

## Facilities Use Application

Policy KF-E1

Date: \_\_\_\_\_

School and Room Requested: \_\_\_\_\_

Dates Needed: \_\_\_\_\_

Start Time: \_\_\_\_\_, End Time: \_\_\_\_\_, Total Hours \_\_\_\_\_

Intended Use: \_\_\_\_\_

Number in Group/Anticipated Attendance: \_\_\_\_\_

Audio/Video Items Requested: \_\_\_\_\_

Additional Equipment: \_\_\_\_\_

Special Set-Up Requirements: \_\_\_\_\_

- *Note: Please refer to fee schedule for specific equipment rental rates. Events of greater than 200 people require police detail.*

Group or Affiliate: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Please answer the following questions:

Does your organization carry liability insurance? \_\_\_\_\_

1. If so please state the amount \_\_\_\_\_, and submit a certificate of insurance with this application.
2. Is your organization an officially recognized non-profit? Yes\_\_\_ No\_\_\_  
(If yes, please provide a copy of your Tax Exempt Federal 1.0 form.)
3. Is admission to be charged? Yes\_\_\_ No\_\_\_
4. Is there a donation requested? Yes \_\_\_ No \_\_\_

If "Yes" is checked, will the proceeds be used for:

- A. Organization's Own Purposes
- B. Charitable Purposes ( briefly describe )

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### Facilities Use Policies:

1. The use of all facilities will be at the discretion of the Superintendent and the School Committee. The appropriateness of the activity should adhere to the proper use of a school building or grounds.
2. The activity should provide the community with artistic, cultural, recreational or educational benefit.
3. When scheduling conflicts occur preference will be given to organizations associated with the Nantucket Public Schools.
4. **No tobacco** or **alcoholic** beverages are allowed in or on any school property. If alcohol or tobacco is found on or around any part of the Nantucket Public School(s), it will be grounds for pulling your permit.
5. A **certificate of insurance liability** prior to use of the facility with a minimum amount of \$1,000,000 coverage combined single limit for bodily injury and property is required. (*The Town & County of Nantucket and Nantucket Public Schools must be named as additional insured.*)
6. **Application and payment** for facilities use must be submitted three (3) weeks prior to event date.
7. The School Facilities Department reserves the right to refuse the use of school property to any and all groups.
8. In the event of any damage to or theft of property the user group will be charged for the cost to replace or repair the damage or theft.
9. Notice of cancellation of an event by the applicant must be made to the School Department 14 days prior to the event. If cancellations occur before the 14 day window, users will receive a reimbursement of one-half (1/2) the total cost. Cancellations within 14 days will be responsible for the total cost. Reimbursement will be made in full in cases when the building is closed due to inclement weather

I certify that I am the duly authorized representative of the requesting organization and that I am at least 21 years of age. I will assume responsibility for conforming to the Nantucket Public Schools rules, regulations and policies and any limitations stated in any permit granted as a result of this request. I have read and agree to the attached Indemnity Agreement. I hereby agree to all policies and quoted facilities use fees.

Applicant Name (*Printed*) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

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*NPS Office Use*

Use Classification: B usage \_\_\_\_\_ C usage \_\_\_\_\_

Description	Fee
<b>Total Charges</b>	

Police Detail Required: Yes \_\_\_ No \_\_\_\_\_

Health Department Required: Yes \_\_\_ No \_\_\_\_\_

Liability Insurance Certificate Received: Yes \_\_\_ No \_\_\_\_\_

Payment/Deposit Received : Yes \_\_\_ No \_\_\_ Amount \_\_\_\_\_

Request: Approved \_\_\_ Denied \_\_\_\_\_

Approvals:

Michael Cozort , Superintendent : \_\_\_\_\_

David Kanyock, Facilities Director: \_\_\_\_\_

Nantucket Public Schools  
10 Surfside Road  
Nantucket, MA 02554

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***HOLD HARMLESS INDEMNITY and INSURANCE AGREEMENT***

In consideration of permission to use the public facility described below, the Applicant agrees to save and hold the Town of Nantucket, Nantucket Public Schools, its agents, servants, and employees harmless from any and all liabilities or costs and expenses arising out of use, loss of use of the described premises and/or property or equipment by the Applicant, the Applicant's guests, and/or persons.

The applicant acknowledges that the permission to utilize the facilities is limited to the portion of the premises herein described (if applicable), and that the permission is valid only for the activity herein described. Notwithstanding the foregoing, the Hold Harmless agreement shall be applicable to any claim asserted against the Town of Nantucket and/or Nantucket Public Schools, its agents, servants, and employees, and for any loss incurred arising out of the applicant's activity whether or not such claim or loss extends beyond the permitted type of locale of activity or occurs on a different date than specified. The Town and School are not responsible for any loss of or damage to and/or loss of Applicant's equipment. The applicant is responsible for all of their equipment or property while on school premises.

The applicant shall provide to the school prior written proof of Commercial General Liability insurance in the minimum amount of \$1,000,000 CSL (combined single limit) with the Town & Country of Nantucket and Nantucket Public Schools added as additional insured's.

Should the Applicant hire contractors and/or specialists who will be doing installations or renovations on town/school property, the Applicant is responsible for their insurance or making sure these individuals show proof of insurance prior to starting any work along with naming the town and school as additional insured's and giving proof of insurance prior to starting any work along with naming the town and school as additional insured's and giving proof to the school prior to work being started. A minimum insurance requirement is not less than \$1,000,000 general liability and statutory workers compensation and employers liability insurances.

The Applicant hereby indemnifies the Town of Nantucket and Nantucket Public Schools and assumes full responsibility for any risk as stated in this agreement and for any risk of bodily injury, death, property damage, loss, liability, or cost and expenses that may occur arising out of or related to Applicant's use of or loss of use of these premises.

Applicant's Use of Premises: \_\_\_\_\_

Date(s) of use: \_\_\_\_\_

Premises: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Date of signature: \_\_\_\_\_