

HAMPDEN-WILBRAHAM REGIONAL SCHOOL DISTRICT  
WILBRAHAM, MASSACHUSETTS 01095

**APPLICATION FOR COMMUNITY USE OF SCHOOL FACILITIES**

**\*\*\*PLEASE FILL OUT ALL FIELDS COMPLETELY\*\*\***

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

Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ E-MAIL \_\_\_\_\_ (REQ'D)

School Requested \_\_\_\_\_ Date(s) of Event \_\_\_\_\_ Time \_\_\_\_\_

Area To Be Used: \_\_\_\_\_ Auditorium \_\_\_\_\_ Gym \_\_\_\_\_ Cafeteria \_\_\_\_\_ Library \_\_\_\_\_ Other \_\_\_\_\_

Brief Description of Activity \_\_\_\_\_

Estimated Number Attending \_\_\_\_\_ Will Food Be Served? (yes/no) \_\_\_\_\_

Special Set-up Equipment Required \_\_\_\_\_ Lights \_\_\_\_\_ Microphone(s) \_\_\_\_\_ Table(s) \_\_\_\_\_ Chairs \_\_\_\_\_

Other Set-up Needs \_\_\_\_\_

Will An Admission Fee, Collection Or dues Be Required?(yes/no)If Yes, Explain \_\_\_\_\_

**Note: If school is cancelled on the day(s) of your scheduled event, all afternoon and/or evening activities are also cancelled.**

**Requirements:**

- A request for the use of the cafeteria and kitchen facilities requires contacting Food Service Director at 279-3808
- A request for the use of the Pool or Athletic Fields requires contacting the Athletic Director at 599-1831.
- Applicant shall be responsible for contacting Wilbraham Police Dept. (596-3837) to provide necessary police protection as appropriate.
- Certificate of Additional Insured from organization's insurance agent must accompany application.

**The signing of this application shall constitute an agreement to abide by all the rules and regulations governing the use of school buildings; to accept full responsibility for any damage to, or loss, of school property; and to hold harmless the Hampden-Wilbraham Regional School District for any liability claims resulting from damage or loss of personal property or bodily injury. Go to: <https://www.communityuse.com/default.asp?acctnum=525520228>**

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Approval: Building Principal \_\_\_\_\_ Superintendent's Office \_\_\_\_\_

Principal's Requirements \_\_\_\_\_

Estimated Charges: **A Custodial fee will be assessed for one hour before for set-up and one hour of clean-up time after event as needed.**

Rental \_\_\_\_\_ Utilities \_\_\_\_\_ Custodial \_\_\_\_\_ Cafeteria \_\_\_\_\_ Other \_\_\_\_\_

Total Estimated Charges \_\_\_\_\_