



Wellesley Public Schools

Learning • Caring • Innovating

APPLICATION for BUILDING AND FACILITY USE (Rental Form)

40 Kingsbury Street, Wellesley, MA 02481 • Phone 781-446-6210, Ext 5619

Organization _____

Designated Contact Person _____

Signature _____

Address _____

City, State, Zip _____

Phone No _____

E-Mail _____

Fax No _____

Please attach a copy of your driver's license.

Purpose of Event _____

Is activity sponsored by the Wellesley Schools?

Is activity a fundraising event? Yes No

Is this organized nonprofit /tax exempt?* Yes No

Have you included Cert. of Insurance? Yes No

Will your participants pay a fee? Yes No

Are you requesting sale of concessions? Yes No

Anticipated attendance (number) _____

FEE CLASS (Check One per Policy)

- Class I: School Department and Town of Wellesley
- Class II: Non-Profit, Wellesley Organizations
25 or fewer participants
- Class III: Non-Profit, Wellesley Organizations
Greater than 25 participants
- Class IV: All other

WELLESLEY GREEN SCHOOLS

- I would like to be contacted by Wellesley Green Schools for information on their SMART (Sustainable Materials and Reduce Trash) Event Guide and utilizing their free supplies for this event.

LOCATION REQUESTED

School Name _____

Space:

- ___ Auditorium ___ Classroom
- ___ Cafeteria ___ Cafetorium
- ___ Gymnasium ___ Library
- ___ Other (specify)

MEDICAL EMERGENCIES:

Medical Emergencies can happen at anytime. In the event of an emergency call 911 immediately. Automated external defibrillators(AEDs) are available in every school but groups must provide their own basic first aid supplies for their activities.

Date	Time (Start - End)

Beginning Date: _____ End Date: _____
FOR MULTIPLE WEEK REQUESTS

Total No. Days Requested _____

Total No. Hours Requested _____

SPECIAL RENTAL NEEDS

- technical support requested

Refer to Wellesley Public Schools Community Use of School Facilities Rental Policy and Fee Schedules and Regulations

Please print and submit to the Business Office