

**WAYLAND PUBLIC SCHOOLS  
SCHOOL BUILDING USE APPLICATION**

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

Organization officially affiliated with Schools/Town? \_\_\_\_\_

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

Email Address (mandatory) \_\_\_\_\_ Tel: \_\_\_\_\_

Purpose of Event/Function: \_\_\_\_\_

Estimated attendance \_\_\_\_\_ Admission to be charged? \_\_\_\_ If so, for what purpose? \_\_\_\_\_

Note: Police detail required for attendance over 100 people -- Call: 508-358-4721 to schedule  
Police Detail. \_\_\_\_\_ Wayland Police Dept. Signature if detail required

Requested Date(s) \_\_\_\_\_

Time of Event: From \_\_\_\_\_ To \_\_\_\_\_

Are kitchen facilities requested? Y / N. If yes, pls contact Food Service Director: 508-358-7904

**Building Requested (circle one):**

High School                  Middle School                  Claypit Hill                  Happy Hollow                  Loker

Area(s) Requested: (e.g., gym, auditorium, etc.): \_\_\_\_\_

PLEASE SEE REVERSE FOR RENTABLE AREAS WITHIN THESE BUILDINGS. Rental Fees available upon request.

\_\_\_\_\_  
The undersigned agrees to abide by all rules and regulations of the School Department

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

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**FOR SCHOOL DEPARTMENT USE ONLY**

Custodian Assigned \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

Facilities Department \_\_\_\_\_ Date \_\_\_\_\_

AVAILABLE BUILDING USE AREAS AND SEATING CAPACITY

WAYLAND HIGH SCHOOL	Seating	MIDDLE SCHOOL	Seating
Commons/Dining	340	Cafetorium	250
Auditorium/Theater	583	Auditorium	550
Conference Rooms	15-30	Gymnasium	650
Library/Media Center	150	Classroom	30
Lecture Hall B-227	104		
Field House	1800		
Classroom	30		
CLAYPIT HILL SCHOOL		HAPPY HOLLOW SCHOOL	
Cafeteria	300	Cafeteria	100
Gymnasium	600	Auditorium-Gymnasium	400
Classroom	30	Classroom	30
LOKER SCHOOL			
Cafeteria-Gymnasium	300		
Auditorium	99		
Classroom	30		

1. Applications must be filed at least 10 days prior to the date of the desired rental.
2. Twenty-four hours' notice will be required in the event of cancellation; otherwise the applicant will be responsible for the service charges (rental and custodial fees).
3. School Department facilities will not be rented to individuals for private gain.
4. School facilities are available only when a regular school custodian is employed to open, close and supervise the building.
5. The applicant is responsible for hiring and paying for police officers as follows: one officer if attendance will be 100-300; two officers if attendance exceeds 300. The Wayland Police Department must be notified prior to filing the application for building use with the Facilities Department.
6. On days when school has been cancelled because of emergency conditions, all scheduled building uses are automatically cancelled. The Wayland Public Schools shall not be responsible for cancellations due to emergency closing of school buildings.
7. Alcoholic beverages are not allowed on school premises at any time. There is no smoking in school buildings or on school property. Violations will result in automatic cancellation of building use by the sponsoring organization.
8. No food or beverages are allowed in any theater or auditorium in the District. This includes the lobbies of the High School and Middle School Auditoriums. Organizations wishing to serve refreshments must use other designated areas in those schools (e.g. the Commons at the High School).
9. Custodial coverage will start ½ hour before and end approximately ½ hour after the event, depending upon the type of the event and the time needed to clean and prep facilities for the next school day. Minimum billing for custodial coverage will be 3 hours. Organizations using school facilities will be billed directly by the Facilities Department for custodial and rental fees.
10. School-related activities shall take precedence over all other uses, and it may be necessary to reassign applicant's event to another area in the building after application has been approved. Reasonable effort will be made to avoid reassignment; however, should this not be possible, the Facilities Department will notify applicant as soon as practicable and identify suitable alternative space for applicant's use.