



NEW BEDFORD PUBLIC SCHOOLS

PAUL RODRIGUES ADMINISTRATION BUILDING

455 COUNTY STREET

NEW BEDFORD, MASSACHUSETTS 02740-5194

(508) 997-4511 EXT: 3269

Fax (508) 992-0983

APPLICATION FOR USE OF PUBLIC SCHOOL FACILITIES

1. Name of Organization _____

2. Name of Person in Charge _____ Tel. No. _____

Address _____ Zip Code _____

3. Date(s) facilities are to be used _____

4. Date(s) Confirmed _____ Date _____

*Signature of
Secretary*

5. Facilities Requested _____

Starting Time _____ Terminating Time _____

6. Type of Activity _____

7. Equipment Needed (Tables, chairs, etc.) _____

8. Approximate Number of People Who Are to Attend _____

9. If the above permission is granted, we hereby agree to comply with the following Rules and Regulations of the New Bedford School Committee:

1. No unlawful or improper use of the facilities is permitted; further, applicant agrees to comply with all federal, state and municipal laws and regulations.
2. **NO SMOKING WILL BE ALLOWED.** Section 37H of the Education Reform Act of 1993 "prohibits the use of any tobacco products within school buildings, school facilities, or school grounds."
3. No alcoholic liquors or beverages shall be brought to or consumed in the building or on the grounds.
4. No food shall be brought to or consumed in the building or on the grounds except in the school cafeterias, for which special permission is necessary.
5. Scenery or other property will not be stored in the auditorium without express consent of school principal.
6. Use of the school's public address system is not included in the use of the building.
7. Additional lighting other than the usual stage lights is not included and can be used if school personnel are hired to operate same.

8. Renters are unable to enter building until scheduled rental time.
9. Use of air conditioning (Plant Engineer is required to operate extra cost) _____.
10. Nothing shall be advertised, sold, given, exhibited or displayed on the building without the permission of the School Committee.
11. School authorities shall have free access to all rooms at all times.
12. The applicant agrees to be responsible for the preservation of order and to make restitution for any damage to or loss of school property resulting from the use of the building.
13. The School Committee reserves the right to revoke this application if any of these rules are violated.
14. The applicant agrees to assume responsibility for accidents resulting in physical harm to persons or the property and release the School Committee and its agents from such liability.
15. All renters must provide a copy of their **Certificate of Liability Insurance**.
16. Application for the use of school facilities must be made out at least ONE WEEK before the requested date.
17. Payment for the use of facilities must be made TWO WEEKS before the requested date at the Business Office, Paul Rodrigues Administration Building, 455 County Street, Room 119
18. **Cancellations must be made 2 days before function. In case of cancellation, the Business Office must be notified (508) 997-4511 Ext. 3269. If no notification of such cancellation is given, *the minimum custodian's fee must still be paid.***

Signature of Person
to be held responsible _____

Date of Application _____

