

COMMUNITY USE OF SCHOOL GROUNDS AND FACILITIES

The use of school grounds and facilities by the community shall be permitted and encouraged when such uses do not interfere with the school program or violate other provisions of School Committee Policy. The parties using school grounds and facilities shall be responsible for the conduct of the people whom they admit and for any infraction of the rules and shall pay the cost of any damage caused by them or their patrons during the period of their use of the building.

Users of school facilities must observe the following rules and regulations:

1. The organization granted use of the building shall be responsible for any and all damages done to the building or contents during the period covered by the application. Adequate adult supervision must be provided at all times.
2. The user must submit a \$100 "Bond" (check or money order, made payable to the Middleborough Public Schools) at the time of application. This sum will be refunded if the area is left clean, neat and undamaged.
3. The use of the building is confined to the area of facilities stipulated in the application. All other areas of the building are strictly out of bounds.
4. The School Department is relieved of any liability. All groups must sign and return to the Central Office an Indemnity/Insurance Agreement.
5. Access to the school building will not be granted unless a custodian is present. The custodian must remain on duty during the entire period covered by the application unless signed off by the building principal. If the custodian has been signed off and additional cleaning is required by the custodial staff, the group renting the facility will be charged for this cleaning.
6. The person signing the application for use of a gymnasium is held responsible for providing adequate adult supervision to insure the proper use of facilities such as locker rooms, shower rooms, gymnasium floor and all areas covered by the application. No person is to be allowed on the gymnasium floor with hard sole or other shoes that mark the floor.
7. School personnel requesting use of facilities may be given special consideration and/or exempt from these regulations.
8. There shall be NO SMOKING, VAPING, OR ALCOHOL ON SCHOOL PREMISES.
9. No food or beverages may be served indoors in places other than the cafeteria except by special permission of the principal.
10. Kitchen facilities may not be used unless a regular school cafeteria worker is present to supervise.
11. The renting group is responsible for securing and paying any police, security, or other EMT services required.
12. Conservation of heat, lights, and water must be a priority.

13. Use of equipment: Pianos may not be moved to a different level except by professional movers, after obtaining prior approval. Stage scenery or equipment may neither be brought in nor removed without prior approval. Microphones, gymnasium scoreboards and other special equipment must be requested in advance and operated only by the person designated by the principal. Materials considered by school authorities to be a safety or fire hazard are not permitted.
14. Parking of vehicles is the responsibility of the renter, and must be handled so that driveways are not obstructed for use of other vehicles or fire department apparatus. **Driveways must be kept clear at all times.** If necessary, additional police may be hired at the renter's cost, to enforce the regulations. Illegally parked cars will be towed at the owner's expense.
15. The organization granted the use of the building must adhere strictly to the time limits on the application. A stay of even five minutes extra will cost the sponsoring organization one hour of overtime.
16. The sponsoring organization must present a signed copy of the "Application for Use of School Facilities" form to the custodian on duty. The custodians have been instructed not to allow anyone in the building without the signed form.
17. Failure to comply with the above regulations may result in loss of privileges to use the school facilities.

MIDDLEBOROUGH PUBLIC SCHOOLS

FEES FOR THE RENTAL OF SCHOOL FACILITIES

Due to the increasing cost and the need to maintain the school buildings, the following definitions apply in determining fees:

Group I – Middleborough Public Schools and the Town of Middleborough do not pay fees for the use of the buildings. However, depending on the nature of the activity, custodial, lighting, and kitchen supervisor fees may need to be paid.

Group II – Nonprofit community groups, for the sole benefit of the youth of Middleborough.

Group III – For profit community groups

Group IV – Nonprofit outside groups – 501 (c)(3) form required

Group V – For profit outside group

The renting group will pay by check or money order at the conclusion of any event upon receipt of an invoice. The checks should be made payable to Middleborough Public Schools for that amount due. In addition a 10% administrative fee will be added to all billings. The employee (s) on duty will submit a completed Extra Duty Work Form to the Office of the Superintendent. A check will be issued to the employee(s) for services rendered through the payroll department.

Use of School Department Fields

Rules and Regulations

1. First priority will be given to the school department for physical education and athletic activities. Organizations must wait for the conclusion of school events.
2. No defacement of any buildings or features on the fields.
3. No improper disposal of rubbish or refuse of any kind. Organizations are asked to please pick up any litter they have left behind.
4. Use of any field for purpose other than it was designed for is prohibited.
5. Use of obscene or profane language is prohibited.
6. Drunkenness, use, or possession of liquor or any alcoholic beverage is prohibited.
7. Power vehicles not allowed on any field areas.
8. At least one-half the participants must be Middleborough residents.

