

Application for Use of School Facilities

Organization _____

Please check one of the following: Non Profit _____ For Profit _____

(Enclose copy of IRS 501C3 designation)

Billing Address _____

Email _____

Phone (days) _____ Phone (evenings) _____

Contact Person _____ Alternative Contact _____

Date(s) of Event _____ Time of Event _____ to _____

Purpose of Event _____

Building Open at _____ Building Closed at _____

Estimated Number of Participants: _____ Spectators _____

Is kitchen help requested? _____ Is AV Tech needed? _____

Will income be derived? _____ Is event open to public? _____

What is admission price? _____

Will equipment be moved in? _____ When? _____

What type? _____

If school equipment is desired, indicate below: (ex. Microphone, microphone stand, etc.)

Abby Kelley Foster Facility Requested: Check or Circle your requested Facility

Activity Center	HS Gymnasium	HS Lecture Hall
Large Field	High School Cafeteria	Other:
Small Field	HS Concert Hall	Other:

I, as official representative of the organization named above, have read the policy governing the use of school facilities and grounds, and am empowered to guarantee that this organization will comply with it in full. I understand, further, that should the policy not be adhered to, permission for further use of school grounds or facilities may be denied.

Applicant Signature _____ Date _____

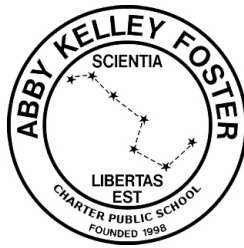
Approved: _____ Date _____

This form must be mailed to the address listed below or submitted to bhaas@akfcs.org for consideration

Abby Kelley Foster Charter Public School

Policies, Procedures and Regulations Governing Use of Facilities

August 2015



Brian Haas
Executive Director

August 2015

This brochure contains all the information pertinent to reserving school facilities at Abby Kelley Foster Charter Public School. Abby Kelley Foster school grounds and buildings are maintained for school purposes. School programs have precedence over all others. Facilities may be used upon approval to organizations with the charges described in this brochure. The Executive Director shall approve such use.

The process to rent Abby Kelley Foster facilities is as follows:

1. Complete Application for Use of School Facilities form

2. Submit form to:

Mr. Brian Haas
Executive Director
Abby Kelley Foster Charter Public School
10 New Bond Street
Worcester, MA 01606

Form can also be emailed to: Bhaas@akfcs.org

If application is accepted you will receive an invoice and a Temporary Facility Lease Agreement. **NOTE:** There is a deposit requirement and insurance coverage requirements stated in this Temporary Facility Lease Agreement that is included in this brochure.

3. Payment is due with the signed Temporary Facility Lease Agreement and all required paperwork.

Requests for the use of the Small Field, Large Field, Activity Center and High School Gymnasium shall be made four times a year:

July 15th – August 15th for fall
October 15th – November 15th for winter
February 15th – March 15th for spring
May 15th – June 15th for summer

All requests submitted by these dates will be given first consideration. Other requests will be accommodated on a first come, first serve basis.

Schedule of Fees as of 8/1/2015

A facility usage fee will be charged for the following spaces:

Facility	Non-Profit Organization Charge	For Profit Organization Charge	Other
Activity Center	\$300.00 per event (standard event 2-3 hrs.)	\$350.00 per event (standard event 2-3 hrs.)	\$500 4+ hours
High School Cafeteria	\$300.00 per event (standard event 2-3 hrs.)	\$500.00 per event (standard event 2-3 hrs.)	\$750.00 4+ hours
HS Concert Hall	\$500.00 per event (standard event 2-3 hrs.)	\$750.00 per event (standard event 2-3 hrs.)	\$1,000 4+ hours
HS Gym	\$500.00 per event (standard event 2-3 hrs.)	\$750.00 per event (standard event 2-3 hrs.)	\$1,000 4+ hours
Large Field	\$400.00 per event (standard event 2-3 hrs.)	\$450.00 per event (standard event 2-3 hrs.)	\$750.00 all day event (3 – 8 hours)
Small Field	\$150.00 per event (standard event 2-3 hrs.)	\$200.00 per event (standard event 2-3 hrs.)	\$500.00 all day event (3-8 hours)
Playground	\$300 per event (standard event 2-3 hrs.)	\$350.00 per event (standard event 2-3 hrs.)	\$500 4+ hours

Additional Charges:

Service	Charge	Miscellaneous
Custodian Fee	\$25.00/hr. minimum 4 hours	Mandatory
Additional Custodian	\$25.00/hr. minimum 4 hours	Determined by school
Cafeteria Worker	\$25.00/hr. minimum 4 hours	Determined by school
AV Technician	\$25.00/hr. minimum 4 hours	Determined by school
Police	Billed by Police Dept	Determined by school

Kitchen Facilities: If kitchen facilities are to be used then you are required to have a member of our kitchen staff present, unless waived by Food Director. School will determine how many kitchen workers are required.