

4/29/2019

Marblehead Public Schools Facility/Grounds Use Form

Marblehead Public Schools
9 Widger Road
Marblehead, MA 01945

Date: _____

Cc: _____

RENTAL FEES PAYABLE IN ADVANCE TO: "TOWN OF MARBLEHEAD"

(Please reference the requested facility name on the memo line of your check or money order)

The undersigned makes application on behalf of:
For use of (school/accommodation):
On (dates & times): Number of Sessions:
For the Following Purpose(s):
Equipment Use Requested: Appliances: <input type="checkbox"/> Audio-Visual/Tech: <input type="checkbox"/> Tools: <input type="checkbox"/> Description and number of units:
Equipment use charge: \$
Base Rate: \$ x (<u>1</u> units) x (Discount:) x hours or season(s) = Contract Total: \$_____ (Do not deduct security deposit)
Additional Requirements: Custodial Fee: <input type="checkbox"/> \$_____ Police: <input type="checkbox"/> Fire Watch: <input type="checkbox"/> Other: <input type="checkbox"/> \$_____
ABSOLUTELY NO LATEX BALLOONS ALLOWED ON SCHOOL PROPERTY because of possible allergies!
Security Deposit (this check MUST accompany application and will be returned to you if no damage is incurred): \$500 Check #
Other Requirements: <input type="checkbox"/> Insurance Certificate, \$1,000,000/\$3,000,000 General Liability, naming Marblehead as an "Additional Insured."

It is expressly understood and agreed that the regulations of the School Committee are to be strictly complied with, and that the undersigned hereby assumes full responsibility for any damage to, or loss of, town property in consequence of such use of the accommodations described above, and engages to make the same good without expense to the Town. The undersigned further agrees to pay promptly such charges as may be made for the accommodations requested.

Name:	Phone:
Address:	
Signature(s):	
Application recommended by:	Date:
Application Approved by :	Date:

Marblehead Public Schools Regulations

- The School Committee authorizes the Superintendent to act as its agent to administer Committee policies. The Superintendent shall require of renters at their expense, such as policemen, firemen, special custodians or other assistants as he or she may deem necessary or expedient properly to safeguard the property and adequately service the building.
- The charges made shall be determined by the building space and facilities used and shall substantially meet the costs as determined from time to time by the Superintendent under School Committee Policy KF, EDC. Groups using any school facility, either with or without rental fees shall pay the cost of one or more custodians for whatever time is determined by the Superintendent.
- No charges shall be made for the following purposes, excepting that compensation of custodians, police, heat, light and water may be required.
 - Instruction of Marblehead Public School pupils, classes or clubs outside of regular school hours.
 - Meetings of teachers, pupils or other persons connected with or in the interests of the public schools, or school activities generally.
 - Meetings of school athletic teams or students' clubs under the supervision of the officers empowered thereby.
 - Conferences or lectures held by or under the direction of an officer of the Committee, director, head of department, principal or approved person or persons.
 - Parent/teacher organization or parent meetings held to discuss school interests or for the welfare of pupils and teachers or educational speakers and conferences and alumni meetings.
- Applications for the use of school property shall be made, on blanks provided therefore, at least ten days prior to the desired event. **Applications shall be made to the Superintendent of Schools, who shall collect all fees and shall transmit the same in proper form to the Town Treasurer.**
- Applicants shall be responsible for strictly enforcing the following conditions:
 - Soft soled shoes shall be worn by those using the gymnasiums for games.
 - Smoking is prohibited on school property.
 - The use of drugs and alcoholic beverage is strictly prohibited on school property.
 - Police service shall be provided by applicants as required by the agent of the School Committee.
 - Food and beverages are prohibited in the Performing Arts Center, any auditorium, stage area, gymnasiums and adjacent stairwells.