Space Rented	MPS or Municipal Group Class I		* Community Group - non profit Group Class II		* Community Group - for profit Group Class III		Outside Group - non profit 501 (c)(3) Form Required Group Class IV		Outside Group - For Profit Group Class V		Additional fees assessed for extraordinary custodial work and/or compliance with cleaning protocols	
	Hourly Rate	Minimum Charge	Hourly Rate	Minimum Charge	Hourly Rate	Minimum Charge	Hourly Rate	Minimum Charge	Hourly Rate	Minimum Charge	Hourly Rate	Minimum Charge
Maintenance Fee (in addition to rental fee)	No Charge	\$35.00	\$70.00		\$35.00	\$70.00	\$35.00	\$70.00	\$35.00	\$70.00	N/A	N/A
Administrative Fee	No Charge	10%	N/A		10%	N/A	10%	N/A	10%	N/A	N/A	N/A
Utility Fee	No Charge	No Charge	N/A		\$20.00	N/A	\$25.00	N/A	\$30.00	N/A	N/A	N/A
MECC, HBB, MKG, NMS, Other School Buildings												
Classrooms	No Charge	\$15.00	\$30.00		\$30.00	\$60.00	\$40.00	\$80.00	\$50.00	\$100.00	\$35.00	\$35.00
Cafeteria	No Charge	\$15.00	\$30.00		\$65.00	\$130.00	\$80.00	\$160.00	\$100.00	\$200.00	\$35.00	\$35.00
Gymnasiums	No Charge	\$15.00	\$30.00		\$75.00	\$150.00	\$100.00	\$200.00	\$125.00	\$250.00	\$35.00	\$35.00
Auditoriums	No Charge	\$25.00	\$50.00		\$100.00	\$200.00	\$100.00	\$200.00	\$125.00	\$250.00	\$35.00	\$35.00
Playing Fields (per field)*	No Charge	\$25.00	\$50.00		\$35.00	\$70.00	\$45.00	\$90.00	\$55.00	\$110.00	\$35.00	\$35.00
Pool	No Charge	\$50.00	\$100.00		\$100.00	\$200.00	\$150.00	\$300.00	\$175.00	\$350.00	\$35.00	\$35.00
MHS:												
Cafeteria	No Charge	\$20.00	\$40.00		\$75.00	\$150.00	\$90.00	\$180.00	\$110.00	\$220.00	\$35.00	\$35.00
Classrooms	No Charge	\$20.00	\$40.00		\$35.00	\$70.00	\$45.00	\$90.00	\$55.00	\$110.00	\$35.00	\$35.00
Auditorium	No Charge	\$50.00	\$100.00		\$150.00	\$300.00	\$175.00	\$350.00	\$200.00	\$400.00	\$35.00	\$35.00
Gymnasium	No Charge	\$50.00	\$100.00		\$150.00	\$300.00	\$175.00	\$350.00	\$200.00	\$400.00	\$35.00	\$35.00
Fitness Room	No Charge	\$50.00	\$100.00		\$75.00	\$150.00	\$100.00	\$200.00	\$125.00	\$250.00	\$35.00	\$35.00
Turf Stadium	No Charge	\$50.00	\$100.00		\$75.00	\$150.00	\$100.00	\$200.00	\$125.00	\$250.00	\$35.00	\$35.00
Field Lighting	No Charge	\$25.00	\$50.00		\$50.00	\$100.00	\$50.00	\$100.00	\$50.00	\$100.00	\$35.00	\$35.00
Grass Multipurpose Field	No Charge	\$35.00	\$70.00		\$45.00	\$90.00	\$55.00	\$110.00	\$65.00	\$130.00	\$35.00	\$35.00
Varsity Baseball Field	No Charge	\$45.00	\$90.00		\$55.00	\$110.00	\$65.00	\$130.00	\$75.00	\$150.00	\$35.00	\$35.00
JV Baseball Field	No Charge	\$35.00	\$70.00		\$45.00	\$90.00	\$55.00	\$110.00	\$65.00	\$130.00	\$35.00	\$35.00
Varsity Softball Field	No Charge	\$45.00	\$90.00		\$55.00	\$110.00	\$65.00	\$130.00	\$75.00	\$150.00	\$35.00	\$35.00
JV Softball Field	No Charge	\$35.00	\$70.00		\$45.00	\$90.00	\$55.00	\$110.00	\$65.00	\$130.00	\$35.00	\$35.00
Outdoor Track	No Charge	\$50.00	\$100.00		\$75.00	\$150.00	\$100.00	\$200.00	\$125.00	\$250.00	\$35.00	\$35.00
Tennis Court	No Charge	\$35.00	\$70.00		\$45.00	\$90.00	\$55.00	\$110.00	\$65.00	\$130.00	\$35.00	\$35.00
Indoor Concession	No Charge	\$25.00	\$50.00		\$50.00	\$100.00	\$50.00	\$100.00	\$50.00	\$100.00	\$35.00	\$35.00
Stadium Concession	No Charge	\$40.00	\$80.00		\$65.00	\$130.00	\$65.00	\$130.00	\$65.00	\$130.00	\$35.00	\$35.00

