

APPLICATION FOR USE OF SCHOOL FACILITIES / EQUIPMENT

(Please read the attached Conditions of Rental, initial all pages and return with signed application.)

DIRECTIONS TO APPLICANT: Complete and submit application to the Superintendent of Schools. The Superintendent's signature on the original copy ultimately constitutes a contract for the applicant's use of facilities or equipment as specified below.

Organization _____ Group Type I, II, III or IV (see Conditions of Rental) _____

Address _____ City _____ State _____ Zip _____

Applicant's Name _____ Phone _____ Email _____

Which School: Morris _____ LMMHS _____

Facilities Requested: Theater _____ Lobby _____ Green Room _____ Cafeteria _____ Kitchen _____ Gym _____
Classrooms _____ Library _____ Fields (which) _____ Other _____

Type of Activity/Event Planned: _____

Additional Equipment Needed Provided by School _____

Prep Date _____ Time _____ Event Start Date _____ Time _____

Event End Date _____ Time _____ Clean Up Date _____ Time _____

Use on additional or alternate dates requires additional Superintendent approval.

Comments: _____

Organization Attendance _____ Estimated Public Attendance _____ Police/EMT Required _____

PLEASE READ CAREFULLY: On behalf of the above organization, I hereby certify that I have read and understand the Condition of Rental attached to this application. I agree to provide adequate adult supervision at all times during the use of facility. I will assume responsibility for all fees, charges, and damage and/or personal injury claims resulting from such use of facilities.

Applicant Signature: _____ Date: _____

Non-discrimination and equal opportunity are the policy of the Lenox Public Schools in all of its educational programs, activities, and employment practices. No person shall be discriminated against or excluded from participation or workplace advancement on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, limited English proficiency, housing status, or disability.

(This section to be completed by School Administration.)

Buildings:

1. Principal sign-off of building where request is made: _____ Date: _____

2. Athletic Director sign-off for LMMHS Fields or Gym: _____ Date: _____

Central Office:

3. Rental Fee: \$ _____ Certificate of Insurance Required? Y/N _____ Copy of 501(c)3 Required? Y/N _____

4. Fees: Custodial \$40/hour: _____ Cafeteria: _____

5. Theater Manager \$30/hour; Theater Technician(s) \$15/hour: _____ Cert'd Crowd Mgr _____

6. Approval of Superintendent of Schools: _____ Date: _____

7. Applicant Informed of charges via Call/Email/Mail: _____

Distribution of Copies: _____ Applicant _____ Principal _____ Custodian _____ Athletic Director
_____ Theater Manager _____ Food Services Manager

CONDITIONS OF RENTAL

1. Upon approval, a copy of this form will be returned to the applicant. It is your use permit. School personnel must deny use of the facility unless a properly approved copy of the application is shown at the time of use.
2. Users in Group II, III and IV must submit a Certificate of Insurance Liability, with a single limit liability of \$1,000,000.00 for both injury and property damage, naming the Lenox Public Schools and the Town of Lenox as Additional Insureds. Users in Group I must submit a certificate only upon specific request by the Superintendent of Schools. Certificates must contain policy number, company, expiration date and type of coverage.
3. Rental fee and services charges will be billed by the Superintendent's office immediately after use, unless the Superintendent of Schools requests that the rental fee be paid upon approval of the use of facilities application. In this case, 50% of the rental fee will be considered a non-refundable deposit.
4. Unless specifically exempted by the Superintendent of Schools, at least one school custodian must be on duty during the entire period of use (including preparation and clean-up) but may simultaneously perform routine work for the school. Kitchen personnel and theater manager/technician must be on duty if these facilities are to be used. Users may not negotiate with or pay school personnel for any services rendered.
5. Smoking and alcoholic beverages are prohibited throughout the buildings and grounds. Users must enforce this regulation without exception.
6. Tickets may not be sold in excess of the approved capacity of the facility reserved nor may admission be granted in excess of the approved capacity.
7. Groups must confine themselves to the areas, dates and times approved in the application.
8. Use of this tax-supported facility is welcomed as long as users provide appropriate levels of supervision of adults and minors for approved use. Users will be charged costs plus labor for damages to school property.
9. If requested by the Superintendent of Schools, organizations using school facilities for events open to the general public must arrange for one or more police officers and/or an EMT to be on duty during the rental period, at the organization's own cost.
10. Anyone using athletic fields should return items to original areas and clean up grounds after the event or be subject to a charge for custodians.
11. Approximately 180 parking spaces are available. When parking lot is full, organization shall advise patrons to seek legal parking elsewhere. Absolutely no parking shall be allowed in the fire lane; on the side of, or behind, the theatre; or on, or adjacent to, the fields.
12. As required by state law and regulations, when occupant load exceeds 300, an announcement shall be made prior to the event in conformity with Massachusetts Comprehensive Fire Safety Code 20.1.5.8.3 concerning the location of emergency exits.

