

School: _____

**SAUGUS PUBLIC SCHOOLS
23 MAIN STREET
SAUGUS, MA 01906
(781) 231-5000**

(Today's Date)

PLEASE NOTE:

This request form is valid for 30 days from date of request. All rental fees must be paid **prior** to booked function. When the **WHITE CONTRACT** is signed and the Rental Fees are paid, the function is officially reserved. See Policy Governing the Use of School facilities for building use charges.

Please complete all information.

REQUEST FOR THE USE OF SCHOOL PROPERTY

The _____
(Name of Organization) _____ *(Person in Charge)*

_____ requests permission to use the following
(Title in Organization)

School _____ on _____
(Name of School) *(Date(s) & Day (s) of Week)*

_____ for _____
(Hours to be used) *(indicate type of program)*

Number expected to attend the event _____ to be held in the _____
(Estimate)

Please indicate which additional facilities will be used:

Auditorium Gymnasium _____ Cafeteria Classroom(s) _____ Other _____
(amount)

At all events where items are sold the rental fees will increase according to the following:
High School-\$150, Middle School & Veterans School-\$100, all others \$50.00.

Items will be sold at the event _____
(Yes/No)

There will be an additional fee of \$50.00 per day for private business video filming.

Video filming _____
(Yes/No)

Time to enter the building _____ Actual performance begins at _____

Please contact the custodian-in-charge to verify areas needed and expected time the first member of your organization will need to enter the building.

Approved:

Signature of School Official

Signature of person in charge *(Date)*

Address

Telephone Number

Liability is the responsibility of the renting party. Insurance coverage is required. The Saugus Public Schools reserves the right to require a certificate of insurance prior to issuing the contract.

The Saugus Public Schools does not discriminate on the basis of race, color, religion, sexual orientation, national origin, age, gender or handicap in , admission to, access to, treatment in, or employment in its programs and activities.