



# Somerset Berkley Regional High School

Somerset, Massachusetts

Application for In-House Facility Usage



Name of Organization: \_\_\_\_\_

Person Responsible: \_\_\_\_\_

Date(s) to be Used: \_\_\_\_\_

Facilities Requested: \_\_\_\_\_

Door(s) to be unlocked: Where: \_\_\_\_\_ Time Unlocked: \_\_\_\_\_ Time Locked: \_\_\_\_\_

Set Up Time to be used: Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Exit: \_\_\_\_\_

Event Time(s) to be used: Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Exit: \_\_\_\_\_

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Exit: \_\_\_\_\_

Type of Activity: \_\_\_\_\_

AV Equipment Needed? Yes:  No:  If AV needed, please complete back of form.

Approximate # of Attendees: \_\_\_\_\_  
(events with more than 200 attendees require a meeting with the School Resource Officer prior to approval)

If the above permission is granted, we hereby agree to comply with the following rules & regulations of the Somerset Berkley Regional School Committee.

1. No smoking/vaping is allowed in the building or on school grounds.
2. No alcoholic beverages are allowed in the building or on school grounds.
3. No food shall be brought to the building unless special permission is granted, and then only if confined to the Student Dining Center.
4. Use of the school's public address system is not included.
5. Use of the school's lighting system is allowed ONLY by trained personnel.
6. Nothing shall be advertised, sold, given, exhibited or displayed on the building without permission of the School Committee.
7. The applicant agrees to be responsible for the preservation of order and to make restitution for any damage to or loss of school property resulting from the use of the building.
8. The applicant agrees to assume responsibility for accidents resulting in any physical harm to person(s) on the property and release the School Committee and its agents from such liability.
9. The organization is to use only the area for which the permit is granted and during the time period granted.
10. The organization is to park in designation parking areas. FIRE lanes must not be blocked. Vehicles are not allowed on any grass or areas designated "NO PARKING."
11. The area should be cleaned of any litter or refuse. Refuse must be placed in appropriate containers.
12. Somerset Berkley Regional High School Committee and Administration retains the right to change and/or cancel any date/activity that has been previously approved.

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

Principal Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A.V. Request for Performing Arts Center and Student Dining Center**

Organization: \_\_\_\_\_

Event: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_ Location(s): \_\_\_\_\_

Time(s) Equipment is Requested For: \_\_\_\_\_

Select Equipment Needed: (please note number of each item needed)

\_\_\_\_\_ Microphone(s)

\_\_\_\_\_ Microphone Cable(s)

\_\_\_\_\_ Podium(s)

\_\_\_\_\_ Projection Screen

\_\_\_\_\_ Extension Cord

\_\_\_\_\_ Laptop Connectors (apple connector)

\_\_\_\_\_ Stage Lights

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

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

Additional Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All special requests and/or set-up schematics should be forwarded to the Music Coordinator **at least** 48 hours prior to event.