

Winchester Public Schools

40 Samoset Road

Winchester, MA 01890-3442

Phone (781) 721-7002 and Fax: (781) 721-0016

RENTAL AGREEMENT

PLEASE PRINT CLEARLY

Date of Request _____ Facility Requested _____

Room Requested _____ Date of Event _____

Time of Event _____

Purpose of Event _____

Name and address of organization: _____

Contact person _____ Email address: _____

Home Phone Number: _____ Cell Phone Number: _____

Is the majority of the organization's membership made up of Winchester residents? _____

Is the meeting open to the public? _____ Is admission charged? _____

If admission is charged, what use is to be made of the proceeds? _____

School equipment needed in addition to house lights? _____

Signature of person responsible: _____

Printed name and address of person responsible: _____

APPROVAL QUEUE

Rental approved and schedule inputted by Principal: _____ Date _____

Custodian schedule confirmed by Head Custodian: _____ Date _____

Director of Finance _____ Date _____

(PLEASE SEE PAGE 2 FOR RULES AND REGULATIONS)

RULES AND REGULATIONS FOR RENTAL OF FACILITIES
For the Winchester Public Schools
40 Samoset Road, Winchester, MA 01890-3442

PRIORITY OF USE: The policy of the Winchester School Committee is to encourage rental use at times that do not conflict with school activities. For one hour after the close of school, the facilities shall be reserved for school use.

Pursuant to the general laws of the Commonwealth of Massachusetts, it is a crime to participate in or organize hazing, or for a person at the scene of such a crime to fail to report the incident. Any person(s) requesting the use of a school building shall be responsible for notifying his/her organization of this law making the building principal immediately aware if such an offense occurred.

ADMISSION: If admission is charged it is necessary to obtain a license from the Board of Selectman for any theatrical exhibition, public show, public amusement or exhibition of any description. Notification must be made to the Selectman's office immediately. Whenever admission is charged, police and if applicable fire supervision shall be required at the expense of the lessee. Also, proper returns covering collection of Federal Tax on admissions should be made directly to Collector of Internal Revenue, Boston, MA.

CONDITION OF USE: School facilities shall be rented only to individuals or organizations that are financially responsible for all possible obligations. If the rental is approved, the user agrees to furnish at the user's expense, police/fire or other protection which the circumstances or the school committee/other town, state agencies may require and to reimburse the town/school department for any damage which may be done to the facility, equipment, or its contents. The possession or use of malt, alcoholic beverages, tobacco, or illegal drugs on school property is strictly prohibited. No use of building space will be permitted without the presence of a district employee. For example, groups will not be allowed in a building when it is closed and otherwise unoccupied. Use of special facilities such as kitchens, stages, and libraries will not be permitted without an employee present who regularly works in such an area. Alterations or substantial rearrangement of facilities and equipment will not be permitted. Parking will be in designated areas only and all life safety rules such as free access to fire exits will be maintained. Children must be properly supervised and no group will be admitted which does not have at least one adult present for each given number of children, depending on the activity. Children in very large groups or engaged in very active pursuits should have adequate adult supervision. If for any reason the facilities agreed upon are not made available, the district will not be held liable for any damages, direct or consequential. The renter shall not sublet the space to another organization. Use will be confined to the spaces or rooms' reserved and further use is strictly prohibited. Certain spaces/rooms should not be used by the public under any circumstances which include offices where pupil records are kept, shops, laboratories, and other areas of potential danger or location of valuable equipment. Each member of an adult group should sign a waiver of the right to make a claim against the district for any loss or injury before being permitted to participate. Failure to observe the aforementioned rules will result in suspension of the use of the privilege of renting for a certain period of time.

CUSTODIAL REQUIREMENTS: A school custodian shall be in attendance on all occasions when a school building is being rented. Custodial fees are a **minimum** of three hours per event at the hourly rate of \$33.00 except on Sundays at \$45.00 per hour. If more than one custodian is required for an event please indicate on the rental application which will result in additional charges. If a kitchen is being used for serving food, two (2) custodians will be assigned and a paid kitchen supervisor must be present.

