

METHUEN PUBLIC SCHOOLS

DONALD P. TIMONY (DPT) Auditorium
COMPREHENSIVE GRAMMAR SCHOOL (CGS) Auditorium
MARSH GRAMMAR SCHOOL (MGS) Auditorium

Rental Agreement Regulations 2015-2016

Regulations and policies outlined here apply to all organizations and parties wishing to use the Auditorium at the Donald P. Timony, Comprehensive Grammar and Marsh Grammar Schools. Applicants for the use of any facility are strongly recommended to read and understand the conditions under which they will use the facility and for which they will be held accountable.

Parties wishing to reserve any of the Auditoriums are to contact the Facility Coordinator between the hours of 7AM and 2:30PM Monday through Friday at 978-722-6040, ext. 2610.

Applicant Responsibilities

- The applicant organization will ensure that only the spaces specifically reserved will be used, and the times designated will be observed as indicated on the application.
- Comprehensive adult supervision of the facilities will be provided at all times on site by the applicant organization. At no time will building custodians be responsible for the supervision of participants before, during, or after the event.
- The applicant organization shall be held financially responsible for any and all property loss or damage to the facility in any way. (See deposit requirements.) Appropriate school department personnel will determine the cost of repairs and/or replacement.
- Event reservations will be considered tentative until confirmed in writing by the school department's designee. The school department reserves the right to cancel any event reservation in its sole discretion.
- Any applicant organization wishing to preview, measure, or otherwise view the facility must have permission from the school department's supervisory designee.
- Applicant organizations must have fully paid for all event costs before future considerations are given or reservations accepted.
- Applicant organizations will be responsible for arranging and paying for appropriate safety coverage – including, but not limited to, police and fire department personnel- and provide proof to the school department supervisor that such arrangements have been made. In addition, the applicant organization must secure an amusement/entertainment license from the City of Methuen as required by city ordinance.

- Applicant organization will provide evidence of appropriate liability coverage for all performers and audience members. A Certificate of Insurance naming the school department as Additional Insured shall be provided to the facilities supervisor. The applicant organization agrees to indemnify and hold harmless the school department for any and all suits, causes of action, damages (including attorney's fees) and litigation costs arising from any cause of action related to the applicant organization's use of the property.

Time Considerations

- Usually, no outside events will be considered during normal school operating hours – 7 AM to 3:30 PM within the school year. Exceptions will be considered for approval on an individual basis by the school district administration. Weekday rentals (Monday - Thursday) shall not extend beyond 10:00PM.
- Facilities must be cleared thirty (30) minutes prior to the closing of the building, unless prior permission is given and approved in writing. Applicant organization will be charged for use, cleanup, and securing the facility before, during, and after the event.
- There is a four (4) hour minimum charge per event, with an hourly rate charged beyond the initial four hours. Exceptions may be considered during the weekdays (Monday-Friday) with written approval from the Facilities Coordinator.

Event Cancellation

- Written requests to cancel an event must be received at least forty-eight (48) hours in advance of the event's scheduled opening. Failure to cancel could obligate the applicant organization to forfeit deposits and / or pay any expense obligations incurred by the school department. If an event needs to be cancelled outside of normal business hours (Monday-Friday, 7Am-2:30PM) the applicant needs to contact the Facilities Director, Bruce Stella at 978-375-3548.
- Event cancellations may be ordered by the school department in the event that such action is deemed necessary or in the best interests of the Methuen Public Schools. These may include postponement of school events, public health and safety, or a determination made by the Methuen Police or Fire Departments. Notice will be given to the applicant organization as far in advance as possible.
- The school department, at its sole discretion, reserves the right to cancel an event due to inclement weather or unforeseen circumstances.

Safety and Conduct

- Applicant organizations renting the Grammar School Auditoriums will be expected to observe all state and local laws and safety regulations at all times within the building, including but not limited to nondiscrimination laws, and health and safety laws.
- Use of alcoholic beverages, drugs, tobacco products is strictly prohibited on all school department property.
- At no time will any refreshments – food or beverages – be sold, brought into, or consumed in the Auditoriums, or their adjacent areas. Licenses for refreshments to be sold and

consumed in approved areas of the building must be made to the City of Methuen, and evidence provided that such license has been granted.

