

**CITY OF WESTFIELD
WESTFIELD, MASSACHUSETTS**

APPLICATION FOR USE OF SCHOOL BUILDING OR GROUNDS

Application date _____ Date requested _____

Hours requested _____

SCHOOL AND AREA OF BUILDING TO BE USED:

School: _____ Area of Building: _____

APPLICANT:

Name of organization _____ Profit or nonprofit (circle one)

Purpose of event _____

Activity to be held _____

Number of people expected to attend _____

Admission charge: Yes or No

If yes, admission price \$ _____

Is event open to public? Yes _____ No _____

PLEASE PRINT CLEARLY

Name of person requesting application _____ Phone No. _____

Address _____

Email Address _____

Name, address and telephone number of person/organization responsible for payment of charges (please print)

I hereby release, hold harmless and indemnify the City of Westfield, its School Committee, and their employees and agents, of and from any liability for personal injury or property damage in connection with the above use of school building/grounds.

Signature of applicant _____

(FOR SCHOOL USE ONLY)

Approved _____

Not approved _____

Reason not approved _____

Signature of building principal _____ Date _____

Signature of Superintendent of Schools or designee _____

Building/area rental fee _____

Personnel needed _____

Field rental fee _____

Administrative fee _____

Certificate of Insurance needed _____

(See attached form for approx. costs) If air conditioner is used a fee may be charged.

Comments

WESTFIELD PUBLIC SCHOOLS USE ONLY

ESTIMATED RATES FOR PERSONNEL (contractual)

PLEASE NOTE: THIS IS NOT AN INVOICE (This is only an estimate. Amounts can vary, depending on how much time is needed to restore facilities to prior condition). Please do not pay from this sheet. You will receive an actual invoice following the use of building.

1. Hourly rates for services rendered – minimum two (2) hours

Category	*Rate per hour	No. of hours	Total Approx. Cost
Custodian	\$ _____	_____	\$ _____
Matron	\$ _____	_____	\$ _____
Cafeteria Worker	\$ _____	_____	\$ _____
Cafeteria Supervisor	\$ _____	_____	\$ _____
Police Officer	\$ _____	_____	\$ _____
Public Address & Lighting Technician	\$ _____	_____	\$ _____
Projector Operator	\$ _____	_____	\$ _____
Lifeguard	\$ _____	_____	\$ _____
Grounds Attendant	\$ _____	_____	\$ _____
Computer Lab Technician	\$ _____	_____	\$ _____
Other	\$ _____	_____	\$ _____

2. The hourly rate is based on the time of required arrival of personnel until the area is cleaned and ready for school use.
3. All employee services offered by the Westfield Public Schools will be reimbursed by check payable to the City of Westfield and forwarded to the Superintendent of Schools or his designee. Please indicate on check the building you are renting, name of event and the “Rental Application Number.”

*Because there are various rate levels within each category, the building principal will call the Director of Maintenance, Director of School Food Services, Supervisor of pool area, and/or Supervisor of Instructional Resource Center.

Principal’s Signature or Designee

Date