

Liability Insurance Information

My organization is aware that its proposed use of Wrentham school facilities is not covered by school liability insurance and hereby certifies that the requesting organization has its own related liability insurance. The applicant above, on behalf of all members of the group using school facilities and its licensees or invitees, assumes all risks and hazards incidental to such use, including injuries incurred by persons using school facilities. The applicant and the group represented by the applicant hereby waive, release, absolve, indemnify and agree to hold harmless the Town of Wrentham, Wrentham Public Schools, and its officers, employees and agents from all liability from such injuries. The applicant agrees to abide by the policy and procedures of the Wrentham Public Schools.

Certificate of Insurance on file with school: Yes No Attached

**For more information, please call the
Office of the Superintendent at (508) 384-5439 or e-mail Beth Gilbert at
gilbertb@wrenthamschools.org or Laurie Dumas at dumasl@wrenthamschools.org**