



Hitchcock Free Academy

Educational, Recreational and Cultural Programs

APPLICATION FOR THE USE OF HFA FACILITIES

Group Representative: _____ Phone: _____

Organization Name: _____ Program Name: _____

Mailing Address: _____ e-mail: _____

Describe type of usage and if any special room or accommodation is needed:

Date requested: _____ Time: _____

Rooms requested: _____ Approx. # of Attendees: _____

Please remit: \$_____ with this confirmation. If your function lasts longer than the agreed upon time, the balance (based on \$50 per hour in ¼ hour segments) will be due at the close of the function.

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The use of HFA facilities: the building, grounds, recreational areas, parking lot, etc., requires a formal request made on this form for the Group Representative. All requests require prior approval and are granted at discretion of the HFA Director. There will be a representative of Hitchcock Academy on site during the time of usage.

A copy of the Hitchcock Academy's Rules and Regulations and Emergency Procedures is attached. The use of alcohol or tobacco on the premises or promoting political or religious activities is prohibited. The Group Representative is responsible for the proper supervision of its activities, unless arrangements for supervision are expressly provided for the HFA administration in advance. All Group Programs involving youths under age 18, shall have a minimum of 1:10 adult to child ratio, at the discretion of the Director, for supervision.

Any direct expenses required by a group using the facilities will be charged to that group at cost. For request outside normal Academy working hours, a fee of \$50 an hour will be assessed to help defray the cost of operating the facility.

As the Group Representative signing the application, I acknowledge the terms and conditions as stated above. I agree to abide by the rules and regulations of the Academy and have received a copy of those rules and regulations with the emergency procedures. I agree to hold harmless Hitchcock Free Academy and its employees in the event of property loss or personal injury.

Group Representative Signature: _____ Date: _____

FOR OFFICE USE ONLY Approved by: _____ date: _____ HFA Staff Working: _____



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RULES AND REGULATIONS

Hitchcock Academy is available to the people of Brimfield, Holland, Wales, Sturbridge and other towns for social, educational, cultural and recreational activities, subject to the following rules:

1. Use of the facilities requires the expressed written permission of the Director. For private parties using the facility, the fee is \$50 per hour. You must calculate setup and cleanup time within this time.
2. The Charles Athletic Field is open from dawn to dusk.
3. In case of inclement/unsafe weather conditions, HFA is closed at discretion of the Director. Cancellations are put on Hitchcock's answering machine.
4. The group leader must contact the Director as soon as possible to cancel a reservation.
5. By court decree or vote of the Trustees, each of the following is enforced:
 - a. No political or religious activities may be promoted.
 - b. Hitchcock may not be used for personal profit.
 - c. No illegal gambling is allowed on the premises.
 - d. No smoking, no alcoholic beverages or illegal substances are allowed on the premises, including the Charles Athletic Field and the parking lot.
 - e. No equipment may be removed from the premises.
6. Kitchen facilities are available for coffee or tea. The kitchen is not a Board of Health approved kitchen for serving food to the public. All Board of Health regulations will be enforced when serving the public. All dishware must be disposable. Groups using the kitchen are responsible for keeping it clean.
7. Limited storage space is available to organizations with permission of the Director. All food must be stored in airtight containers. Items not put away properly will be discarded at the discretion of the Director.
8. All groups must stay in their assigned area of the building and display respect for others using the facility.
9. Youth groups may meet only under adult supervision, with a minimum of 1 adult to 10 students. Those adults must ensure that **student participants are to be escorted directly to and picked up from the program leaders. Students should not be dropped off or leave unescorted.**
10. All groups are expected to leave the building as they find it. Rearrangements of furniture are the responsibility of the group unless other arrangements have been made in advance of the meeting. Please report any concerns to the staff.
11. Group leaders are required to report **ATTENDANCE** to the HFA staff or post attendance via a message on the bulletin board. This is required for our IRS annual reporting.
12. Hitchcock Academy is not responsible for personal injury or property loss in permitting the use of its facilities

Violations of these rules may mean that the use of the facility may be denied.

We hope you appreciate and enjoy the use of the facilities. Please contact the office with any questions.

Per Board of Trustees