

Franklin Public Schools Application for Use of the FHS Theater and Lecture Hall

The theatre at Franklin High School is intended for use by school, town and community organizations primarily for professional and semi-professional theater and musical productions, performances, assemblies and other events. The district reserves the right to deny usage of the theatre to outside groups such as private, for profit dance studios. The lecture hall at Franklin High School is intended for use by school, town and community organizations primarily for small assemblies, lectures, meetings and presentations. The district reserves the right to deny usage of the lecture hall to outside groups and organizations.

This form **should be emailed** to the Building Use Coordinator. In addition to the completed form, please submit the following: • Diagram or description of any special room setup, • Certificate of Insurance (If Applicable) • Anti- Hazing Form (If Applicable)

Important: Refer to Rate Schedule and District Rules and Regulations, before completing this application. **Submit application at least 15 days prior to request date(s).** Email the application and certificates to: Steven Yavarow, Building Use Coordinator, Franklin Public Schools, yavarows@franklinps.net or you can mail it to 628 Washington Street, Franklin, MA 02038

☐ I have read the Community Use of School Facilities - File KF, District Rules and Regulations - File KF-E1, The District No Smoking Policy - File CN, Hazing File-JICFA and agree to abide to all of the rules and regulations.

☐ by checking this box I affirm that _____ does not discriminate in its programs or activities on the basis of race, color, national or ethnic origin, ancestry, age, religion or religious creed, disability or handicap, sex or gender, gender identity and/or expression (including a transgender identity), sexual orientation, military or veteran status, genetic information, or any other characteristic protected under applicable federal, state or local law.

Name of Organization:			
Name of Contact:			
Address:			
Phone Number:		Cell Phone Number:	
Email Address:			
Date Submitted:			

Please Check the Location(s) Requested:

Theater: <input type="checkbox"/>	Lecture Hall: <input type="checkbox"/>	Concession Stand: <input type="checkbox"/>
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For the purpose of:

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In accordance with Franklin Public Schools Building Use Policy, please describe how this event will benefit citizens of Franklin.

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Dates Requested	Day of the Week	Time: From/To
Number of Attendees:	Click here to enter text.	

Safety and Security

Our security policy requires that all exterior doors be locked at all times. When your group is entering a building for an event, a custodian will let the group leader into the building. After the initial entry, an adult designee of the group will need to monitor the door to let others in. Doors are not to be propped or pegged open at any time.

Name of Group Leader:	
Name of Door Monitor:	

Police are required for all non-school events with an estimated attendance exceeding 100; Police detail expenses are payable directly to the Town of Franklin, Franklin Police Department. The renting organization will notify the police department to provide an officer.

Special Services and Equipment Sponsors are responsible for the safe operation of all school equipment.

# Of Tables Needed :		# of Chairs Needed:	
ServSafe Certificate Holder:		ServSafe Certificate #	
Piano Needed:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Deposit Check Number: Click here to enter text.	
Podium Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Audio Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Video Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Lighting Needed	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please list the specifics of audio and video set-up along with any other services or equipment not listed above:

Diagram / description of special room setup attached: ☐ Yes ☐ No

Please Note: Usage of the theatre requires hiring of our Technical Director and/or one of his/her trained technicians, to oversee usage of the theatre and any use of audio/visual systems.

Please note: Custodial time will be determined by the Facilities Department

IMPORTANT: Please be aware that **NO FOOD OR DRINK** is allowed in the auditorium or the lecture hall. *You must assign a person who is responsible for monitoring this policy.* **Applicant understand policy (please check here)** ☐

Name of Food/Beverage Monitor:	
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Cancellation: Notification is required 10 days prior to the date of the event in order to receive a full refund. Contact the Building Use Coordinator at 508 541-2130 X 1002 and the Facilities Department at 508-613-1700.

The signing of this application shall constitute an agreement to all regulations governing use of school facilities and to accept full responsibility for damage to or loss of school property and for payment of all fees assessed for such use. **When police, theatre technicians, custodians, equipment operators or other personnel are required, fees for such personnel will be paid by the renting organization. All fees are due upon invoice.**

IN THE EVENT OF A SCHOOL CLOSING OR EARLY DISMISSAL DUE TO INCLEMENT WEATHER AND/OR AN EMERGENCY, ALL EVENTS ARE CANCELED. THE SPONSOR WILL BE RESPONSIBLE FOR NOTIFYING PARTICIPANTS. EXTENUATING CIRCUMSTANCES MAY BE CONSIDERED BY THE SUPERINTENDENT/DESIGNEE WHEN MAKING A DECISION ABOUT OPENING A BUILDING.

ADDITIONAL COSTS MAY INCUR TO OPEN THE FACILITY.

Applicant Name(Print): _____

Signature of Sponsor: _____

Approved/Disapproved: _____ Building Use
Coordinator Signature and Date

Approved/Disapproved _____ Principal
Signature and Date