



PEABODY PUBLIC SCHOOLS  
27 LOWELL STREET  
PEABODY, MA 01960

DATE \_\_\_\_\_

APPLICATION FOR USE OF SCHOOL FACILITIES BY SCHOOL AND NON-SCHOOL ORGANIZATIONS

PEABODY PUBLIC SCHOOL EMPLOYEES ONLY:  
DURING SCHOOL DAYS, IT IS NOT NECESSARY TO COMPLETE THIS FORM IF THE REQUEST IS FOR ELEMENTARY SCHOOLS 7:30 AM – 3:00 PM, HIGGINS MIDDLE SCHOOL 7:00 AM – 3:00 PM, OR PVMHS 7:00 AM – 3:00 PM.

**\*\*THIS APPLICATION EXCLUDES ALL SCHOOL VACATIONS, HOLIDAYS, PARENT'S VISITING DAY/NIGHTS AND NO SCHOOL DAYS**

School Building Requested \_\_\_\_\_

Specific Space \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

(Please specify day of week Su, M, T, W, Th, F, Sa)

Hours Requested \_\_\_\_\_

Time Building To Be Opened \_\_\_\_\_

Specialized Equipment Requested (Kitchen, PA System, Lights, TV, etc.) \_\_\_\_\_

Purpose \_\_\_\_\_ Admission Charge \_\_\_\_\_

**IF APPLICABLE, APPLICANT HAS MADE THE NECESSARY ARRANGEMENTS FOR:**

1. Adequate supervision of activities (i.e. chaperones, supervisors, coaches, etc.).
2. Police supervision.

Name of Requesting Organization \_\_\_\_\_

Is this a non-profit organization? \_\_\_\_\_ Yes \_\_\_\_\_ No

Name of Authorized Agent Making Request (Signature) \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

Bill to be sent to: \_\_\_\_\_

Address \_\_\_\_\_ Telephone # \_\_\_\_\_

I have authorized the above rental request. School functions/activities supersede this application.

\_\_\_\_\_  
Administrator/Principal Signature

**APPLICANT AGREES:**

1. To reimburse the Peabody Public Schools for expenses incurred in the use of facilities and for damage to facilities attributable to use in this instance.
2. To abide by regulations of the Peabody Public Schools regarding use of facilities. (SEE ENCLOSURE)
3. To release, indemnify and hold harmless the Peabody Public Schools and City of Peabody, its agents or employees from all liability for any damages or injuries sustained while using the facilities.
4. To provide a certificate of liability insurance naming the Peabody Public Schools as an additional insured on the policy.

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**FOR BUSINESS OFFICE USE:**

Number of Custodians Required \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Other Personnel Required \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Energy Use Fee (Can not be waived.) \_\_\_\_\_

Facility Use Fee \_\_\_\_\_

**TOTAL ESTIMATED COSTS** \_\_\_\_\_

Permission is hereby granted to the above organization to use the facilities described above.

Date \_\_\_\_\_ By \_\_\_\_\_

For the Peabody School Committee

**RECOMMEND WAIVER REQUEST:**

Return completed application to:  
Peabody Public Schools  
Attn: Business Office  
27 Lowell St.  
Peabody, MA 01960

\_\_\_\_\_ APPROVE

\_\_\_\_\_ NOT APPROVE

SCHOOL BUSINESS MANAGER \_\_\_\_\_

**PEABODY PUBLIC SCHOOLS  
USE OF FACILITY REGULATIONS**

All building use requests must be received in the business office two weeks prior to the event.

Application forms to request the use of any school facility(ies) shall be obtained from the business office or the office of the building principal. The building principal shall have the discretion to grant permission for the use, reject the request, and/or recommend changes in the request.

School activities will take precedent over all outside activities.

In addition to facility and energy fees, custodial fees will be assessed according to current contractual rates with a minimum of four hours. A fraction of an hour is to be considered one full hour. The building principal guided by current contract regulations determines how many custodians are required for an event.

At least one food service worker must be employed by the user organization whenever a kitchen is used. Services of cafeteria workers will be charged at current contractual rates with a minimum of four hours.

The business office reserves the right to request full payment of fees from outside organizations prior to an event.

If the applicant is requesting a waiver of any applicable fees, the request must be received in the business office prior to the event and at least one week prior to the next school committee meeting. The school committee must receive the request prior to the event. A representative of the requesting organization must be present at the school committee meeting.

The use of any tobacco product, drugs, narcotics, controlled substances, or drug paraphernalia is not permitted on school property.

The use or possession of alcoholic beverages is not permitted on school property pursuant to M.G.L. Ch. 272.

Outside organizations are required to provide Peabody Public Schools with a certificate of liability insurance, naming Peabody Public Schools as an additional named insured.

The activity must be limited to the space rented. The use of any equipment, unless requested and approved, is strictly prohibited.

Adequate supervision and monitoring of all activities must be provided by the renting organization or person.

It is the responsibility of the applicant to employ police officers to control traffic and safeguard property in general, as well as supervise the activity in a particular building. The applicant will engage and pay police directly.

Whenever the use of school facilities require the operation of projectors, audio equipment, stage lighting or any other similar equipment, a qualified operator satisfactory to the Peabody Public Schools must be employed. Charges will be at their average current rate per hour, payable to Peabody Public Schools.