

Ashburnham/Westminster Regional School District
BUILDING and FIELD USE FORM

Name of Organization: _____

Contact Person: _____ Contact Number: _____

Address: _____

E-Mail Address: _____

Purpose: _____ Is this a non-profit organization: Y N

Activity Date: ____ / ____ / ____ Day of Week: _____ Time: _____ to _____

Prior Access Required: ____ / ____ / ____ Day of Week: _____ Time: _____ to _____

School Requested: Oakmont Regional High School Overlook Middle School
John R. Briggs Elementary Westminster Elementary School Meetinghouse School

USER CATEGORIES

In order to allow for the rational prioritization of uses, and the fees therefore, the following categories will be established:

TIER 1

- ✓ Use by (1) municipal agencies or (2) programs operated by non-profit organizations for the benefit of Ashburnham-Westminster Regional School District or its students.
- ✓ Use by other non-profit tax-exempt organizations located in Ashburnham or Westminster, for non-commercial purposes, whose membership is composed primarily of Ashburnham-Westminster residents.
- ✓ Use by other non-profit tax-exempt organizations, for non-commercial purposes.

Verification that an applicant organization is a bonafide non-profit organization with tax-exempt 501 (3) status may be required at the time of application.

TIER 2

- ✓ All other uses. (As determined by the Superintendent of Schools and/or the Director of Facilities)

CUSTODIAL SERVICE: All users, regardless of category, will be required to reimburse the Ashburnham-Westminster Regional School District for any additional expenses incurred for custodial services. When the building is open, the Superintendent of Schools, or his/her designee shall determine if additional custodial staff is required. All groups shall be charged the actual rate of pay for additional custodian(s) assigned to work.

- ✓ When the building is closed, all groups shall be charged the actual rate of pay for custodian(s) assigned to work.
- ✓ All groups using the multi-purpose field shall be charged the actual rate of pay for custodian(s) assigned to work.
- ✓ Any set-up time needed/required will be charge accordingly.
- ✓ In addition to actual hours of usage, groups shall be charged for any time needed for clean-up of area(s) after the group has departed.

100% NO TOLERANCE ZONE FOR ALCOHOL, TOBACCO OR DRUGS

Use of any of these products within the school buildings, the school facilities, on the school grounds or on school buses by any individual, including school personnel is prohibited.

AED LOCATIONS

Oakmont: Outside Nurse's Office / Gymnasium
Westminster Elementary: Lobby by Cafeteria/
Outside Nurse's Office

John R. Briggs Elementary: Front Lobby/Outside Nurse's Office
Overlook Middle School & Meetinghouse School: Front Lobby/
Gymnasium

BUILDING USE FEES ~ TIER 2

Required Staff (Tier 1 & 2)

1 Week Notice is Required

	Hourly Rate		# of Staff		# of Hours		Total
Custodian	\$40 (week)	X		X		=	\$
Custodian	\$55 (weekend)	X		X		=	\$
*AV Tech (required)	\$20	X		X		=	\$

	MHS Hourly Rate	WES Hourly Rate	JRB Hourly Rate	OMS Hourly Rate		# of Hours		Total
Classroom	\$10	\$10	\$10	\$10	X		=	\$
Cafeteria	\$25	\$25	\$25	\$25	X		=	\$
Gym	\$25	\$25	\$25	\$30	X		=	\$
Library	\$15	\$15	\$15	\$15	X		=	\$
Team Room				\$30	X		=	\$
School Field			\$15	\$15	X		=	\$

Oakmont Regional High School/Fields

Location	Hourly Rate		# of Hours		Total	Notes/Comments
Classroom	\$10	X		=	\$	(i.e. - # chairs / specific set-up)
von Deck Lecture Hall	\$15	X		=	\$	
Webber Conf Room	\$10	X		=	\$	
Cafeteria	\$25	X		=	\$	
Old Gym	\$25	X		=	\$	
Auditorium*	\$40	X		=	\$	
New Gym	\$30	X		=	\$	
Locker Room	\$10	X		=	\$	
Library	\$20	X		=	\$	
Turf	\$35	X		=	\$	
Lights	\$25	X		=	\$	
Baseball Field	\$15	X		=	\$	
Track	\$15	X		=	\$	
Summer Camps	\$100	X	Per day	=	\$	
Chair/Table	\$1 each	X	Per day	=	\$	

Additional Set-Up Requests

	Hourly Rate		# of Hours		Total	Notes/Comments
TV/VCR	\$10	X		=	\$	(i.e. - # chairs / specific set-up)
Mic./Sound System	\$15	X		=	\$	
AV/Computer/Video *	\$20	X		=	\$	

Sponsor's Signature / Date _____ / _____

Approved by School Principal / Date _____ / _____

Head Custodian / Date _____ / _____

****Total Charges \$** _____ **** Subject to change due to additional coverage**

One Copy To: _____ Principal/Designee _____ Organization _____ Head Custodian _____ Supt. Office _____ Tech Dept.

BUILDING USE REQUEST FORM

Insurance Requirements

1. If the rental applicant is an individual, then they shall supply a Certificate of Insurance from their homeowners or rental agent/carrier naming the Ashburnham-Westminster Regional School District, the members of the school committee and its administrators, staff and employees as additional named insured.
2. If the rental applicant is a not-for-profit corporation, business corporation, or unincorporated association of any kind, then it must provide a Certificate of Insurance naming the Ashburnham-Westminster Regional School District, the members of the school committee and its administrators, staff and employees as additional named insured evidencing the following coverage and limits.
 - a. Commercial General Liability Insurance including accepted contractual liability endorsements, with limits of liability of at least \$2,000,000 each occurrence Combined Single Limit, for Bodily Injury and Property Damage with a \$2,000,000 annual aggregate.
 - b. Personal Liability with limits of at least \$1,000,000 each occurrence, for Bodily Injury and Property Damage.
 - c. (If applicable) Professional Errors and Omission Liability Insurance including accepted contractual liability endorsements with limits of liability of at least \$1,000,000 each occurrence.
 - d. (If applicable) Worker's Compensation and Occupational Disease Coverage in full compliance with the federal and state laws and covering the applicant's employees engaged in the performance of any work for applicant on school property.
3. No person or entity shall be allowed to rent or otherwise use school property unless they provide Certificates of Insurance containing the foregoing information.
4. If applicable, all binders, certificates or policies of the foregoing coverages shall specifically designate by name the user's contractors and their sub-contractors. These required coverages shall be companies licensed to do business in Massachusetts. All binders, certificates or policies of the foregoing coverages shall specifically designate the following as an additional insured.