

**FOXBOROUGH PUBLIC SCHOOLS**  
**APPLICATION FOR USE OF SCHOOL FACILITIES**

NAME OF ORGANIZATION \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

TYPE OF PROGRAM \_\_\_\_\_

Date(s) requested \_\_\_\_\_

Enter time/Exit time \_\_\_\_\_ a.m/p.m to \_\_\_\_\_ a.m/p.m.

SCHOOL FACILITY DESIRED \_\_\_\_\_

Additional requests: \_\_\_\_\_ **SPACE ASSIGNED** \_\_\_\_\_

- \_\_\_\_\_ PA system / Podium
- \_\_\_\_\_ Air Conditioning (if available)\*\*
- \_\_\_\_\_ Special Lighting \*\*\*
- \_\_\_\_\_ Tables/chairs
- \_\_\_\_\_ Other

We request the use of the above facility and agree to abide by all school department policies and regulations. A copy of this form will be forwarded to you when approved.

SIGNED \_\_\_\_\_ Date \_\_\_\_\_

Daytime phone \_\_\_\_\_ Evening phone \_\_\_\_\_

Please return application at least **TWO (2) WEEKS** in advance of event to:

Office of the School Business Administrator  
Foxborough Public Schools - Igo Administration Building  
60 South Street Tel: 508-543-1665  
Foxborough, MA 02035 Fax: 508-543-4793  
Email: leep@foxborough.k12.ma.us

- \_\_\_\_\_ Fee for building use Foxborough, MA 02035
- \_\_\_\_\_ Fee for custodian on duty
- \_\_\_\_\_ Other fee
- \_\_\_\_\_ Cafeteria staff fee
- \_\_\_\_\_ Lighting technician fee
- \_\_\_\_\_ No fee(s)

**APPROVED** \_\_\_\_\_ **DATE** \_\_\_\_\_

- \* Use of kitchen requires cafeteria staff overtime.
- \*\* Use of air conditioning requires an additional hourly fee.
- \*\*\*Special lighting requires an additional hourly fee and an hourly technician fee.

**Notes/Other Stipulations:**

- Repeated use of a school facility (defined as three or more separate events/rental agreements within one school year) will require that at least one responsible party complete training in child sexual abuse prevention. This applies to all events that include children under the age of 18. Adult-only use is excluded from this stipulation.
- First aid supplies are the responsibility of the renter.
- Building users will be required to sign and Indemnification Agreement and provide proof of liability insurance if requested.
- If it is determined a Police detail is required, it is the responsibility of the renter.
- In the event of snow, there are no guarantees of building availability/parking lot access.

*No smoking is permitted on any school property.*

**FOXBOROUGH PUBLIC SCHOOLS**  
**FEE STRUCTURE FOR THE USE OF SCHOOL FACILITIES**

Except where noted, all rates are based on a flat fee for the first three (3) hours of use, with an hourly charge for each additional hour or part thereof.

Facility	Mon - Fri	Saturday	Sunday
<b>Foxborough High School</b>			
Auditorium	\$302	\$363	\$423.00
Each additional hour add:	91	109	121
Use of special lighting add \$25 per hour			
Use of air conditioning add \$25 per hour			
<b>Gymnasium - up to 2 hours</b>			
Each additional hour add:	48	60	91
Use of locker room and/or showers add:	50	50	50
Use of scoreboard add:	25	25	25
<b>Ahern Middle School</b>			
Auditorium	\$242	\$302	\$363
Each additional hour add:	85	97	109
Use of special lighting add \$25 per hour			
Use of air conditioning add \$25 per hour			
<b>Gymnasium (per gym) up to 2 hours</b>			
Each additional hour add:	48	121	181
Use of locker room and/or showers add:	50	50	50
Use of scoreboard add:	25	25	25
<b>Igo School</b>			
Gymnasium - up to 2 hours	\$65	\$90	\$130
Each additional hour add:	35	48	68
Use of locker room and/or showers add:	50	50	50
<b>Burrell School</b>			
Auditorium	\$91	\$121	\$181
Each additional hour add:	31	36	48
All other buildings/spaces for up to three (3) hours of use:			
Cafeteria without kitchen	\$91	\$121	\$152
Each additional hour add:	31	43	55
Cafeteria with kitchen add additional:	60	91	121
All other rooms:	60	91	121
Each additional hour add:	24	31	60

**OTHER STIPULATIONS:**

1. User will be responsible for the full cost of repairs or replacement as a result of damage to school property.
2. School Business Manager will determine payment arrangements.
3. User will be required to sign custodial time slip before leaving the building.
4. The Foxborough Public Schools reserves the right to cancel at any time to accommodate school functions.

