



APPLICATION for BUILDING AND FACILITY USE (Rental Form)

40 Kingsbury Street, Wellesley, MA 02481 • Phone 781-446-6210, Ext 4511

Organization _____
 Designated Contact Person _____
 Signature _____
 Address _____
 City, State, Zip _____
 Phone No _____
 E-Mail _____
 Fax No _____

Please attach a copy of your driver's license.

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 others

LOCATION REQUESTED

School Name _____

Space:

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

Purpose of Event _____

- Is activity sponsored by the Wellesley Schools? Yes No
- 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) _____

DATES AND TIMES REQUESTED

Date	Time (Start - End)

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

Total No. Days Requested _____
 Total No. Hours Requested _____

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.

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