

Tel: 781-937-8233
Fax: 781-937-3805



Woburn MA 01801

2009-2010 School Building Rental Application

- THIS FORM IS TO BE COMPLETED AT **LEAST 7 BUSINESS DAYS** BEFORE THE DATE REQUESTED FOR USE OF FACILITIES
- APPLICANTS MUST SUBMIT SIGNED DISCLAIMER FORM WITH APPLICATION
- APPLICANT MUST REVIEW TERMS & CONDITIONS BEFORE SUBMITTING APPLICATION

APPLICANT (Please review terms and conditions)

Official Name of Group

Name

Address

City/State/Zip

Dates Requested (from-to)

School Requested Room(s) Requested

Hours Requested: (from-to)

Specified Intended Use

Phone Number (1)

Phone Number (2)

Authorized Signature of Applicant

FEES: *will be charged for Custodial Services and Energy Usage.*

**** A Minimum of 2 hours is required per Rental ****

2009-2010 Rates are \$287.50 for the 2 hour period

2009-2010 Non-profit Rates are \$225.00 for the 2 hour period (*proof of non-profit required*)

Additional custodial/energy rates will apply over the 2 hour minimum & may also apply to groups of 100+

All Checks or Money Orders made Payable to: "CITY OF WOBURN - SCHOOL DEPARTMENT"
(due upon receipt of invoice)

Application Approved By:

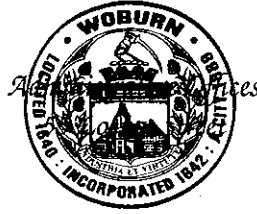
Authorized Signature of School Department

MARK D. DONOVAN
SUPERINTENDENT OF SCHOOLS
Ext. 200

Woburn Public Schools

GARY S. REESE, Ed.D.
ASSISTANT SUPERINTENDENT
FOR CURRICULUM
Ext. 201

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JOSEPH V. ELIA
ASSISTANT SUPERINTENDENT
OF FINANCE AND OPERATIONS
Ext. 202

Woburn MA 01801

1. The City of Woburn and the Woburn Public Schools disclaim any and all responsibility and liability for any personal injury, death, or property damage/loss (including theft) while any individual is using any part, equipment or facility of a school building or of school grounds.
2. I acknowledge that I fully understand the foregoing disclaimer and agree to the terms of the disclaimer on behalf of the organization
3. I will inform individuals who are using any part, facility or equipment of the Woburn Public Schools of the disclaimer contained in Paragraph 1.
4. I agree that my organization assumes all liability and indemnifies all liability and holds harmless the City of Woburn and its members, employees and agents for any and all claims, liabilities or expenses of any kind whether for injury persons or damage to the buildings, equipment or other property arising out of the use of school facilities by the organization or by others under its express, implied or apparent authority or permission.
5. Finally, in view of the disclaimer contained in Paragraph 1, and the indemnification clause in Paragraph 4, affirm that the organization has adequate insurance or self-insurance coverage in the event of any injury, death, property damage or loss occurring during the use of any part, facility or equipment of the Woburn Public Schools.

Date: _____

By: _____
Signature

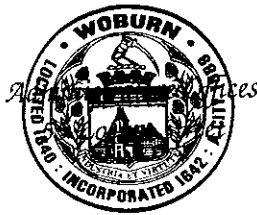
Title: _____

Organization: _____

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- All applications must meet the approval of the Superintendent and/or School Committee.
- Schools will not be available on holidays, during school vacation or if school is cancelled.
- Schools will not be rented for weddings, showers or to other than recognized Woburn groups.
- Schools must be vacated by 12 midnight. At the end of the rental the building is inspected to insure the property is left in good condition.
- The applicant assumes full responsibility and liability for any injury to persons and for damage to, or loss of, city or private property in connection with the use of school accommodations and agrees to make the same good without expense to the City.
- Water only is allowed in all rental areas. Food is prohibited in all areas (other than designated).
- CANCELLATION POLICY -- If the person in charge of the group decides that the group will not hold the scheduled event, he/she must call 781.937.8233 extension 211 by 12 noon on that day or if weekend event by 12 noon Friday. Any event cancelled w/o notification will be charged custodial time.
- POLICE/FIREMAN Service is to be engaged directly by applicant. The School Department reserves the right to engage additional police/fire service if deemed necessary and applicant must assume liability for payment. A minimum of one policeman/one fireman is required for a 100+ person gathering and no admittance will be allowed until police/fire arrives.
- OBSERVANCE OF REGULATIONS -- the applicant agrees to comply with the regulations of the School Committee, the City of Woburn and the State Building Inspection Department concerning the use of school halls and public buildings. Under these regulations, smoking is prohibited. The number admitted must not exceed the number given in the State License posted in the building. Passageways and exits must be kept clear unobstructed at all times and no decorations consisting of flammable material shall be used.