UTILITY CHARGE: Applicable charges will be assessed for energy fees (heating, lights, cooling, electrical) for every rental.

CANCELLATION FEE: Cancellation of an event must be made one week prior otherwise \$ 75.00 will be charged.

As an authorized and responsible representative of the user organization, I hereby understand and agree to the above rules.

Print Name: _____ Date: _____

Signature: _____ Title: _____

Name of Organization: _____

(See reverse side for rules and regulations)

COMMUNITY USE OF SCHOOL FACILITIES

It shall be the policy of the School Committee to encourage the community use of facilities where such use does not conflict with school activities.

Priority of Use Priority shall be given in the use of school facilities to all school related activities. School facilities shall be made available for other activities in the following order of priority: Official town activities; Parent-faculty association groups and groups sponsored by them; Boy and Girl Scout Troop activities, Cub Scout and Brownie Troop meetings and educational organizations; town recreation department activities; activities of local civic, fraternal, philanthropic, political, social, recreational and welfare organizations, whether or not such association is affiliated with a religious organization.

Rental of Facility The superintendent of schools shall be responsible for rental of school facilities in accordance with the following policy:

Preference for rental of school facilities shall be given to organizations, the majority of whose members are Winchester residents.

All requests for the rental of school facilities shall be in accordance with procedures established by the superintendent and with approval granted by the building principal before the facilities are used.

The superintendent shall reserve the right to renter to cancel the rental of such facilities. School facilities shall be rented only to individuals and organizations that are financially responsible for all possible obligations.

For one hour after the close of school the facilities shall be reserved for school use. If it will not interfere with the school program, a rental of the facility may be allowed during this time. A school custodian shall be in attendance on all occasions when a school building is rented. Damage to school facilities or equipment shall be repaired at the expense of the user.

Use of tobacco and tobacco products shall not be permitted on school property. The possession of, or the use of malt or alcoholic beverages on school property is prohibited.

No pupil activities shall be scheduled in school facilities on evenings preceding school days without the approval of the superintendent. Exception to this rule may be made at the secondary level at the discretion of the school principal for uses such as the following: Open House, Varsity-junior varsity-freshmen athletics, and Honor Society inductions. The facility and custodial services may be available without charge for parent-faculty associations, Boy Scouts, Girl Scouts, Cub Scouts, or Brownies. Whenever an admission fee is to be charged, the group planning the activity shall first secure a license for such use from the Board of Selectaen. Whenever an admission fee is charged, police supervision shall be required, and if it is deemed by the superintendent to be necessary, fire supervision may be required. All police and/or fire supervision, where necessary, shall be at the expense of the lessee.

Reasonable rental rates for use of school facilities will be open to negotiations for groups or individuals using the facilities for an extended period of time. Such rates will be agreed to by the renter and the school administration.

Rental fees Rental fees for the use of school facilities will include the operating costs of heat (or cooling), light, and power. The cost of custodial services shall be over and above the building rental fee. Evening rentals are based on actual use of four (4) hours. Beyond this period and/or after 11:00 pm, an additional charge will be made. If more than one custodian is required for an activity, this must be made known at the time an application is filed and will result in additional charges.

When stage lighting is used in the secondary schools by an individual or organization not directly connected to the school department, a qualified lighting technician, approved by the school department, shall be employed at an extra charge to the user.

Rental of building facilities does not include showers, lockers, or equipment, except by special arrangements and at optional additional charge. When the kitchen is being used for serving food, two custodians will be on duty and a paid kitchen supervisor will be present.

Cancellation fee If an event is cancelled within one week of the event, there will be a \$75 charge.

