

**WAYLAND PUBLIC SCHOOLS
SCHOOL BUILDING USE APPLICATION 2011-2012**

Name of Organization _____

Organization affiliated with Schools/Town? _____

Person Responsible _____

Email Address (mandatory) _____ Tel: _____

Purpose of Event/Function: _____

Estimated attendance _____ Admission to be charged? ____ If so, for what purpose? _____

Note: Police detail required for attendance over 100 people _____
Wayland Police Dept. Signature if detail required

Requested Date(s) _____

Time of Event: From _____ To _____

Are kitchen facilities requested? Y/N. If yes, pls contact Food Service Director: 508-358-7904

Building Requested (circle one):

High School Middle School Claypit Hill Happy Hollow Loker

Area(s) Requested: (e.g., gym, auditorium, etc.): _____

PLEASE SEE REVERSE FOR RENTABLE AREAS WITHIN THESE BUILDINGS. Rental Fees available upon request.

The undersigned agrees to abide by all rules and regulations of the School Department

Signature _____ Date _____

Address _____

FOR SCHOOL DEPARTMENT USE ONLY

Custodian Assigned _____

Principal's Signature _____ Date _____

Facilities Department _____ Date _____

AVAILABLE BUILDING USE AREAS AND SEATING

WAYLAND HIGH SCHOOL	Seating	MIDDLE SCHOOL	Seating
Commons	400	Classroom	30-50
Faculty Lounge	25	Gymnasium	650
Little Theatre	310	Cafetorium	250
L-1 (Lang. Bldg.)	150	Auditorium	550
5 Medium Classrooms (Lang. Bldg.)	30		
5 Small Classrooms (Lang. Bldg.)	12		
Field House			

CLAYPIT HILL SCHOOL		HAPPY HOLLOW SCHOOL	
Auditorium	99	Auditorium	400
Cafeteria	300	Cafeteria	100
Classroom	30-50	Classroom	30-50
Gymnasium	600		

LOKER SCHOOL	
Auditorium	99
Cafeteria-Gymnasium	300
Classroom	30-50
Staff Room	NOT AVAILABLE

- (1) Applications must be filed at least 10 days prior to the date of desired rental.
- (2) Twenty-four hours notice will be required in the event of cancellation; otherwise the applicant will be responsible for the service charges (rental and custodial fees).
- (3) School Department facilities will not be rented to individuals for private gain.
- (4) School facilities are available only when a regular school custodian is employed to open, close and supervise the building.
- (5) The applicant is responsible for hiring and paying for police officers as follows: 1 officer if attendance will be 100-300; 2 officers if attendance exceeds 300. The Wayland Police Department must be notified prior to filing the application for building use with the School Department.
- (6) On days when school has been canceled because of emergency conditions, all scheduled building uses are automatically canceled. The Wayland Public Schools shall not be responsible for cancellations due to emergency closing of school buildings.
- (7) Alcoholic beverages are not allowed on school premises at any time. There is no smoking in school buildings or on school property. Violations will result in automatic cancellation of building use by the sponsoring organization.
- (8) There is to be no food or beverages in any theater or auditorium in the district. This includes the lobbies of the Little Theater at the High School and the auditorium at the Middle School. Organizations wishing to serve refreshments must use other designated areas in those schools (e.g. the Commons at the High School).
- (9) Custodial coverage will start 1/2 hour before and end approximately 1/2 hour after the event, depending upon the type of event and the time needed to clean and prep facilities for next school day. Minimum billing for custodial coverage will be 3 hours. Organizations using school facilities will be billed directly from the School Department for custodial and rental fees.
- (10) School-related activities shall take precedence over all other uses, and it may be necessary to reassign applicant's event to another area in the building after application has been approved. Reasonable effort will be made to avoid reassignment; however, should this not be possible, the School Department will notify applicant as soon as practicable and identify suitable alternative space for applicant's use.