Middleborough Public School District Tech/AV Fees

Quantity	Item	Each	Each Add'l
	AV Technician	MA Minimum Wage	MA Minimum Wage
	Student Technician		
	Technician	\$35.00 p/hr	30.00p/hr
	Intercom	Each	Each Add'l
	Wired Intercom/Clearcom System (2 Headsets Included)	\$100.00	\$25.00
	Microphone		
	Wireless handheld or lavalier (clip on/over ear)	\$30.00	\$30.00
	Wired Microphone hand held	\$15.00	\$15.00
	Conference Style Meeting Microphone	\$25.00	N/A
	*Lighting System	Each	Each Add'l
	** Nichols Middle School	\$50.00	N/A
	** Middleborough High School Auditorium - Basic White Wash	\$150.00	N/A
	** Spotlight - Multicolor	\$100.00	\$100.00
	Sound	Each	Each Add'l
	** Digital Sound Board - MHS	\$150.00	N/A
	** Mackie Mixer 12 Channel - NMS	\$100.00	N/A
	Portable Sound (Mackie) Mixer - 6 channel	\$50.00	N/A
	Video	Each	Each Add'l
	**Screen Built in with Projector (Data/Video)	\$100.00	N/A
	Screens	Each	Each Add'l
	Portable Screen - Rear Projection 6x8'	\$75.00	N/A
	TV Lobby feed (Must submit file: powerpoint or video)	\$75.00	N/A
	Interactive Flatpanel Display (Classrooms)	Each	Each Add'l
	Interactive Flat Panle TV and computer	\$150.00	N/A
	Internet access, if needed. Hourly rate. (Guest User Network agreement required)	\$15.00	N/A
	Other AV/Technical Services	Each	Each Add'l
	Internet access - Network use of internet (includes one computer)	\$25.00	\$10.00
	(Guest User Network agreement required)		
	Projector (Data/Video)	\$100.00	N/A
	Computer for Data Projection system	\$50.00	N/A
	DVD Player	\$15.00	\$15.00
	Classroom Sounds Systems (MHS Only)	\$20.00	\$20.00
	** MPS TECHNICIAN REQUIRED FOR THESE ITEMS, even if you bring in your own tech to run it.		

Updated October 4, 2021

Middleborough Public School District Pool Fees

Quantity	Item	Each	Each Add'l
	Scoreboard & Timing System Operator	\$35.00 p/hr	\$35.00 p/hr
	Lane Lines	\$100.00	\$25.00
	Diving Board Use	\$30.00	\$30.00
	Starting Block Access	\$15.00	\$15.00
	** Daktronics Timing Console w/ Touchpads	\$150 p/lane	N/A
	** MPS OPERATOR REQUIRED FOR THESE ITEMS, even if you bring in your own operator to run it.		

Updated October 4, 2021

Middleborough High School Gym Fees

Quantity	Item	Each	Each Add'l
	Scoreboard & Operator**	\$35.00 p/hr	\$35.00 p/hr
	Batting Cage with Pitching Machine and L Screen**	\$100.00	\$25.00
	Wrestling Mats**	\$100.00	\$25.00
	** MPS OPERATOR MAY BE REQUIRED FOR THESE ITEMS		

Updated October 4, 2021

Middleborough Public School District Stadium Fees

Quantity	Item	Each	Each Add'l
	Scoreboard & Operator **	\$35.00 p/hr	\$35.00 p/hr
	Goals per pair	\$100.00	\$0.00
	Hurdles and/or High Jump Mats and Equipment **	\$200.00	\$50.00
	Press Box and or Roof Access**	\$100.00	\$25.00
	** MPS OPERATOR MAY BE REQUIRED FOR THESE ITEMS		

Updated October 4, 2021

Middleborough Public Schools
Middleborough, Massachusetts
Application For Use of School Facilities

Organization _____ Application Date: _____
School /Facility desired: _____
Date(s) of Use _____ Time of use: _____
Purpose of Rental _____
Will admission be charged? _____
Equipment Requested (public address system, projectors, V.C.R., lighting) _____

Note: Equipment may not be available. Setup/use of such equipment may result in additional charges.

