



APPLICATION FOR USE OF SCHOOL FACILITIES AND FIELDS

IMPORTANT: Please complete both sides of this form prior to submission.

Date of Application _____

School _____ (Specify **ALL** rooms/fields requested): _____

List **ALL** dates requested: _____ From: _____ AM/PM to: _____ AM/PM

Type of gathering: _____ Total # of attendees: _____

Specific arrangements required (e.g., seats, equipment, etc.) _____

Admission fee to be charged, if any: _____ Proceeds go to _____

Name of organization making request for use of fields/facilities _____

Street _____ Town _____ State _____ Zip _____

Please check **one** of the following categories:

- Seekonk Schools or affiliated Seekonk Organizations (e.g., PTO, PTA, Seekonk Town Boards, Committees, Commissions) Specify: _____
- Non-profit Seekonk Organization - primary purpose to serve youth Specify: _____
- Private group/organization (e.g., business, athletic club, religious or political groups – **residents only**) Specify: _____
- Private group/organization (e.g., business, athletic club, religious or political groups – non-residents only) Specify: _____

Person responsible for payments and adherence to aforementioned conditions

Name (Print): _____ Phone: _____

Have you read and agree with the **Policy, Regulations and Fee Schedules for Use of School?**

Yes No _____ Initials

Is a police detail required? _____yes _____no

Signature of Building Principal

Please contact the Seekonk Police Department
to make arrangements at (508) 336-8123.

Amount to be charged

Verified (Initials & Date) _____

Note: Building principal must forward a completed copy of this application to the Business Office along with the payment for use, prior to the rental date. Use reverse side of this form to show detailed calculation of fees for building/field/custodian, etc.

***To be completed by school staff**

Room _____ # hours _____ X hourly rate \$ _____ = \$ _____
Day _____ Time _____ Rehearsal _____? ___yes ___no

Room _____ # hours _____ X hourly rate \$ _____ = \$ _____
Day _____ Time _____ Rehearsal _____? ___yes ___no

Room _____ # hours _____ X hourly rate \$ _____ = \$ _____
Day _____ Time _____ Rehearsal _____? ___yes ___no

Room _____ # hours _____ X hourly rate \$ _____ = \$ _____
Day _____ Time _____ Rehearsal _____? ___yes ___no

Room _____ # hours _____ X hourly rate \$ _____ = \$ _____
Day _____ Time _____ Rehearsal _____? ___yes ___no

Custodian _____ # hours _____ X hourly rate \$ _____ = \$ _____
Day _____ Time _____ Renter initial & record checkout time _____

Custodian _____ # hours _____ X hourly rate \$ _____ = \$ _____
Day _____ Time _____ Renter initial & record checkout time _____

Custodian _____ # hours _____ X hourly rate \$ _____ = \$ _____
Day _____ Time _____ Renter initial & record checkout time _____

Custodian _____ # hours _____ X hourly rate \$ _____ = \$ _____
Day _____ Time _____ Renter initial & record checkout time _____

Additional Comments:

Total Fees \$ _____

This Form must be signed by an adult who agree to be present when the event is to take place. The application may be revoked if this condition is not fulfilled. Payment is required in full 30 days prior to rental date(s).