

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 )

**NO LATEX PRODUCTS MAY BE BROUGHT INTO ANY SCHOOL BUILDING (balloons, gloves, etc.)**

**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 facility use</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 – \_\_\_\_\_ with stage \_\_\_\_\_ without 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 also 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