Organization Name \_\_\_\_\_

Acknowledged by \_\_\_\_\_

Date \_\_\_\_\_

Rev. 7/2014

## INDEMNIFICATION AGREEMENT

FOR AND IN CONSIDERATION of a license to use the premises located at \_\_\_\_\_, and other good and valuable consideration, the payment, receipt and sufficiency of which is hereby acknowledged, \_\_\_\_\_, and all its past, present and future trustees, partners, agents, attorneys and employees, and their respective predecessors, successors, assigns, heirs, next of kin, executors and administrators (hereinafter referenced as the "Licensee"),

HEREBY AGREE to indemnify and save harmless the FOXBOROUGH SCHOOL DEPARTMENT, TOWN OF FOXBOROUGH, and all their past, present and future officers, officials, agents, servants, employees, attorneys and their respective predecessors, successors, assigns, heirs, next of kin, executors and administrators (hereinafter collectively referenced to as the "Licensor") against any and all injury, loss or damage, of whatever nature (i) caused by or resulting from, or claimed to have been caused by or to have resulted from, any act, omission or negligence of the Licensee or anyone claiming under the Licensee (including, but without limitation, officers, agents, servants, customers, invitees, guests, students, volunteers, subtenants, concessionaires of the Licensee and employees and contractors of the Licensee or concessionaires), no matter where occurring, or (ii) occurring upon or about the demised premises, no matter how caused. This indemnity and hold harmless agreement shall include indemnity against all costs, expenses and liabilities incurred in connection with any such injury, loss or damage or any such claim, or any proceeding brought thereon or the defense thereof. If the Licensee or anyone claiming under the Licensee or the whole or any part of the property of the Licensee or anyone claiming under the Licensee shall be injured, lost or damaged by theft, fire, water or steam or in any other way or manner, whether similar or dissimilar to the foregoing, no part of said injury, loss or damage is to be borne by the licensor or its agents.

Licensee shall maintain general comprehensive public liability insurance, with respect to the demised premises and its appurtenances, issued by insurance companies authorized to do business in the Commonwealth of Massachusetts, naming the Town of Foxborough and the Foxborough School Department as additional insureds, in amounts not less than Five Hundred Thousand Dollars (\$500,000.00) with respect to injuries to any one person and not less than One Million Dollars (\$1,000,000.00) with respect to injuries suffered in any one accident, and not

less than Fifty Thousand Dollars (\$50,000.00) with respect to property. Licensee shall deliver to Licensor prior to commencing use of the licensed premises the policies of such insurance, or certificates thereof. Each such policy shall provide that the same shall not be modified or terminated without at least ten (10) days written notice to each named insured.

Licensee shall, at its own cost and expense, with counsel approved by the Licensor, defend any and all suits and actions (just or unjust) which may be brought against the Licensor or in which the Licensor may be impleaded with others upon any such above-mentioned matter, claim or claims.

DATE: \_\_\_\_\_

LICENSEE: \_\_\_\_\_

By: \_\_\_\_\_

Title

## COMMUNITY USE OF SCHOOL FACILITIES

It is the Foxborough School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Foxborough School Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when an educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the Foxborough School Committee.

Permission for the use of facilities must be obtained through the office of the Superintendent of Schools, where applications are available for this purpose.

### Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the Foxborough School Committee and school personnel
5. Parks and playgrounds activities
6. Local nonprofit and noncommercial organization activities
7. Civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town
8. The activities of other organizations when approved by the Foxborough School Committee

### School and Town Preference

The priority given requests for use of school facilities will be as follows:

1. School activities
2. Town meetings and elections over other community activities
3. Playgrounds

Any damage or loss resulting from the use of buildings, equipment, and/or facilities by the renter will be determined by the Superintendent of Schools.

- a. Assessment of the amount of payment incurred by damage or loss will be determined by the Superintendent of Schools.
- b. Additional charges for-services rendered beyond the stipulations of the permit will be determined by the Superintendent of Schools.

- c. All repairs or replacement of damage or loss to buildings, equipment, and/or facilities under the jurisdiction of the Foxborough School Committee occurring during the period of use by the renter will be done at the expense of the renter.

LEGAL REFS.: M.G.L. 71:71; 71:71B; 272:40A

Policy adopted: 3-24-08