

Malden Public Schools

REQUEST TO USE SCHOOL FACILITY

Event/Group Information

All applications must be received by Central Office, 77 Salem Street, Room H104, Malden, Ma 02148 one month prior to the requested rental date. If rental agreement is approved final payment needs to be made 2 weeks prior to day of rental. Insurance Certificate also needs to be submitted with payment of fees prior to day of rental.

Name of Organization: _____

Contact Person: _____

Mailing Address _____

City _____ State _____ Zip _____

Phone: (Day) _____ (Evening) _____ (Cell) _____

E-mail _____

School Requested: _____

Date Requested: _____

Hours Requested: _____ Anticipated Attendance: _____

Type/Purpose of Event: _____

Spaces and Equipment needed in building

Auditorium* _____ Cafeteria _____ Main Lobby _____

Gym _____ Locker Rooms _____ Pool _____

Bleachers set up needed: Yes _____ No _____

Refreshments to be served**: Yes _____ No _____

*A custodian is required for all rentals of any Auditorium.

There is a minimal custodian charge of 3 hours for any weekend, vacation, summer or special event rental. An additional clean-up fee may be assessed without prior notice should the space require extraordinary cleaning as a result of the renter's use.

** Rental of Cafeteria is required and refreshments may only be served in the Cafeteria.

Malden Residents Waiver

As a representative of _____, I attest that at least 75% of the participants utilizing the rented facilities are residents of Malden. I also understand that the group, organization or institution I represent will lose access to any Malden Public Schools facilities should this not be the case.

Any group or organization requesting use must abide by the REGULATIONS GOVERNING SCHOOL PROPERTY set forth by the Malden School Committee.

Please direct any questions you may have regarding availability and use to Nancy Weiss at nweiss@maldenps.org.

Signature of Renter _____ Date _____

Rental has been approved _____ denied _____ Date _____