

**WAYLAND PUBLIC SCHOOLS  
SCHOOL BUILDING USE APPLICATION**

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

Person Responsible \_\_\_\_\_ Tel. \_\_\_\_\_

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

Estimated attendance \_\_\_ Will admission be charged? \_\_\_ If so, for what purpose \_\_\_\_\_

Note: Police detail required for attendance over 100 people \_\_\_\_\_

Wayland Police Dept. Signature (if detail required)

Requested date(s) and time(s) you wish the building opened:

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

Time of Event: from \_\_\_\_\_ to \_\_\_\_\_

Other information:

Are kitchen facilities requested? Yes \_\_\_\_\_

Please contact Food Service Director at 508-358-7904

Building Requested (circle one)

High School

Middle School

Claypit Hill

Happy Hollow

Loker

Specific Area(s) in the Building Requested (see other side for listing of areas)  
\_\_\_\_\_

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

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

Address \_\_\_\_\_

.....  
**FOR SCHOOL DEPARTMENT USE ONLY**

Custodian assigned: \_\_\_\_\_

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

Business Administrator's Approval \_\_\_\_\_ Date \_\_\_\_\_

## AVAILABLE BUILDING USE AREAS AND SEATING

### WAYLAND HIGH SCHOOL

|                                   | Seating |
|-----------------------------------|---------|
| Commons                           | 400     |
| Faculty Lounge                    | 25      |
| Little Theatre                    | 310     |
| L-1 (Language Building)           | 150     |
| 5 Medium Classrooms (Lang. Bldg.) | 30      |
| 5 Small Classrooms (Lang. Bldg.)  | 12      |
| Field House                       |         |

### MIDDLE SCHOOL

|            | Seating |
|------------|---------|
| Classroom  | 30-50   |
| Gymnasium  | 650     |
| Cafetorium | 250     |
| Auditorium | 550     |

### Claypit Hill School

|            |       |
|------------|-------|
| Auditorium | 99    |
| Cafeteria  | 300   |
| Classroom  | 30-50 |
| Gymnasium  | 600   |

### Happy Hollow School

|            |       |
|------------|-------|
| Auditorium | 400   |
| Cafeteria  | 100   |
| Classroom  | 30-50 |

### LOKER SCHOOL

|                       |       |
|-----------------------|-------|
| Auditorium            | 99    |
| Cafeteria – Gymnasium | 300   |
| Classroom             | 30-50 |

- 1) Applications must be filed at least 10 days prior to the date of 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: 1 officer if attendance will be 100-300; 2 officers if attendance exceeds 300. The Wayland Police Department must be notified prior to filing the application for building use with the School Department.
- 6) On days when school has been canceled because of emergency conditions, all scheduled building uses are automatically canceled. 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) There is to be no food or beverages in any theater or auditorium in the district. This includes the lobbies of the Little Theater at the High School and the auditorium at the Middle School. 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 event and the time needed to clean and prep facilities for next school day. Minimum billing for custodial coverage will be 3 hours. Organizations using school facilities will be billed directly from the School 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 School Department will notify applicant as soon as practicable and identify suitable alternative space for applicant's use.