

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

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

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

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

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

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

Enter time/Exit time \_\_\_\_\_ a.m/p.m to \_\_\_\_\_ a.m/p.m.  
(please include set-up/clean-up time, not just event time)

Additional requests:

_____ PA system / Podium	_____ Use of Kitchen *
_____ Air Conditioning (if available)**	_____ Tables/Chairs
_____ Special lighting ***	_____ 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.

**\* PLEASE ALSO COMPLETE ATTACHED AGREEMENT - RE: COVID 19**

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

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

\* 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.
- It is recommended that non-school sponsored events including fundraisers and concessions held on school grounds should include healthy food choices to promote healthy living.
- 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 to schedule and pay for the detail.
- In the event of snow, there are no guarantees of building availability/parking lot access.

**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 Foxborough, MA 02035 Attn: Pam McCauley		Tel: 508-543-1665 Fax: 508-543-4793 <a href="mailto:mccauleyp@foxborough.k12.ma.us">mccauleyp@foxborough.k12.ma.us</a>
No fee(s)		
Other fee		
Fee for building use		
Fee for custodian on duty		
Fee for cafeteria staff		
Lighting/sound technician fee		
<b>SPACE ASSIGNED</b> _____		
<b>APPROVED</b> _____		<b>DATE</b> _____
Rev. 6/2020		
<i>No smoking is permitted on any school property.</i>		



***FOXBOROUGH PUBLIC SCHOOLS***

60 South Street  
Foxborough, Massachusetts 02035  
(508) 543-1665  
Fax (508) 543-4793

**TO:** All Facility Use/Rental Applicants

**FROM:** William F. Yukna, School Business Administrator

**EFFECTIVE:** Immediately, beginning May 2021

**SUBJECT: COVID-19**

Effective immediately, all applications for use of any Foxborough Public School facility must confirm that during the requested building rental/use time(s), all safety protocols and precautions surrounding COVID 19, in effect during the rental/use period, will be instituted and monitored for compliance by the applicant. Any questions should be directed to the Town of Foxborough Board of Health. All costs associated with this will be the responsibility of the applicant, including but not limited to any costs associated with custodial services as deemed necessary by the district.

All rentals are subject to immediate change or restriction as instituted by the State, local Board of Health or Foxborough School Committee, to address COVID-19 issues.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant – Printed Name

This form must be completed and returned with Facility Use Application

## INDEMNIFICATION AGREEMENT

FOR AND IN CONSIDERATION of a license to use the premises located at \_\_\_\_\_, and other good and valuable consideration, in 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: \_\_\_\_\_

Signed by: \_\_\_\_\_

Printed name: \_\_\_\_\_

**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
Each additional hour add:	91	109	121
Use of special lighting add \$25 per hour			
Use of air conditioning add \$25 per hour			
<u>Gymnasium</u> - up to 2 hours	91	121	181
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			
<u>Gymnasium</u> (per gym) up to 2 hours	91	121	181
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>			
<u>Gymnasium</u> - 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

## 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.

File: KF

- 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