

All requests **must be** accompanied by a signed Indemnification and Hold Harmless Agreement below.

- School Sponsored Activity
- Non-School Sponsored Activity (Proof of \$500,000 Liability Insurance with the Bolton Board of Education as a named insured may be required)

DO NOT TAPE SIGNS OR NOTICES TO ANY WINDOW OR DOOR GLASS

Organization Requesting Use _____

Date of Request _____

Applications submitted less than two (2) weeks prior to the event may not be able to be accommodated.

<u>Date(s) of use of facility</u>	<u>Open Building</u>	<u>Event Starts</u>	<u>Event Ends</u>
_____	_____ AM/PM	_____ AM/PM	_____ AM/PM
_____	_____ AM/PM	_____ AM/PM	_____ AM/PM
_____	_____ AM/PM	_____ AM/PM	_____ AM/PM

Person responsible Name _____ Address _____
 Day Phone _____ Evening Phone _____ E-mail _____

Number of people anticipated: _____ Will admission be charged? Yes: _____ No: _____

Areas to be used

- Bolton High School Library - *seats up to 50*
- Bolton High School Seminar Room (off Library) - *seats up to 20*
- Bolton High School Student Commons (Cafetorium/Stage) - *with tables seats 175, chairs only seats 350*
- Bolton High School Warming Kitchen - Equipment needed: _____
- Bolton High School Gymnasium
- Bolton High School Locker Rooms
- Bolton High School Athletic Fields: _____
- Bolton Center School Library - *seats up to 50*
- Bolton Center School All Purpose Room - *with tables seats 150, chairs only seats 200*
- Bolton Center School Kitchen - Equipment needed: _____
- Bolton Center School Gymnasium (without stage)
- Bolton Center School Gymnasium (with stage)
- Bolton Center School Locker Rooms
- Bolton Center School Athletic Fields: _____
- Board of Education Conference Room
- Other Rooms/Locations: _____

Equipment requested

of chairs: _____ # of tables: _____ LCD Projector _____ Microphone _____

LCD and Microphone not available in all locations. The use of stage lighting and stage sound at the BHS Student Commons does require the hiring of staff. The use of kitchen and other areas may require the hiring of staff.

Applicant's Signature _____

Applicant, by signing the above, agrees to the rules and regulations for use of school buildings as provided by BOE Policy 1330.

SMOKING AND THE USE OF ALCOHOLIC BEVERAGES IS PROHOBITED ON SCHOOL PROPERTY

Approval Yes _____ No _____ Date _____

Signature _____ (Director of Operations)

Custodian(s) _____ @ \$ _____ per hour for _____ hours.
 Food Service _____ @ \$ _____ per hour for _____ hours.
 Light/Sound technician (For BHS) _____ @ \$ _____ per hour for _____ hours.

Check box if answer is YES

- Constable(s) required
- Insurance required
- School calendar cleared and copies to appropriate staff (Music, LMC, etc.)

NOTE: Stage lighting and sound equipment requests must be submitted at least **two (2) weeks prior** to the event. Requests submitted less than two (2) weeks may not be able to be accommodated.

BOLTON PUBLIC SCHOOLS

INDEMNIFICATION AND RELEASE

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the Board of Education to use the school building, grounds, facilities, and/or equipment, the undersigned, does hereby indemnify and hold harmless the Board of Education and the Town of Bolton their employees, agents, contractors and assigns against any and all loss or expense, including attorney's fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Board of Education or the Town of Bolton, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's facilities, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Board of Education policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

Signature

Date

Print Name

Organization