Webster Public Schools

Request for Permission to Rent School Facilities

The Webster School District encourages the use of school facilities for educational, charitable, recreational and civic purposes sponsored by recognized, responsible local organizations. To request permission to rent school facilities, an authorized agent of the requesting organization must supply the information requested below. PLEASE BE CERTAIN THAT ALL ITEMS ON THE FORM ARE FILLED OUT COMPLETELY BEFORE SUBMITTING IT FOR APPROVAL.

Organization Requesting Use of Facilities: _____

Authorized Agent: _____ Daytime Phone_____

Address of Authorized Agent: _____

School Requested: _____ Facility Requested: _____

Date(s) of Rental: _____ Hour(s) of Rental: _____

Other Rental Dates: _____ Hour(s) of Rental:_____

Purpose of the Rental: _____

Number individuals expected to use the facility: _____

Number of Individuals scheduled for supervision: _____

Has Police supervision been secured: _____

Have arrangements been reviewed by the Fire Dept: _____

Is Liability Insurance Information Attached? _____ (required for groups larger than 199)

Amount of Insurance Bond secured: _____

Insurer: _____

Charges for Rental of Facilities and Personnel

Nonprofit groups will be charged the minimum amount required for custodial or cafeteria personnel services that are mandated by contract. These organizations will be charged a $40 per session fee for any building use unless the Webster School Committee, or its designee, waives that charge. Any personnel charges will be billed to the organization following the event.

Organizations that operate on a "for profit" basis will be charged the personnel rates quoted on the back of this sheet. These charges will be billed to the organization following the event. Rental charges for the actual use of the facility will be billed to the organization prior to the scheduled event.

I have read the rules and procedures mandated by the Webster School Committee, or its designee, for renting school facilities (reverse side). I have confirmed the availability of the facilities with school authorities and am also aware of, and agree to, the various charges and personnel rates applicable to this rental.

_____ _____

Signature of Authorized Agent Date of Request

The Webster School District requires all organizations renting school facilities to adhere to the following rules and regulations:

1. Users must assume full responsibility for the proper use of the facilities and grounds, and for payment of damages. The School Committee, or its designee, reserves the right to refuse the use of facilities to any group which abuses this privilege.
2. A minimum of one custodian must be on the premises at all times when the building is in use. Please check with the Superintendent's Office for overtime hourly charges that will need to be paid by the renting organization.
3. A member of the cafeteria staff must be present when the kitchen facilities are used and overtime hourly charges will need to be paid by the renting organization.
4. There shall be a minimum of 1 adult chaperone for each 20 children present at youth activities.
5. Adequate police protection must be provided by the user. A minimum of one policeman will be required for any event involving 100 or more children above the age of 12. A minimum of one policeman will be required for any event involving more than 200 adults. Additional police supervision, as determined by the Superintendent of Schools, may be required.
6. Functions must end by 11:00 PM, except by special arrangement with the Office of the Superintendent of Schools.
7. According to Massachusetts law, smoking and / or tobacco products are NOT allowed at any school sponsored event or in any school facility (indoors or outdoors).
8. The use of alcoholic beverages in any in door school facility is prohibited.
9. A minimum of $50,000 / $100,000 Public Liability Insurance coverage is required when the size of the function exceeds 199 people.
10. The School Committee and its designees waive all responsibility for personal property and removal of said property.
11. Parking, traffic rules and safety regulations are the responsibility of the organization renting the facilities.

Charges for Renting School Facilities

Bartlett High School Cafeteria	$25.00 per hour
Bartlett High School Gymnasium	$35.00 per hour
Jacqueline D. Puliafico Theatre	$35.00 per hour (Rehearsals)
Jacqueline D. Puliafico Theatre	$50.00 per hour (Recitals)
Webster Middle School Gym / Multipurpose Room	$25.00 per hour
Webster Middle School Library	$25.00 per hour
Park Avenue Elementary Cafeteria	$25.00 per hour
Park Avenue Elementary Gym	$25.00 per hour
School Classrooms	$15.00 per hour
Track & Other Fields	$350.00 daily charge
Equipment Usage	$150.00 daily charge

NOTE

1. All charges are to be paid to the Town of Webster.
2. All arrangements must be finalized with the Superintendent's Office at the Filmer School no later than one week prior to the date specified. Insurance binder must be submitted prior to facility usage.
3. School property such as projectors, computers, recorders, etc. are not included in the rental contract.
4. Custodial overtime or cafeteria overtime costs will be billed at current contract rates.
5. If sound / lighting equipment is needed, a set hourly fee will be assessed for audiovisual services