

SHORE COUNTRY DAY SCHOOL APPLICATION FOR AFTER HOURS USE

The undersigned sponsor, individually and as a duly authorized representative of any organization named below, hereby requests that he, she or such organization (the “user”) be permitted to use the facilities of Shore Country Day School, a Massachusetts not-for-profit corporation (“Shore”), specified below on the dates and at the times indicated below. **The sponsor acknowledges that is only an application and the authorization will be granted only through a completed and fully executed Agreement for Use form.** User understands insurance requirements are as follows XXXX and a Certificate of Insurance must be provided 30 days prior to event. User also acknowledges that under no circumstances may alcohol be served or consumed without prior written approval from Head of School or Director of Finance and Operations at Shore.

User/Sponsor/Organization Requesting use of Shore facilities: _____

Contact Name if Sponsor/User is someone other than an individual: _____

Contact Phone Number: _____ Email: _____

Contact Address: _____

Organization Address (if different): _____

Facilities Requested: Rock Gym / Howard Gym / Theater / Classroom # ____ / Field # ____ / Library / Dining

Specific Dates Requested: _____

Specific Times Requested: _____

Additional details regarding facilities request are attached: YES (Please see attached) / NO (all information provided here)

Purpose of Event: _____

of Attendees Anticipated: _____ Cost to each participant: HOURLY / FULL PROGRAM: _____

Estimated Total Revenue to User: _____ Insurance requirements met: BUSINESS / SELF / TULIP

Special Staffing Request: _____

Special Setup Request: _____

Please see attachment Reimbursement/ Fees for FY19 Campus Use ** Additional fees may apply based on information provided above** Total fees will be calculated based on special requests, usage, attendees and hours.

The information above has been provided to the best of my knowledge and I agree to the provisions set forth above. I understand, if approved, the final Agreement for Use form will be sent to me with the final terms and conditions. Ideally the original, signed Agreement for Use must be returned to Shore’s Business Office 60 days prior to event. Applications and Agreements may be received in less than 60 days but no assurance can be given. Shore will provide written confirmation of receipt and approval to email provided above.

_____ User	_____ On behalf of Organization	_____ Date
---------------	------------------------------------	---------------