

ANDOVER ELEMENTARY SCHOOL
BUILDING/FIELD USAGE APPLICATION
 (This form is not valid unless applicant receives a signed copy)

DATE OF APPLICATION: _____

PART 1: TO BE COMPLETED BY APPLICANT – Please Print

Name of Organization: _____ Attached Non-Profit Tax Form:

Mailing Address: _____ City: _____ Zip: _____

Contact Person/President of Organization: _____ Telephone: _____ Cell: _____

On-Site Event Monitor: _____ Telephone: _____ Cell: _____

Requesting the Use of: _____ Type of Event: _____
 (Gym/Cafeteria/Field/Classroom)

List all items needed (piano, tables, chairs, podium, microphone, screen projector, sound system, etc.). Damage to school items may result in an additional charge.

Date(s) of Use: _____

Day(s) of Week: _____ Weekend Day(s): _____

Set-up Hours: From _____ am/pm To _____ am/pm

Event Hours: From _____ am/pm To _____ am/pm

Describe activity: _____

Age or Grade Level of Participants: Elementary (K-6) Middle School (7-8) High School (9-12) Adult

Approximate number of people attending the event: _____

For non-school groups, crowds greater than 50 require 1 police officer.

INSURANCE REQUIREMENTS:

(Groups are not covered under Town of Andover or Andover Board of Education insurance.)

Organization's Insurance Company: _____

Policy Number: _____ Agent: _____ Phone: _____

Limits of liability: _____ Bodily injury: _____ Property damage: _____

A copy of Certificate of Insurance naming the Andover Board of Education as an additional insured on your policy must be submitted with this application.

GUIDELINES FOR USE OF ANDOVER ELEMENTARY SCHOOL GYMNASIUM & OTHER FACILITIES:

The Andover Board of Education is committed to providing facility use during after school hours to Andover community groups for recreational and other community activities. In order to maintain the facilities, participants are expected to follow certain guidelines. These guidelines include, but are not limited to, the following:

- Access to all visitors is limited to the gymnasium, the entrance area into the gym, and the restroom facilities inside the entrance doorway.
- All participants are under the direction of the appropriate adult coach or coaches and must follow their directions at all times.
- All spectators who are not participating in an activity are expected to stay on the bleachers in the gymnasium.
- No one is allowed to be in the school corridor behind the stage, on the stage itself, in the locker rooms, the physical education office, or other school locations other than the gymnasium area.
- Spectators and other students under the age of sixteen must be accompanied by a parent or other adult supervisor.
- Outside doors, whether from the gymnasium or the main entranceway, may not be propped open in any way. Access is through the door unlocked by the coach or supervisor who is in charge.
- Everyone using or visiting the gymnasium area is expected to dispose of any trash before leaving the facilities. **DRINKS, FOOD, CANDY ARE NOT PERMITTED**, except as required by the coach in charge for his/her participants.
- The adult coach or supervisor in charge of the activities may stop a game or practice if other spectators violate these usage guidelines.
- We agree that the person in charge will wait until the last youngster has been picked up.
- We agree to provide sufficient adult supervision and to leave school property in good condition.
- We agree that we will be financially responsible for any damage to school facilities arising out of this use.
- We agree that failure to follow these guidelines may result in termination of current and/or future school facility usage.
- Reservations may be canceled by school authorities for school activities or for other reasons at any time. Whenever school is cancelled due to inclement weather, all activities are automatically canceled on that day/evening/weekend.
- A Friday school cancellation or early weather dismissal cancels all weekend activities, unless approved by the principal.
- All participants in any activity must sign in with an address and phone number. Completed event sign-in sheets will be submitted to the Principal.
- Inspection of the facilities used will be completed the morning after usage and submitted to the Principal and Recreation Commission Chair, when appropriate.

Failure to follow these guidelines may result in an individual or group losing their privileges to use the Andover Elementary School facilities.

Rental Fee Charged: YES NO

Rental Fee Amount: \$ _____ Rental Fee Money Order Received: _____
 Deposit Fee: \$ _____ Deposit Fee Check Received: _____
 Supplies Fee: \$ _____ Supplies Fee Money Order Received: _____

By signing below you have read and agree to the above GUIDELINES FOR USE OF ANDOVER ELEMENTARY SCHOOL GYMNASIUM & OTHER FACILITIES and will be held responsible for any damage or breakage to school property or equipment during the hours in which permission is granted:

Event Monitor/Supervisor for Event	Date
Organization President	Date
Principal's Signature	Date