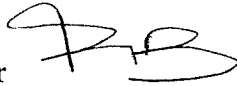


MILLBURY PUBLIC SCHOOLS
12 Martin Street
Millbury, Massachusetts 01527



RICHARD G. BEDARD, JR.
Business Manager
Tel: (508) 865-9501
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TO: Outside Organizations that Rent Millbury's Facilities or Fields

FROM: Richard G. Bedard, Jr. 
School Business Manager

DATE: July 21, 2016

SUBJECT: Millbury Public Schools' Facilities (KF) and Field Use (KFC) Policy Revisions

Thank you for your continued use of the Millbury Public School's property.

I have enclosed the revised Facilities Use (KF) and Field Use (KFC) School Committee Policies that were approved at the June 22, 2016 School Committee meeting. The revisions were recommended by the Business Office, the Athletic Director, and the high school music director before the School Committee's approval.

The Facilities Use Policy was last revised on December 9, 2009 and the Field use Policy was last revised on March 1, 2007. The new rental rates are based on the comparison of surrounding communities' rental rates and the increased costs we have realized since the last policy revision.

Other than the rates changes, we have now included policy language for the following:

- Cost of rubbish removal if renting organization does not clean-up
- Late payment fees
- Language regarding alcohol and tobacco product advertisement
- Specific auditorium language as to what equipment is part of the rental agreement
- Additional Certificate of Insurance language
- School Committee's right to cancel any permission language

The revised policy and new rates go into effect on July 1, 2016. The policies, field and building use forms, and this letter may be found on the schools' website under "Business/Finance" then "Community Information".

Thank you for your continued support. If you have any questions, do not hesitate to contact me at the Business Office or by calling 508-865-9501.

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