

**BARNSTABLE PUBLIC SCHOOLS  
 ELAINE GRACE/FACILITY RENTALS COORDINATOR  
 835 FALMOUTH ROAD, HYANNIS, MA 02601  
 508 790-6490 FAX 508 790-6431**

**FACILITIES USE APPLICATION**

*Please check the desired school(s) below:      Please check the facilities desired below:*

|  |  |
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| <input type="checkbox"/> Barnstable High School<br><input type="checkbox"/> Hyannis Middle School<br><input type="checkbox"/> MM Horace Mann 4/5 Charter School<br><input type="checkbox"/> BWB Elementary School<br><input type="checkbox"/> Centerville Elementary School<br><input type="checkbox"/> BCHMCPS School<br><input type="checkbox"/> Hyannis West Elementary School<br><input type="checkbox"/> West Villages Elementary School<br><br><b>USE OF LATEX BALLOONS, LATEX GLOVES &amp; LATEX TENNIS BALLS ARE PROHIBITED INSIDE ALL SCHOOL BUILDINGS. THIS POLICY IS STRICTLY ENFORCED BY SCHOOL PERSONNEL.</b> | <input type="checkbox"/> Performing Arts Center (BHS)<br><input type="checkbox"/> Knight Auditorium (BHS)<br><input type="checkbox"/> Gymnasium<br><input type="checkbox"/> Field House<br><input type="checkbox"/> Library<br><input type="checkbox"/> Cobb Astro Park<br><input type="checkbox"/> Computer Lab<br><input type="checkbox"/> Main Cafeteria<br><input type="checkbox"/> Senior Café<br><input type="checkbox"/> Classroom # _____<br><input type="checkbox"/> Band/Music Room<br><input type="checkbox"/> Tynan Auditorium (West Villages)<br><input type="checkbox"/> Parking Lot<br><input type="checkbox"/> Other _____ |
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Intended use of facility: \_\_\_\_\_

Date(s) of Use: \_\_\_\_\_  
(Write Season for regular weekly usage, then day of week)

Time: From \_\_\_\_\_ To: \_\_\_\_\_ (Please include set-up/clean-up time in request)

\*\*Number in group or expected attendance \_\_\_\_\_

|   |
|---|
| Group or Affiliate _____                |
| Address _____                           |
| Contact Person: _____ Telephone _____   |
| Fax _____ Cell Phone _____              |
| Contact _____ Alternate Telephone _____ |

\*Please include a non-profit certificate if you want your group to be recognized as a non-profit user. A certificate of insurance liability may also be required.

Will donations, admission, or a fee be charged? YES  NO  ...if yes, \$ \_\_\_\_\_

Have you or your group used Barnstable school facilities in the past? YES  NO

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## BARNSTABLE PUBLIC SCHOOLS

### Facilities Use Application

Please review this page prudently, as it is part of the four (4) paged Application. Your signature on page two signifies that you have read this entire application and agree to all the terms. If you have any questions, please contact me at 508-790-6374.

- 1) Choose a school where you would like to hold your event.
- 2) Choose ALL facilities you will need in the school, as these will be the only facilities allowed to be used while you are in the school.
- 3) Give a brief description of what you will be using the Facility for or the Event Name on the **Intended Use of Facility** line.
- 4) Provide all dates the Facility will be used on the **Dates(s) of Use** line. Please remember to include the dates of set-up, if needed.
- 5) Provide the times you will need the Facility on the **Time** line. Please remember to give the full amount of time you will be using the facility. This **includes set-up and clean-up time**.
- 6) The number in your group is very important, as we need the correct number to place your group in the best equipped facility.
- 7) Fill out the address information so we can get a hold of you for any questions or concerns that might come up in the process.
- 8) If donations, admission or **ANY** fee is being charged for your event please circle yes and write the amount on the line provided.
- 9) If your group has used our facilities in the past, please circle yes as it will help the application process move much faster.
- 10) Approval Signatures (Top of Page 2) must be done as follows:
  - \*\*a) If your group is **300 plus**, you must have the **Chief of Police** and **Fire Department** Signatures.
  - b) If your group is serving/selling any kind of food, you will need to have **The Board of Health Signature**.
  - c) If your group is charging any fee for your event, you will need **The Licensing Authority Signature**. (508) 862-4774.
  - d) If your group wants to advertise by putting up signs anywhere in Barnstable, you will need **The Zoning Board Signature**
- 11) Please review all policies.
- 12) The Insurance Certificate as described in Section E of the Facilities Use Application **must** be provided to rent a facility.
- 13) Fill out the **Equipment Usage Sheet** and be sure to give through descriptions of **ALL** equipment you will need at the facility your group has chosen. This sheet must be returned with the application to my office at the latest **two weeks** before your event. The items you list on the Equipment Sheet will be the **only** items available to you at the time of your function.
- 14) If your group is charging admission for your event, you must receive an **Entertainment License** from the Town. This **must** be done **upon receipt** of your permit or contract.

**APPROVAL MUST BE RECEIVED FROM THE FOLLOWING DEPARTMENTS WITH THE APPLICATION FOR USE OF FACILITIES**

**Chief Of Police**

\_\_\_\_\_  
**Approval**

\_\_\_\_\_  
**Date**

**Board of Health**

\_\_\_\_\_  
**Approval**

\_\_\_\_\_  
**Date**

**Licensing  
Authority**

\_\_\_\_\_  
**Approval**

\_\_\_\_\_  
**Date**

**Fire  
Department of  
Village**

\_\_\_\_\_  
**Approval**

\_\_\_\_\_  
**Date**

**Building Dept  
(Zoning)**

\_\_\_\_\_  
**Approval**

\_\_\_\_\_  
**Date**

**The following are Policies adopted by The Barnstable School Committee that apply to the use of all Barnstable Public School Facilities:**

- A. The use of all facilities will be at the discretion of the School Committee. The appropriateness of the activity should adhere to the proper use of a school building or grounds.
- B. The activity should provide the community with an artistic, cultural, recreational or educational benefit.
- C. When scheduling conflicts occur preference will be given to organizations associated with the Barnstable Public Schools.
- D. No tobacco products or alcoholic beverages are allowed in or on any school property. If alcohol or tobacco is found on/or around any part of the (13) Barnstable Schools, it will be grounds for pulling your permit.
- E. A Certificate of Insurance Liability prior to use of the facility with a minimum amount of \$1,000,000 coverage combined single limit for bodily injury and property is required. (The Town of Barnstable must be named as an additional insured.)
- F. The School Department reserves the right to refuse the use of school property to any and all groups.
- G. The School Department reserves the right to enter into special contracts and arrangements with any and all groups.
- H. The School Department reserves the right to request payment in advance or to require a deposit. In the event of any damage to or theft of property, the user group will be charged for the cost to replace or repair the damage or theft.

**BARNSTABLE PUBLIC SCHOOLS**

**EQUIPMENT USAGE SHEET**

**DATE:** \_\_\_\_\_ **PERMIT NO.** \_\_\_\_\_

**Name/Group:** \_\_\_\_\_ **TELEPHONE:** \_\_\_\_\_

Please give a thorough description of your Equipment and Facility needs for the function you will be holding in a Barnstable Public School venue. Please include such rooms or items as Bathrooms, Showers, Overheads, Tables, etc. Return this completed form to: 835 Falmouth Road – Hyannis, MA 02601 or Fax to (508) 790-6374. Thank you.

Chairs/Tables/Podium?

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AV Equipment?

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Microphones/Stand?

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Other?

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Any questions or concerns? Call Elaine Grace, (508) 790-6374