Marblehead Public Schools Facility/Grounds Use Form
**Marblehead School Committee Policy KF, Community Use of School Property, and
 Policy EDC, Authorized Use of School-Owned Materials**

School property may be used for such purposes as the School Committee may deem to be for the interest of the community, subject to such regulations of the State and Town by-laws, provided that such use shall not interfere or be inconsistent with the use of the same school purposes. The Superintendent of Schools is authorized to approve and arrange for scheduling the use of school facilities and grounds by applicants satisfying the above purposes and limitations. Any individual or organization requesting the use of school facilities for revenue producing purposes, at which the public is charged an admission fee, must make a **security deposit of \$500. This must be left with the Superintendent's office at the time the application is approved. This is not part of the rental fee.** The cost of any damages incurred to school property shall be deducted from this deposit with the balance returned. Any damages in excess of \$500 shall be borne by the individual or organization renting the facilities. The Superintendent is authorized to require an individual or organization to provide proof of liability insurance as part of the Community Use agreement. Administrative regulations and fees for rental of school property will be approved yearly by the Superintendent and published on the Rental of School Property form. **Effective July 1, 2019 and until further notice, the charges for the use of school property shall be as follows:**

	<u>Base Rate</u> (1 day/week)	<u>Seasonal Rate</u> (4 hour minimum) <u>up to 4 hours</u>	<u>Custodial Fee</u> <u>hours</u>	<u>Additional</u>
Performing Arts Center (MVMS)				
Performance	\$1,745/4hrs.*	-----	-----	\$174/hr.
Speaker or panel	\$ 453/4hrs.*	-----	-----	\$174/hr.
Rehearsals	\$ 226/4hrs.*	\$2,261/4hrs.*	-----	\$ 65/hr.
Tech fee : performance or dress rehearsal	\$ 387*	-----	-----	-----
Tech fee: speaker or panel	194*	-----	-----	-----
Band, Choral, Art rooms	129*	-----	-----	-----
Baby Grand Piano & tuning	129	-----	-----	-----
Concert Grand & tuning	323	-----	-----	-----
Damage Deposit (refundable)	500	-----	-----	-----
High School Auditorium				
Performance	\$1,099/4hrs.*	-----	-----	\$111/hr.
Speaker or panel	\$291/4hrs.*	-----	-----	\$65/hr.
Rehearsals	\$226/4hrs.*	\$2,261/4hrs.*	-----	\$65/hr.
Tech fee: performance or dress rehearsal	\$323/4hrs.	-----	-----	-----
Tech fee: speaker or panel	\$162*	-----	-----	-----
Piano & tuning	\$129	-----	-----	-----
Damage deposit (refundable)	\$500	-----	-----	-----
Cafeterias, classrooms, lecture rooms and elementary auditoriums:				
Major Event	\$387/4hrs.*	-----	\$39/hr/4 hour min.	-----
Meetings	\$ 97/4hrs.*	\$323/4hrs.*	\$39/hr/4 hour min.	-----
Gymnasiums or 1/3 field house:				
Category 1 (heavy use)	\$ 37/hr.*	-----	\$39/hr/4 hour min.	-----
Category 2 (light use)	\$ 29/hr.*	-----	\$39/hr/4 hour min.	-----
High School Field House:				
Category 1 (heavy use)	\$129/hr.*	-----	\$39/hr/4 hour min.	-----
Category 2 (light use)	\$ 104/hr.*	-----	\$39/hr/4 hour min.	-----
Fields:				
Major event (w/building access)	\$646/4hrs.*	-----	-----	\$39/hr.
Practice	\$ 53/4hrs.*	-----	-----	-----
Weekly: up to 20 players	\$323	-----	-----	-----
Additional players	\$ 15 ea.	-----	-----	-----

Equipment Use: A separate charge shall be arranged to cover the maintenance, repair or if necessary, replacement of school equipment used by private groups or organizations. This charge will be determined in advance of the program. Consumable products used in conjunction with any program must be provided by the group and cannot utilize school instructional supplies.

***Non-Profit/Civic Programming Rate Discounts:**

- A) 25% discount for §501(c)(3) non-profit organizations defined by the IRS as religious, educational, charitable, testing for public safety **or**
- B) 25% discount for **Marblehead** civic programs or civic groups defined by the IRS as civic leagues, social welfare organizations and local associations of employees **or**
- C) 25% discount for not for profit **Marblehead** groups