

# FACILITIES USE REQUEST



## Maine School Administrative District #49

8 School Street  
Fairfield, Maine 04937  
Phone: 207-4534-200  
Fax: 207-453-0110

The Organization/Company/Person requesting the use of facility: \_\_\_\_\_

### Site Requested:

- |                            |   |
|----------------------------|---|
| Albion Elementary _____    | Lawrence High School _____  |
| Benton Elementary _____    | Athletic Field (Specify) _____  |
| Clinton Elementary _____   | School/Grounds/Playgrounds _____  |
| Fairfield Primary _____    | Williamson Auditorium _____ (Requires additional paperwork)<br>(Max Capacity seats 850) |
| Lawrence Junior High _____ |   |

### Request the use of:

- Cafeteria with/Kitchen..... \_\_\_\_\_ (MSAD 49 Food Service Staff Required)
- Cafeteria without Kitchen..... \_\_\_\_\_
- Classroom(s) (If available)..... \_\_\_\_\_
- Gymnasium w/ Locker Room(s)..... \_\_\_\_\_
- Gymnasium w/ Out Locker Room(s)..... \_\_\_\_\_
- Library..... \_\_\_\_\_
- Multi-purpose Room..... \_\_\_\_\_ (Multi-purpose rm. has a divider between Lecture rm.)
- Lecture Room ..... \_\_\_\_\_
- Other..... \_\_\_\_\_

**\*\*\*Facilities are unavailable on district holidays**

Dates to be reserved \_\_\_\_\_ Hours to be reserved \_\_\_\_\_

Type of Use (Be specific with purpose): \_\_\_\_\_

Other Information: \_\_\_\_\_

Will activity be open to the public? \_\_\_\_ yes \_\_\_\_ no

Is your Organization within MSAD 49 School District \_\_\_\_ yes \_\_\_\_ no

Approximate number to be accommodated: \_\_\_\_\_

Heat Needed? \_\_\_\_ yes \_\_\_\_ no / Air Conditioning (if available) \_\_\_\_ yes \_\_\_\_ no

Is an admission fee to be charged? \_\_\_\_ yes \_\_\_\_ no For what purpose are funds to be used: \_\_\_\_\_

**\*\*\*Please See Attached Rental Rates and User Classification List.**

Circle Organization/User Classification (See attached List/Definitions): 1 2 3 4 5

**Insurance Information**

Do you, (Organization) \_\_\_\_\_, have in force a public liability policy?  
\_\_\_yes \_\_\_no If yes, what are the limits of liability: Bodily Injury: \_\_\_\_\_ Property Damage \_\_\_\_\_

Insurance Carrier \_\_\_\_\_ Policy # \_\_\_\_\_

The organization, \_\_\_\_\_, agrees to put in place and forward to MSAD#49, at least 48 hours in advance, an insurance binder that shows MSAD#49 as an additional insured against all liability in the use of the Facility. Additionally, the organization agrees to hold harmless, indemnify and defend MSAD#49 against all claims that may arise from the organization's use of School Facilities.

The person or organization will clear the availability of the space with the facility official before making application for use. The person or a representative of an organization mentioned above, agrees in signing for that group to be responsible and to understand the school policies KGBA (No Recreational vehicles) and KGBB (No Smoking) available at the schools and agree on behalf of the indicated organization that all members and guests will observe the regulations and policy on use of facilities and/or school grounds and that we, individually, and as an organization will assume full financial responsibility for any and all damages done to the District's property during the indicated period of use.

We agree to use designated parking lots when using school facilities or grounds. Vehicles are not permitted on athletic fields or playgrounds.

We also agree that our organization will at all times hereafter indemnify the named school against any loss, damage or expense of any kind, which said school may sustain or incur because of the use of the building by our organization and we will further hold said school harmless for loss of any kind in connection therewith.

Payment for the facilities, if it applies, is expected at the time of application unless other arrangements have been made. The check is to be made out to MSAD#49 and sent to Business Office at the above address.

**\*\*\*Person designated with primary responsibility:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone(D) \_\_\_\_\_ (N) \_\_\_\_\_  
Email \_\_\_\_\_

**\*\*\*Signature of person with primary responsibility: \_\_\_\_\_**

Return completed form into the office of the facility you are requesting.

.....  
Facility Official Signature \_\_\_\_\_ Date: \_\_\_\_\_

Approved/Denied

**Maine School Administrative District #49  
School Facility Rental Rates**

FACILITY	Rates are per day				
	#1	#2	#3	#4	#5
Auditorium/Williamson	See Attached				
Classroom (if Available)	30	24	18	12	n/c
Gymnasium/Locker Rooms	180	150	120	90	n/c
Cafeteria w/Kitchen ( <i>Requires a quote for Kitchen Staff</i> )	150+	120+	90+	60+	n/c
Cafeteria w/out Kitchen	106	72	48	30	n/c
Multi-Purpose	106	72	48	30	n/c
Lecture Room	106	72	48	30	n/c
Athletic Fields	Assessed as necessary				

NOTE: Custodial fees must be charged to all groups in all classifications, except #5- exempt. The fee does not include police coverage when required.

**User Classification**

1. Commercial – Revenue Producing
2. Commercial – Non Revenue Producing
3. Non-Profit – Revenue Producing
4. Other Non-Profit – Non Revenue Producing
5. Exempt – School, School-related groups, Government

**Classifications Definitions:**

**Group 1-** Commercial, Revenue Producing. Defined as any type of commercial event where admission is charged, donations accepted, sales made, or other income derived.

**Group 2 –** Commercial, Non-Revenue Producing. Defined as any type of commercial event where no admission is charged or donations accepted, nor any sales made, nor other income derived.

**Group 3 –** Non-Profit, Revenue Producing. Defined as church groups, civic groups, political organizations, fraternal groups, social organizations, conventions, or any other non-profit groups or activities sponsored by such groups where admission is charged, donations accepted, sales made or other income derived.

**Group 4 –** Other Non-Profit, Non-Revenue Producing. Defined same as non-profit (revenue producing), except that no admission is charged or donations accepted, nor any sales made, nor any other income derived.

**Group 5 –** Exempt, School Related groups, Government. Defined as non-profit groups or organizations located in the School District, the Towns of the District, State of Maine and United States, their departments, agencies or committees.