



Pilgrim Area Collaborative Building Use Form

To: Dr. Maureen Gaughan, Executive Director

Date: _____

The undersigned hereby makes application for the use of the building/rooms:

Date(s): _____

Hours: _____ (Include set-up and clean-up time)

Building: Pilgrim Academy

Room(s): _____

The building will be used for the purpose of _____

For which an admission charge of \$_____ per person will be charged. The funds obtained will be used for the following purposes:

The following equipment is requested for use at time indicated:

The applicant agrees to the following statement and his/her signature below is evidence of agreement:

We do not, individually or as a group, advocate the overthrow of the government by force nor are we affiliated with, inspired by, or sympathetic to any such group or party.

The applicant by his/her signature below affirms that he/she has read all the rules and regulations pertaining to the rental of school property and is familiar with them, and further, agrees that he/she shall accept the rental of the property subject to all the regulations imposed. Said rules and regulations are permanently on file in the office of the Executive Director. The applicant guarantees that there will be responsible adult supervision for students at all times. The applicant understands that permission to use school property shall be withdrawn immediately if the Board of Directors feels that the above statements have been violated in any way.

Contact Information:

ORGANIZATION _____

REPRESENTATIVE _____

ADDRESS _____

TELEPHONE _____

CITY, STATE, ZIP _____

EMAIL _____

A Certificate of Liability Insurance is required when submitting this application.

Insurance Certificate Received	Total Hours	_____
Signed copy of "PAC General Instructions and Regulations" Received	Fee per Hour	<u>\$40.00</u>
Space Available Equipment Available	TOTAL	\$ _____
Approved Disapproved		

Executive Director _____ Date _____

User Signature _____ Date _____

Please return completed form to Becky Haugh, Executive Secretary, no later than 7 days prior to the date of your event.

Email: rhaugh@pilgrimac.org

Fax: 781-293-9258

By Mail: Pilgrim Area Collaborative, 120 Center Street, Pembroke, MA 02359



PAC General Instructions and Regulations

1. Individuals or organizations interested in the use of a school facility must complete all documents to process a building request which can be accessible through the PAC website.
2. No individuals or organizations will be able to rent any school facility without completing and filing all relevant documents.
3. Payment for the rental of school facilities must be made in alignment with PAC guidelines.
4. A Certificate of Liability Insurance must be provided at the time an application to rent is submitted. User is responsible for getting the appropriate insurance.
5. Rental of a school facility does not imply automatic access to the school's equipment. Arrangements for the use of school equipment must be made at the time of submitting the application to rent. Use of this equipment request requires the direct supervision of school personnel and the approval of the Executive Director.
6. No one will be admitted to a school building before the arrival of an adult supervisor from the organization, nor will anyone be allowed to remain in the building without such supervision. Program Directors and/or custodians will strictly enforce this regulation. The adult supervisor must be present at all times and is responsible the actions of all participants and spectators.
7. Any damage caused to the school facility or school equipment during the period of the rental will be the direct responsibility of the renter. The Pilgrim Area Collaborative will collect from the renter any monies to repair the damages.
8. Refreshments may be served and consumed in designed areas only and must be approved in advance by the Executive Director. If serving refreshments results in extra custodial time, the renter will be billed accordingly. No alcohol is allowed on school grounds. Failure to abide by these restrictions could result in the loss of the privilege to rent the facility.
9. Renters are only allowed to be in the area specified in their rental agreement. Individuals of the organization are not allowed to roam the school facility during the period of the rental.
10. The renter must at all times be respectful and work with the custodian on duty for the time renting the school facility.
11. All Pilgrim Area Collaborative schools, and grounds are No Smoking facilities.
12. Facilities will not be available for any outside use when there is a conflict with any school activity, including unanticipated, last minute changes.
13. Facilities will not be available for any outside use when scheduling from outside groups creates an undue burden on PAC staff.
14. All building and fire codes must be strictly enforced.
15. On a "No School" day due to inclement weather, there will be no other activities in the school buildings.
16. Any group, organization or institution that falls behind in its rental payments will lose the opportunity to rent space.
17. All groups, organizations, and institutions requesting the use of school facilities are subject, without exception, to the above policy and regulations.
18. The applicant agrees to the follow statement and his/her signature below is evidence of agreement:

We do not, individually or as a group, advocate the overthrow of the government by force nor are we affiliated with, inspired by, or sympathetic to any such group or party.

19. The applicant understands that permission to use school property shall be withdrawn immediately if the Board of Directors finds that the above statements have been violated in any way.

SIGNATURE: _____

DATE: _____