Initials: _____ date: _____

CONDITIONS OF RENTAL
(Continued)

The following four groups of eligible users have been established and are subject to approval and designation by the Superintendent of Schools:

- I. Town Department Related: Town Department is defined as a department, committee, or commission that is subject to appropriation by Town Meeting or exists as a requirement of state statute. An extension of this includes organizations, which are independent from the government structure, but are integral to the function or operation of the Town.

Lenox Students: Any certified nonprofit program or activity serving Lenox students.

Recognized Parent Groups: Parents who formally organize as a Parent Teacher Association, Partners in Education, Parent Teacher Organization or Parent Teacher Student Organization with or without the acronym in their title will be treated as a Town Department. Although these groups may or may not be nonprofit organizations, formed by parents, and independent of public schools and controlled by schools, school districts, and school employees their mission is to support and fund enrichment and curriculum standards for the classroom students attending the Lenox Public Schools. Typically, there is one recognized parent organization per school. This definition includes the LMMHS booster clubs, the Lenox Education Foundation, or other similar formally organized groups who are broad based in their support of students attending the Lenox Public Schools. Parent Groups that form for a specific and narrow purpose to support a specific extracurricular activity in which a student participates (e.g., performing arts or sports) where the majority of the funds are used to support only that specific extracurricular activity would also be included in this definition provided there is a pre-existing student organization recognized by the Principal.

- II. Registered Public Charities: A registered public charity is an organization exempt under IRS Code §§501(c) (3) or 501(c) (4) and has registered with the Division of Public Charities under the Attorney General's Office. Non-profit groups operating a one-time fund-raising event for the benefit of the Lenox Public Schools or citizens of Lenox with a Certificate of Solicitation from the Division of Public Charities will be charged as a Registered Public Charity for that single event.

- III. A. Community Groups and Activities: Any youth group, community, or recreational activities sponsored by a non-profit Lenox organization or group deemed by the Committee for the welfare of the community. Non-profit groups operating a one-time fund-raising event for the benefit of the Lenox Public Schools or citizens of Lenox with a Certificate of Solicitation from the Division of Public Charities will be charged as a Registered Public Charity for that single event.

B. For-Profit Groups offering Contribution to or benefiting the Lenox Public Schools: Any group, community, or recreational activities sponsored by a for-profit organization or group which through its use of the district's facilities will contribute to or benefit the Lenox Public Schools.

- IV. Commercial - Rental Fee and Labor Charge or Negotiated Lease: Any society, organization or individuals desiring to rent a school facility for fund-raising purposes of a non-charitable nature, or who use the facility for their own public recreational or entertainment purposes will be charged according to the current schedule or a lease arrangement will be made.

Initials: _____ date: _____

RENTAL FEES FOR NON-SCHOOL BUILDING USE

SPACE	CAPACITY	GROUP I Town Departments, Parks and Rec., Lenox students and recognized Parent Groups	GROUP II Registered Public Charities / 501(c)3	GROUP III Non-Profits, Community Groups & Activities	GROUP IV Commercial Business Private	Recurring Event
Morris Classroom	25	0	10.00	20.00	20.00	5.00 per
Morris Library	75	0	50.00	75.00	75.00	25.00 per
Morris Cafeteria	200 with chairs 150 with tables	0	50.00	150.00	150.00	25.00 per
Morris Gym	200	0	75.00	175.00	175.00	40.00 per
Morris Athletic Field	n/a	0	35.00	75.00	75.00	20.00 per
LMMHS Classroom	25	0	15.00	30.00	30.00	7.00 per
LMMHS Library	30	0	50.00	75.00	75.00	25.00 per
LMMHS Cafeteria	300 with chairs 190 with tables	0	50.00	150.00	150.00	25.00 per
LMMHS Gym	500	0	75.00	175.00	175.00	40.00 per
LMMHS Athletic Fields	n/a	0	50.00	225.00	225.00	25.00 per
Duffin Theater	500	0	200.00	400.00	750.00	At least 1/2 fee per

SERVICE CHARGES

Custodial Coverage: \$40.00 per hour per custodian
 Theater Manager: \$30.00 per hour
 Theater Technicians: \$15.00 per hour per technician
 Director of Food Services: \$30.00 per hour
 Cafeteria Staff: \$25.00 per hour
 Certified Crowd Mgr. \$15.00 per hour

Initials: _____ date: _____