



Westport Community Schools
17 Main Road, Westport, MA, 02790-4202

APPLICATION FOR USE OF SCHOOL BUILDINGS AND GROUNDS
[Please Print Legibly - Black Ink Only]

ORGANIZATION \_\_\_\_\_ Non-Profit Status (501(c)3) ( )
ADDRESS \_\_\_\_\_
PHONE (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_
DAY(S) AND DATE(S) REQUESTED: \_\_\_\_\_
BUILDING \_\_\_\_\_ AREA(S) \_\_\_\_\_ HOURS OF USE \_\_\_\_\_
TYPE OF ACTIVITY \_\_\_\_\_
ADMISSION FEE \_\_\_\_\_ PROJECTED ATTENDANCE \_\_\_\_\_
SPECIAL EQUIPMENT REQUIRED? ( ) YES ( ) NO
DESCRIBE \_\_\_\_\_

Please Note: Application for kitchen use must be done through the Student Services Coordinator
No alterations of school grounds/buildings shall take place unless specifically authorized.

In requesting the use of school facilities, I agree to indemnify, hold harmless, and defend the Town of Westport and its agents and employees from all suits and actions, including attorneys' fees and all costs of litigation and judgments of every name and description brought against the Town as a result of loss, damage or injury to person or property by reason of any act or failure to act through my participation. You must submit a copy of a certificate of insurance with the minimum requirements of insurance and listing the Town of Westport as an Additional Insured:

Table with 2 columns: Insurance Type, Amount. Includes Comprehensive General Liability (\$1,000,000), Auto Bodily Injury (\$1,000,000), Property Damage (\$1,000,000), and Workmen's Compensation & Statutory (\$100,000).

Furthermore, I have read the School Committee policies printed on the reverse side of this form and understand the requirements of those policies.

Liability Coverage Attached ( ) Yes ( ) No Non-Profit Status Attached ( ) Yes ( ) No

Signature of Representative \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

For Office Use

PRINCIPAL APPROVAL \_\_\_\_\_ DISTRICT OFFICE APPROVAL \_\_\_\_\_

Projected Charges: (Bill will be mailed within five (5) days of event)
Custodial Staff No.: \_\_\_\_\_ Projected billable custodial hours: \_\_\_\_\_ Rate: \_\_\_\_\_
Police Detail: \_\_\_\_\_ Building User Fee: \_\_\_\_\_
Security Detail: \_\_\_\_\_ Total Projected Charges: \_\_\_\_\_