Are there any special considerations of which school personnel need to be aware?

- a) Security _____
- b) Need for additional refuse containers _____
- c) Other _____

(Additional charges may result from special considerations.)

The signature below acknowledge receipt and acceptance of the rental policy of Middleborough Public Schools as the conditions of rental. The renting organization accepts the responsibility for the fulfillment of these policies.

Print Name: _____
Applicant's Signature: _____ Official Capacity _____
Mailing/Billing Address: _____
Telephone: _____ Cell#: _____
Email: _____

THE USER MUST SUBMIT \$100 "BOND" AT THE TIME OF APPLICATION (a check only made payable to Middleborough Public Schools). This sum will be refunded if the area is left clean, neat and undamaged.

DO NOT WRITE BELOW THIS LINE/ FOR SCHOOL DEPARTMENT USE ONLY

<u>Personnel Required</u>	<u>Facility Required</u>
Custodian @ \$ _____ per hour	Gymnasium _____ Field _____
Kitchen Supervisor @ \$ _____ per hour	Auditorium _____ Kitchen _____
Lighting/Sound supervisor @ \$ _____ per hour	Cafeteria _____ Pool _____
Gymnasium Supervisor @ \$ _____ per hour	Classroom _____
Other _____	

TOTAL FEE FOR PERSONNEL \$ _____ Total Rental For Facility \$ _____

Principal's Authorization of Availability: ____ Yes ____ No ____ Initials _____

\$100 "BOND" Received: ____ Yes ____ No ____ Date _____

Liability Waiver Received: ____ Yes ____ No ____ Date _____

Athletic Director's Authorization for Use of Fields: ____ Yes ____ No ____ Initials _____

Rental Charge Received: ____ Yes ____ No ____ Initials _____

Principal's Sign Off of Custodian: ____ Yes ____ No ____ Initials _____

Central Office Approval

Date

Middleborough Public Schools

Indemnity/Insurance Agreement to Use the Facilities of the Middleborough Public Schools

In consideration for being granted access to and the use of the property and facilities of the Middleborough Public School Department for the event described below.

Location: _____ Date(s) _____

Time: _____ Event _____

The _____ (Name of Organization) agrees to the following:

Address of Organization: _____

1. To indemnify and save harmless the Town of Middleborough and the Middleborough School Department, its agents, servants and employees from any and all claims for loss or damages of any nature or description, from any cause whatsoever excepting only claims for losses or damage resulting from the sole negligence of the town of Middleborough, the town of Middleborough School Department, its agents, servants and employees.
2. To provide evidence of the following insurance coverage:
 - a) Commercial General Liability
 1. \$1,000,000 Bodily Injury and Property Damage combined
 2. \$2,000,000 General Aggregate applicable to the School Department premises
 3. \$1,000,000/aggregate Personal Injury Liability
 4. \$1,000,000 aggregate Products/Completed Operations Liability
 5. \$5,000 Medical Payments
 6. Contractual Liability
 7. The Town of Middleborough and its School Department included as an additional insured
 8. Thirty days advance notice of cancellation.
 - b) Automobile Liability Insurance
 1. \$1,000,000 Bodily Injury and Property Damage combined
 2. Covered vehicles: owned, non-owned and hired
 3. The Town of Middleborough and its School Department included as an additional insured
 4. Thirty days advance notice of cancellation.
 - c) Workers' Compensation Insurance:
 1. Statutory (Coverage A) Commonwealth of Massachusetts
 2. Employers' Liability \$500,000 per insuring agreement
3. Certificates of Insurance evidencing the above insurance coverage shall be filed with the Middleborough School Department no later than 15 days prior to the event/use of the facilities.

This instrument shall be a license to use the designated location and may be revoked at any time at the discretion of the School department

Signed: _____ Signed: _____

Title: _____ Title: _____

Middleborough Public Schools

Name of Organization

Date: _____ Date: _____

INDEMNITY AGREEMENT

In consideration for being granted access to and the use of the property and facilities of the Middleborough Public School Department.

Location: _____ Date: _____

Time: _____

The _____ (name of organization) agrees to the following:

To indemnify and save harmless the town of Middleborough and the Middleborough School Department, its agents, servants and employees from any and all claims for loss of any nature, room any cause whatsoever excepting only claims for losses or damage resulting from the sole negligence of the town of Middleborough, the Town of Middleborough School Department its agents, servants and employees.

SIGNED: _____

NAME: _____

DATE: _____

Approved by Middleborough School Committee May 11, 2006 (Updated October 7, 2021)