

Appl. Fee \$ _____
 Sec. Dep. \$ _____
 Ins. Cert. Yes No

 For official use only

STOUGHTON PUBLIC SCHOOLS
232 PEARL STREET, STOUGHTON, MA 02072
781-344-4000

Revised 03/13/09

REQUEST FOR USE OF SCHOOL FACILITIES

THIS FORM MUST BE COMPLETELY FILLED OUT BEFORE SUBMISSION.

PLEASE PRINT CLEARLY OR TYPE.

1. _____ TODAY'S DATE
 2. _____ NAME OF ORGANIZATION (REQUIRED)
 3. _____ NAME OF REPRESENTATIVE
 4. _____ ADDRESS
 5. _____ / _____ HOME TELEPHONE/BUSINESS TELEPHONE
 6. _____ CITY, STATE, ZIP CODE
 7. DATE(S) REQUESTED: _____ DAY(S) OF WEEK: _____
 (Please list)
 8. ENTRANCE TIME TO FACILITY: _____ EXITING FACILITY AT: _____
 9. START OF ACTIVITY: _____ END OF ACTIVITY: _____

ORGANIZATIONS USING SCHOOL FACILITIES MUST ADHERE TO THE TIME APPROVED.

10. SCHOOL REQUESTED	EQUIPMENT/SERVICES NEEDED
_____ HIGH SCHOOL	_____ CUSTODIAN(S)
_____ MIDDLE SCHOOL	_____ FIELD LIGHTS
_____ JONES ELEMENTARY	_____ LIGHTING TECHNICIAN
_____ HANSEN ELEMENTARY	_____ OVERHEAD PROJECTOR
_____ SOUTH ELEMENTARY	_____ PUBLIC ADDRESS SYSTEM
_____ WEST ELEMENTARY	_____ # OF TABLES/CHAIRS
_____ DAWE ELEMENTARY	_____ DUMPSTER
_____ GIBBONS ELEMENTARY	_____ MISCELLANEOUS

11. FACILITY REQUESTED:

_____ AUDITORIUM	_____ FIELD HOUSE	_____ LOBBY
_____ CAFETERIA/CAFETORIUM	_____ FOOTBALL FIELD	_____ PARKING AREA
_____ CLASSROOM(S)	_____ GYMNASIUM	_____ RESTROOMS
_____ CONFERENCE ROOM	_____ KITCHEN	_____ SOCCER FIELD
_____ COMPUTER LAB	_____ LIBRARY/MEDIA CENTER	_____ OTHER
_____ FACULTY DINING ROOM		

All buildings are equipped with Public Access Automatic External Defibrillators. When cabinet door is opened an alarm will sound and the Fire Department will respond.

12. TYPE OF ACTIVITY: _____
 13. APPROXIMATE NUMBER OF PEOPLE ATTENDING: _____ PRICE OF ADMISSION (if applicable): _____

"POLICY GOVERNING USE OF FACILITIES"

Section 3-h.

Town of Stoughton only is covered by present public liability insurance policy. It is required that renters secure liability insurance. The town of Stoughton assumes no liability for injury to any person present on school property as the result of a permit issued to any organization or person. The town further assumes no liability for damage and loss to equipment, and the holder of the permit shall be responsible and liable for damage and loss to the building or the equipment thereof.

I have read the policies of the Stoughton School Committee governing the use of school property and guarantee that the organization that I represent will comply with them in full, including the care and protection of the property and responsibility for behavior and discipline of persons present in connection with the permit.

Stoughton Public Schools reserves the right to cancel any permit granted.

_____ Representative Signature	_____ DATE		
Reviewed: (initial & date)			
_____ Building Principal	_____ Athletic Director	_____ Music Director	_____ Food Service Director