

OXFORD PUBLIC SCHOOLS  
Use of facilities or fields by community groups  
RENTAL APPLICATION AND CONTRACT  
*(Applications should be submitted at least thirty (30) days prior to the event)*

School Requested: \_\_\_\_\_ Date requested: \_\_\_\_\_

Function: \_\_\_\_\_ Approx. number in attendance: \_\_\_\_\_

Enter (Set-up) \_\_\_\_\_ Leave Premises \_\_\_\_\_

Start/End Times of function: \_\_\_\_\_

Facilities being requested: \_\_\_\_\_

Additional equipment requested: \_\_\_\_\_

Will admission be charged for your event?<sup>1</sup> \_\_\_\_\_

Tenant <sup>2</sup> \_\_\_\_\_ (please print or type)

By my signature below, I certify that I have read and shall comply with the Board's policies regarding the use of school facilities or fields by community groups. I also understand and agree that the Tenant shall hold harmless the Oxford Board of Education, the Town of Oxford and their officers, agents and employees from any liability whatsoever which is in any way caused by, or arises in connection with, the Tenant's use of school facilities or fields. I also understand that Board's policies **prohibit smoking and alcoholic beverages in school buildings or on school grounds.**

By \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

<b>For Oxford High use only: Site Director* required</b> <input type="checkbox"/> YES <input type="checkbox"/> NO <small>*\$25.00/hr for a minimum of 3 hours</small>
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Building Principal \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

<b>For Central Office Use Only</b>		
Rental Charge _____	Custodial Rate _____	Bond required _____
Rental: (circle one)	<b>APPROVED</b>	<b>DISAPPROVED</b>
By _____	Date _____	
(for Board of Education)		

<sup>1</sup> If yes, Tenant must complete the appropriate state tax forms before approval will be granted.

<sup>2</sup> Tenant shall be held responsible for any damage that occurs as a result of the occupancy. In this regard, a Certificate of Insurance for a combined limit of \$1,000,000 for bodily injury and property damage must be provided to the superintendent fourteen (14) days prior to the event. If any food or products are sold, Tenant shall provide product liability insurance as well. Oxford Public Schools shall be named as an additional insured. Monday – Thursday, Sunday events must end no later than 9:30 p.m.; Friday-Saturday events must end no later than 11:45 p.m.