PLEASE NOTE: STATE LAW PROHIBITS SMOKING OR USE OF TOBACCO PRODUCTS ON SCHOOL PROPERTY.

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SCHOOL FACILITY COMMUNITY RENTAL CHARGES

Residents of Winchester who request space for community, social, civic or recreational sports.

HIGH SCHOOL:

Rates as of 09/01/07:

Auditorium	Evenings, Holidays	\$	88.00
	Weekends	\$	105.00
	Afternoon, School Days	\$	100.00
Classrooms or Cafeteria		\$	44.00
Kitchen		\$	62.00
Field House	Partial Use	\$	49.00
	Full Use	\$	78.00
	One Court	\$	17.00

MIDDLE SCHOOL:

Auditorium or Gym	Evenings, Holidays	\$	88.00
	Weekends	\$	105.00
	Afternoon, School Days	\$	100.00
Classrooms or Cafeteria		\$	44.00

ELEMENTARY SCHOOLS:

Auditorium/Gym	Evenings, Holidays	\$	39.00
	Weekends	\$	22.00
Classrooms/Cafeteria/Library		\$	34.00

CUSTODIAL FEES:

Monday thru Saturday (minimum of 3 hours as per contract)	\$	33.00/HR
Sundays and Holidays (minimum of 3 hours as per contract)	\$	45.00/HR

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SCHOOL FACILITY NON-PROFIT RENTAL CHARGES

HIGH SCHOOL:

Rates as of 09/01/07:

Auditorium	Evenings, Holidays	\$	170.00
	Weekends	\$	210.00
	Afternoon, School Days	\$	100.00
Classrooms or Cafeteria Kitchen		\$	88.00
		\$	124.00
Field House	Partial Use	\$	105.00
	Full Use	\$	170.00

MIDDLE SCHOOL:

Auditorium or Gym	Evenings, Holidays	\$	170.00
	Weekends	\$	210.00
	Afternoon, School Days	\$	100.00
Classrooms or Cafeteria		\$	66.00

ELEMENTARY SCHOOLS:

Auditorium/Gym	Evenings, Holidays	\$	88.00
	Weekends	\$	134.00
Classrooms/Cafeteria/Library		\$	66.00

CUSTODIAL FEES:

Monday thru Saturday (minimum of 3 hours as per contract)	\$	33.00/ HR
Sundays and Holidays (minimum of 3 hours as per contract)	\$	45.00/HR

**WINCHESTER PUBLIC SCHOOLS
WINCHESTER, MASSACHUSETTS**

SCHOOL FACILITY COMMERCIAL RENTAL CHARGES

For profit use – Applicant is using space in his/her professional capacity or deriving income in such use:

		<u>Rates as of:</u> <u>9/1/07</u>
<u>HIGH SCHOOL</u>		
Auditorium	Evenings, holidays	\$ 419.00
	Weekends	\$ 526.00
	Afternoons, school days	\$ 246.00
Classrooms or Cafeteria, Open areas		\$ 215.00
Kitchen		\$ 301.00
Field House	(partial use)	\$ 264.00
	(full use)	\$ 421.00
<u>MIDDLE SCHOOL</u>		
Auditorium or Gym	Evenings, holidays	\$ 265.00
	Weekends	\$ 380.00
	Afternoon, school days	\$ 176.00
Classrooms or Cafeteria		\$ 176.00
<u>ELEMENTARY SCHOOLS (includes Parkhurst & Mystic)</u>		
Auditorium or Gym	Evenings, holidays	\$ 215.00
	Weekends	\$ 331.00
Classrooms		\$ 176.00
CUSTODIAL FEES		
All times except Sundays and holidays (minimum 3 hours)		\$ 33/hr
Sundays and holidays (minimum 3 hours)		\$ 45/hr

Please see rules and regulations for further information.

Requests for use of a School Department facility should be completed in duplicate and submitted directly to building Principal.

Rental charges listed above are for a 4 hour minimum time period.