

ACTON PUBLIC SCHOOLS
ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT
Administration Building
15 Charter Road
Acton, MA 01720

____ Linda
____ Principal
____ Custodian
____ Foods Director
____ Cafeteria Manager
____ Facilities
____ Audio Visual
____ Evening Assistant
____ Authorized Rep.

APPLICATION FOR USE OF SCHOOL FACILITIES

Complete and file with the Acton-Boxborough Community Education Office, Administration Building, 15 Charter Road, Acton, MA 01720 (978) 266-2525 at least TWO WEEKS prior to the date desired.

Date of Application _____

Permit NO: _____

(Name of organization)

(Authorized Representative)

(Address)

(Address)

Telephone _____

Telephone _____ (Home)

_____ (Work)

DATE(S) REQUESTED _____

Day of Week _____

Building Requested: (Circle one) **Senior High** **Junior High** **Douglas** **Conant** **McCarthy-Towne**
Gates **Merriam** **Damon Building** **Administration Building**

Facility Requested: (Please check)

____ Auditorium ____ Gymnasium ____ Counseling Center
____ Cafetorium ____ Kitchen ____ Music Room
____ Classrooms ____ Library ____ Parking Lot ____ Other

Type of Activity _____

Entrance Time to Facility _____ **Time of Activity** _____ **Close at** _____

Approximate Number of People Attending? _____ **No. of Adults Supervising** _____

Will Food/Beverages be Served? _____ **If YES, be specific** _____

Equipment Requested:

____ Chairs ____ No. Needed ____ Stage Lighting ____ Public Address System

____ Tables ____ No. Needed ____ Screen ____ Overhead Projector

____ VCR/TV **FOR USE OF AV EQUIPMENT CALL (978) 264-4700** **x3425 (High School)**
X 3385 (Junior High)

Required Services Assigned:

____ Custodian ____ Police ____ Kitchen Supervisor ____ Audio/Visual operators

Estimated Rental Fees:

Custodial \$ ____ / hour (3 hr. min) Kitchen \$ ____ /hour Bldg. Rental \$ ____ /hour Process Fee \$ ____

CLASS# _____

I have read the rules and regulations governing the Use of School Facilities as adopted by the School Committees and agree to abide by them in their entirety. The Lessee or user of the facility will hold the School Committees (Acton Public and Acton-Boxborough Regional) and all its agents harmless from any problem resulting from the leasing or utilization of the premises. The Acton public and/or Acton-Boxborough Regional School Committee(s) reserves the right to cancel any permission whenever, in its discretion, such cancellation seems advisable. Organizations using school facilities must conclude their activities by 11:00 PM.

(Representative's Signature)

(Date)

PERMIT FOR USE OF SCHOOL FACILITIES

- This application is approved for Use of Facilities as scheduled
- This application is denied for the following reasons:

Permit Issued by _____
Community Education Director _____ Date _____

REPORT OF CUSTODIAN OR BUILDING REPRESENTATIVE: (Please check)

- Used as scheduled – No additional services
- Not used as scheduled – See below

Items damaged _____

Additional hours _____

Items missing _____

Comments _____

Signed _____