

FACILITY(IES) REQUESTED

- Music room
- Classroom(s) Indicate #: _____
- Outdoor courts
- Gym ○ half ○ full
- Cafeteria ○ half ○ full
- Lobby

We **do not require** special equipment or set up

We **require** special equipment or set up

Please specify: _____

Expected number of participants: _____ Primary Participants: Adults Youth Children

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

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 Community Schools Agreement*.
- An affordable *Organization Fee* is applied when using Chelsea Public School Facilities.
- For events of 100 + participants, CCS may require the organization to hire a police detail.

Please return your completed application to:

Chelsea Community Schools
Administrative Office
 Department of Health & Human Services, Room 100
 Chelsea City Hall
 500 Broadway
 Chelsea, MA 02150
 617-466-4070 (T) 617-466-4072 (F)

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



City of Chelsea
Williams Building, 180 Walnut Street
Chelsea, MA 02150



Waiver of Liability

The Director/President/Group Leader shall ensure that the organization conducts all its activities at the William Building 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 Building 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 School.

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 Community Schools

RULES & REGULATIONS

Williams Building, 180 Walnut Street
Chelsea, MA 02150

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 CCS application is responsible for any damage, theft or vandalism of any school or Chelsea Community Schools 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 Community Schools 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 Community Schools 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 Community Schools at (617) 466-4070 or (617) 466-5233.



PUBLICITY INFORMATION

Chelsea Community Schools (CCS) promotes and advertises the programs of local organizations that use the Chelsea Public Schools facilities throughout the year. In turn, we ask that organizations acknowledge CCS in all published materials and announcements regarding the activities supported by us.

The sponsoring group or individual is asked to acknowledge this support with the following **written credit statement**: "This program is supported by Chelsea Community Schools" or by using the **CCS logo**. The CCS logo will be emailed to the organization at its request.

For more information, please contact:

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Email: ccs@chelseama.gov Web: www.chelseama.gov/ccs Find us on Facebook