

AGAWAM PUBLIC SCHOOLS, AGAWAM, MASSACHUSETTS
Application for Use of School Buildings or Grounds

Today's Date _____ Date Requested _____

Hours requested _____ Start time: _____ End time _____

Names of School or grounds to be used: (Profit or Non Profit) _____

Area of building to be used (cafeteria, auditorium, etc.) _____ AC Yes / No

Name of Organization _____

Purpose of Event _____

Number of people expected to attend _____ Admission fee to be charged _____

Equipment needed _____

Will food be served/sold _____ Yes _____ No If yes, what type of food _____

Name of person making application _____ phone # _____

Address of applicant _____

Name of person responsible for payment of charges _____

Billing address _____ Phone number _____

Certificate of Insurance attached Yes _____ No _____

Board of Health- If you are bringing food that has to be prepared you must get Board of Health approval.

I hereby release the Agawam School Committee, and its 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 Principal _____ Signature of applicant _____

Signature of applicant signifies that they have read and agree with the building use application and regulations

Approved _____ Not Approved _____ Reason not approved _____
(For school use only)

School Committee approval needed? Yes _____ No _____ Vote _____

Signature of Central Office Administrator _____

Signature of Director of Building Maintenance _____

Custodial charge Yes/ No (Charge: \$45.00 /hour) Food Service Yes / No (Charge up to \$40.00/hour)

Building/Area rental fee \$ _____ Estimated- Personnel needed _____ Personnel cost \$ _____

Comments _____

Attach all necessary certificates and licenses