- Profane language and / or confrontational or illegal behaviors will result in immediate expulsion from the building, and future prohibition for the applicant organization.
- Please be advised that the Auditorium Lobbies and Hallways are equipped with surveillance cameras.

Custodial, Supervisory, and Technical Care

- Proper custodial service being essential to the maintenance of the facilities, the applicant organization will agree to the assignment of continuous custodial duty throughout the agreed upon duration of the event. The school department's designated supervisor will determine the number of custodians on duty (1 for every 275 attendees), reflecting the size of the event, the day of the week, and the number of spaces used. Furniture / equipment setups may require additional custodial staff. The applicant organization agrees to compensate the school department for use of the custodial staff as outlined in the schedule below.
- A representative of the applicant organization and a custodian will conduct a "walk through" of the facility in advance of the event to determine any preexisting conditions for which the organization will or will not be held accountable.
- There is an additional 1 hour charge for a custodian to cover a half (½) hour before and a half (½) hour after the event.

General Rental Guidelines

- School or school department events will receive priority scheduling above outside or private organizations.
- No rental agreements for school facilities will be made to any organization or individual under the age of twenty-one (21).
- No rental agreements may be transferred to any individual or organization other than the original applicant(s). Any attempts to circumvent this guideline will result in immediate cancellation of the event's reservation.
- The school department reserves the right to waive or adjust rental fees at its discretion. The length and frequency of the rental contract will be considered.

Payment Procedures:

Deposit:

A non-refundable deposit of \$250.00 and a security/damage deposit of \$250.00 (2 separate checks) must be paid by the applicant at the time the application is approved by the district. The \$ 250.00 security/damage deposit will be mailed back to the applicant upon successful inspection of the facility after the event is concluded.

An invoice will be generated for that event and payment must be made in full 5 business days prior to the rental date. Any charges incurred beyond the invoice will be billed to the applicant immediately following the event.

Please send all payments to the Methuen High School, Fine Arts Dept., 1 Ranger Road, Methuen MA 01844. All checks should be made payable to the Methuen Public Schools. Should the event be cancelled by the school district, the deposits will be returned to the applicant organization.

SCHEDULE OF RENTAL RATES AND FEES

Organizations not associated with the Methuen Public Schools

| Space | DPT/MARSH/CGS |
|---|-------------------------------------|
| DPT- seats 396 Marsh -seats 400 CGS- seats 250 Includes dressing room, technical staff, and 2 student ushers(if available) | \$175.00 per hour No |
| Additional rooms (each) (This excludes the field house and /or any athletic facilities—those must be reserved separately by the Athletic Dpt.) | \$ 40 per hour |
| Custodial Staff | \$ 50 per hour per custodian |
| Piano | \$100 per event** |
| Video / AV Projection (Operator required) | \$ 25 per event |
| Follow Spot rental | NA |
| <p><i>** The piano is tuned regularly by the Music Department. Arrangements will be made for additional tunings if requested, and the requesting organization will be charged \$125 additionally.</i></p> | |

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Rental Agreement

Please complete all of this form. Fire, Police Services, and Certificates of Insurance, and City of Methuen Licenses must accompany this agreement for it to be considered complete for processing and approval.

Name of Application Organization: _____

Contact Person: _____ Application Date: _____

Contact Phone Number: _____

Contact Email: _____

Signature of Authorized Organization Representative: _____

Date(s) and times of event(s), including rehearsals:

Equipment / personnel required:

- | | |
|--------------------------------|-----------------------------|
| _____ Sound System | _____ Tech Staff |
| _____ Piano | _____ Special Custodial |
| _____ Dressing Rooms | _____ Tables |
| _____ Additional warm-up rooms | _____ Chairs |
| _____ How many? | _____ Planning/Consultation |
| _____ Stage Lighting | _____ Other* |

*Please specify any additional event requirements:

Anticipated attendance:

Participants: _____

Audience: _____

On behalf of the applicant organization, I have read, understand and agree to the terms and conditions of the Rental Agreement Regulations set forth above. I have the authority to bind the applicant organization by my signature.

Signature of Applicant Organization Representative

Date: _____

Signature of Authorized School Department

Representative

Date Received: _____ Date Approved: _____