

Hamilton-Wenham Regional School District

Request for Use of School Facilities

www.hwschools.net, District Calendar powered by Eventkeeper

Submit form to: Building Use Coordinator, 775 Bay Road, Hamilton, MA 01982
p.field@hwschools.net

Applicant Information

Name of Organization:

Name of Responsible Individual:

Address:

Tel. #:

Cell #

E-Mail:

Day & Date Requested:

Building Entry Time: Event BEGINS At: Event ENDS At:

Expected Attendance: Admission Charge: Yes No

Purpose of Use:

Select Area(s) Requested:

- High School Middle School Buker Cutler Winthrop
 Auditorium Cafeteria Classrooms (s) Gymnasium
 Playing Field Kitchen* Field Multipurpose Room
 MS/HS Library Other (be specific)

* Requires kitchen form (obtained from district Food Services Director)

Select Equipment Requested:

- Tables # Chairs #
 Microphone* Spotlight*
 HWCAM Sound/Lighting*
 Other Set-up (include diagram)

*Requires operators at additional charge

Fee Information

Rental Fees – total is an estimate based on information given prior to use of the facilities. Additional charges may result after use of facilities.

Custodial Fees – reflect the need for custodial hours (time & ½ on weeknights, double time on Sundays & holidays) and include a minimum of three hours per custodian.

Rental Fee Calculation: (Office Use Only)

- Auditorium \$
Gymnasium \$
Classroom (s) \$
Custodial \$
Kitchen \$
Other \$

Room fee (s):

X number of hours =

X number of days =

X percentage =

Rental fee:

Rental fee (above):

+ Custodial fees =

+ Kitchen fees =

Total fee for event:

Applicant Understanding

I accept responsibility for fee(s), supervision, damage, and compliance with the facility use requirements of the Hamilton-Wenham Regional School District. I understand that a custodian is required ½ hour before entering the building. A food service worker is required for any use of the kitchen (kitchen form must be completed) and, when necessary, police may be required. Police will arrive ½ hour before scheduled event.

Note: The use of school facilities is subject to existing policies and regulations and, as school purposes are primary, the school authorities reserve the right to cancel any contract.

Please note:
A Certificate of Liability Insurance is required.

Signature of Applicant & date

(for office use only)

Facility:

Room:

Date(s) of event:

Category:

Principal approval:

Fine Arts approval:

Kitchen:

Custodian:

Confirmation:

CC:

Entered into EK:

Final invoiced fee:

Date invoice sent: