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: __________________________________________________________

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