



### Office Use Only

- Waiver of Liability
- Rules and Regulations
- Cori Certificate of Compliance
- Food Service Waiver
- Certificate of Insurance (sports)

## Application for Use of Chelsea Public School Facilities

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### ORGANIZATION

Check one:  non-profit (501C3)  for profit  community group

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

\*Sport Organizations/Leagues: Certificate of Insurance is required. Submit a copy with this application.

### DIRECTOR/PRESIDENT/GROUP LEADER

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**NOTICE:** All correspondence is mailed to the Organization Director-President-Group Leader.

### EVENT

Name: \_\_\_\_\_

Description: \_\_\_\_\_

Leader's Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

**Type of Event:**  One-time  Weekly  Biweekly  Monthly

**Day(s) of the week:**  M  T  W  Th  F  Sat  Sun

**Start Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY

**End Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
MM DD YY

**From:** \_\_\_\_\_  A.M.  P.M.

**To:** \_\_\_\_\_  A.M.  P.M.

**If an irregular or extended schedule, please submit separate schedule.**

Alternative date(s) and time(s): \_\_\_\_\_

**FACILITY(IES) REQUESTED**

- Music room
- Classroom(s) Indicate #: \_\_\_\_\_
- Outdoor courts
- We **do not require** special equipment or set up
- We **require** special equipment or set up
- Gym      ○ half      ○ full
- Cafeteria      ○ half      ○ full
- Lobby

Please specify: \_\_\_\_\_

Expected number of participants: \_\_\_\_\_ Primary Participants:  Adults  Youth  Children

- Yes, food will be served  
(Food/drink in the cafeteria **ONLY**)
- No, food will not be served

**IMPORTANT – PLEASE NOTE**

- Submit application at least three (3) weeks prior to the date of the event.
- Submit *Certificate of Insurance* (REQUIRED for sport organizations).
- Review, sign and submit the following four (4) documents:
  1. Rules & Regulations      3. Food Service Waiver (if organization serves food/drink)
  2. Waiver of Liability      4. Cori Certificate of Compliance
- The applicant will be notified within ten (10) days of the application submission.
- Any activity or event not specified in this application is prohibited and may be reason for revocation of your request and/or denial of any future request. Your group may only use assigned space that is stated in the *Chelsea Recreation Agreement*.
- An affordable *Organization Fee* is applied when using Chelsea Public School Facilities.
- For events of 100+ participants, Chelsea Recreation may require the organization to hire a police detail.

Please return your completed application to:

**CHELSEA RECREATION & CULTURAL AFFAIRS**

**Administrative Office**

Department of Health & Human Services  
Chelsea City Hall, Room 100  
500 Broadway, Chelsea, MA 02150  
617-466-4070 (T) 617-466-4090 (F)

**Program Office**

**Williams School Building** Room 107  
180 Walnut Street, Chelsea, MA 02150  
617-466-5233 (T) 617-466-4072 (F)

**Morris H. Seigal, Clark Avenue School** Room 126  
8 Clark Avenue, Chelsea, MA 02150  
617 466-5114



# City of Chelsea

Williams School Building, 180 Walnut Street, Chelsea, MA 02150  
Clark Avenue School, 8 Clark Avenue, Chelsea, MA 02150

## WAIVER OF LIABILITY

The Director/President/Group Leader shall ensure that the organization conducts all its activities at the Williams or Clark Avenue Schools so as not to endanger any person lawfully on the premises; and shall indemnify, save, defend and hold harmless the City of Chelsea and all its officers, agents and employees from any and all claims for losses, injuries, damages and liabilities to persons or property caused wholly or in part by the acts or omissions of the City of Chelsea or the Director/President/Group their agents, officers, employees, guests, patrons, or any persons admitted to the premises by the City of Chelsea, while the premises are used by or under the control of the Organization.

In consideration for the use of the Williams or Clark Avenue Schools and other good and valuable consideration, the Director/President/ Group Leader, does hereby release and discharge, and by these presents do for the Organization, its officers, employees, volunteers, heirs, executors, administrators and assigns, release, acquit and forever discharge the City of Chelsea its employees, agents, officers, contractors from any and all actions, causes of action, claims or demands for damages, costs, loss of use, loss of services, expenses, compensation, consequential damage or any other thing whatsoever on account of, or in any way growing out of directly or indirectly any and all known and unknown personal injuries, death and property damage resulting or to result from the use of the Williams or Clark Avenue Schools.

The Director/President/Group Leader & Alternative Group Leader further states that it/I has/have carefully read the foregoing release and know the contents thereof, and sign the same as its/my own free act.

\_\_\_\_\_  
Signature, Director/President/Group Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Alternate Group Leader

\_\_\_\_\_  
Date

**IMPORTANT:** If either of the above named leaders is not present at the time of the activity, the group members will not be permitted to use the Chelsea Public Schools Facilities.



# Chelsea Recreation & Cultural Affairs

Williams School Building, 180 Walnut Street, Chelsea, MA 02150  
Clark Avenue School, 8 Clark Avenue, Chelsea, MA 02150

## RULES & REGULATIONS

These rules and regulations have been designed to ensure a safe program for all participants.

**Please read each item carefully before you sign your application.**

1. Participants need to sign in at the front desk when entering the building.
  2. Participants must enter and exit the building through the indicated door(s).
  3. No food or drinks will be allowed in the building, except the cafeteria.
  4. Alcohol, controlled substances and smoking are banned from all school facilities and grounds.
  5. Fighting, threatening, as well as abusive or vulgar language will not be tolerated.
  6. Groups may only use the room(s)/school facility that is assigned to them—Rooms are subject to change.
  7. Participants must wait in the front entrance until their coach, teacher or group leader arrives.
  8. Groups need to start and end their classes on time to respect the next group that uses the space.
  9. Group Leaders are responsible for the space they use - Please return it to the condition you found it.
  10. Group Leaders are responsible for monitoring their own participants.
  11. Supervision is required when young children are using the bathroom.
  12. Equipment can only be used with prior approval and must be signed out by the Group Leader.
  13. The group, agency, or signatory of a Chelsea Recreation facility use application is responsible for any damage, theft or vandalism of any public school or Chelsea Recreation property by its program participants.
  14. Harassment - Sexual or racial discrimination will not be tolerated.
  15. False Fire Alarms (false calls to 911 or activation of the firebox) will not be tolerated.
  16. Closed gym bleachers may not be used. High heels and spike shoes are banned from gym.
  17. Classroom telephones are off limits to participants. Please use the pay phone in the first floor lobby.
  18. Dress Code: Participants are expected to be neatly dressed. During sports, wearing t-shirts are required. T-shirts that are distracting - promoting profane, abusive or illegal behavior-are not allowed.
- The person authorized as signer for your group, league or agency is responsible for ensuring compliance with all Chelsea Recreation Rules and Regulations by everyone participating in your activity. It is, therefore, suggested that all participants be provided with a copy of these rules and regulations.
- Any infraction of these rules and regulations may cause for immediate suspension, termination or planning of additional limitation(s) to your program/activity during Chelsea Recreation hours.

\_\_\_\_\_  
Signature, Director/President/Group Leader

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature, Alternate Group Leader

\_\_\_\_\_  
Date

If you have any questions concerning these rules and regulations, please call the Chelsea Recreation at (617) 466-5233 or (617) 466-5114