

**STAFFORD PUBLIC SCHOOLS
BUILDING/FIELD REQUEST AND CONTRACT**

ORGANIZATION:

DATE:

REPRESENTATIVE (NAME):

ADDRESS:

TELEPHONE: (HOME)

(WORK)

SCHOOL REQUESTED*:

Stafford High School

West Stafford Elementary School

Stafford Middle School

Staffordville Elementary School

Stafford Elementary School

***All salaries for custodial and food service personnel will be paid by the Stafford Public Schools and the user organization will be invoiced.**

SPACE REQUESTED (CIRCLE ALL THAT APPLY)

Auditorium

Gym

Cafeteria without Kitchen

Locker Room(s) (Number Needed ___)

Cafeteria with Kitchen

Sound & Light and/or Projector

Other Area (please specify)

Please note: Fields and/or parking lots will not be available for outside use. Libraries are not available for rental. The Building/Field Rental Contract that is attached to this form must be signed and returned with your Building/Field Request.

REASON FOR REQUEST:

DATE(S) REQUESTED (INCLUDE THE TIME THE BUILDING AND/OR FIELDS WILL BE USED FOR EACH DATE LISTED):

Weekday Event Weekend Event

Forty (40) People or Less More than Forty (40) People

The organization delegate must inquire of the local police or fire marshall whether or not police/fire supervision may be necessary for the event. As a condition of building use, if police/fire supervision is necessary, all costs are to be borne by the organization.

PERSON(S) RESPONSIBLE FOR SECURITY/CLEANLINESS (PLEASE IDENTIFY A PERSON FOR EVERY DATE REQUESTED).

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For events of more than four (4) hours where custodial coverage for the entire event has been waived, person(s) trained by Stafford Public Schools in bloodborne pathogens and cleaning protocols must be identified and be on-site at all times during the event. An additional person must also be identified who will be responsible for supervision during the event.

Person trained by SPS in bloodborne pathogens/cleaning protocols: _____

Additional person responsible for supervision: _____

I agree on behalf of _____ (name of organization) that all members and guests will observe the rules and regulations governing the conditions of building usage* and that we, individually, and as an organization, will assume full financial responsibility for any and all damages done to Stafford Public School property during the indicated period of use on the "Building/Field Request and Contract" form. We also agree that our organization will at all times hereafter indemnify the above named school and/or field, against any loss, damage or expense of any kind, which said school and/or field may sustain or incur because of use of the above described building by our organization and will further hold said school harmless for loss of any kind in connection therewith:

* detailed in Policy 3515(a)-(d) – General Guidelines for the Use of School Buildings and Grounds (copy attached)

Representative: _____
(Requesting Officer)

Date: _____

Building Administrator Signature/Approval: _____

Date: _____