



# Greater Lawrence Technical School

57 River Road  
Andover, MA 01810

## *District Policy on Rental of School Facilities*

### **Administration**

John N. Lavoie  
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Superintendent-Director  
Principal

*Accepted by District Committee: May 4, 2010*  
*Revised by District Committee:*  
**2023**



## District Policy on Rental of School Facilities

In accordance with the authority granted it under Massachusetts General Law Chapter 17, Section (16) (r) Greater Lawrence Technical School District may rent school facilities to individuals and groups, both profit and non-profit. Therefore, it is the policy of the District Committee to permit the rental of certain school facilities to individuals and entities under the terms, conditions and procedures contained herein.

The District will grant priority in the rental or use of any school facility to non-profit organizations and particularly encourages the use of the school facility to community groups who serve the needs of youth in the region.

No rental of any school facility will be allowed if it interferes with educational activities or school related functions. Greater Lawrence students, school needs and activities will, in all cases, take precedence over outside rentals. Those facilities for which rentals will be allowed are as follows:

|                          |                                |
|--------------------------|--------------------------------|
| Athletic Field(s)        | Four Winds Restaurant          |
| Cafeteria                | Gymnasium (large & small gym)  |
| Career Area/Computer Lab | Swimming Pool (& locker rooms) |
| Classrooms               | Library                        |
| Conference Rooms         | Tennis Courts                  |
| Outdoor Track            | Auditorium (PAC)               |

In all instances of rental or use of school facilities by outside individuals or groups, it is essential that the user be made aware of and comply with all applicable laws, regulations and policies relative to public school facilities and the use thereof. Prohibitions against smoking and possession or use of alcoholic beverages and drugs on school property will be strictly enforced. Violators of such laws, regulations and policies will have their permits revoked. The rates charged for the rental of school facilities by outside individuals or groups will be reviewed annually. Exceptions from the established rates and charges will be at the discretion of and approval by the Superintendent-Director.

Applicants will be required to carry and maintain insurance as a condition of their rental of any District facility. Said insurance must be maintained in accordance with the provisions contained in Attachment A which is part of this policy.

In all cases of rental of school facilities, a **Facility Use Application Form must be completed**, submitted and approved by the appropriate school administrator.

The person whose name and signature appears on the Facility Use Application Form for any use, rental organization or group will be considered the agent of the group or organization and will be responsible for the group and its actions

## **Rental Rates as of July 1, 2025**

|                              |                                                 |
|------------------------------|-------------------------------------------------|
| Louis E. Gleason Field       | \$175.00/hour                                   |
| Football/Soccer Field – Turf |                                                 |
| Baseball Field – Turf        | \$175.00/hour                                   |
| Softball Field – Turf        | \$175.00/hour                                   |
| Soccer Field – Turf          | \$175.00/hour                                   |
| Baseball Field – Grass       | \$125.00/hour                                   |
| Softball Field – Grass       | \$125.00/hour                                   |
| Soccer Field – Grass         | \$125.00/hour                                   |
| Outdoor Track                | \$75.00/hour                                    |
| Gymnasium – Big              | \$125.00/hour                                   |
| Gymnasium – Small            | \$75.00/hour                                    |
| Tennis Court                 | \$60.00/hour                                    |
| Weight/Wellness Room         | \$50.00/hour                                    |
| Swimming Pool                | \$100.00/hour                                   |
| Custodial Fee                | TBD 4hr minimum                                 |
| Security Fee                 | TBD                                             |
| IT Fee                       | TBD                                             |
| LifeGuard Fee                | TBD                                             |
| Police Detail (4hr Min)      | Fee set by Andover Police Department ~\$400/4hr |

\*All fields, gyms and tennis courts are 2 hours minimum

\*The swimming pool has an additional lifeguard fee.

\*An additional Technical Fee will be applied as necessary.

\*The above rates do not include possible custodial, lifeguard or police special event fees.

Long term contract fees available upon request.

## **Facility Use Rental Fees**

|                             | Minimum Time Period | Non-profit group | Profit Group |
|-----------------------------|---------------------|------------------|--------------|
| Cafeteria***                | 4 hours             | \$300            | \$550        |
| Classroom                   | 3 hours             | \$70             | \$100        |
| Four Winds Restaurant***    | 3 hours             | \$300            | \$500        |
| Library*                    | 2 hours             | \$150            | \$200        |
| Career Area/Computer Lab ** | 3 hours             | \$300            | \$375        |
| Auditorium (PAC)            | 4 hours             | \$700            | \$1000       |
| Conference Room 7009        | 2 hours             | \$70             | \$125        |

\*\* Greater Lawrence Technical School Instructor may be required

\*\*\* All food must be prepared on site with a ServSafe™ Certified Food Protection Manager who is employed by GLTS

Use of any career area may require an additional Career Area Maintenance Fee or Supervisor

## **Regulations for Rental of School Facilities**

1. The School's Rental Facilitator shall serve as the Superintendent-Director's designee for the implementation of policies, regulations and procedures for facility rentals.
2. The School District assumes no responsibility for any property or equipment used by the applicant, members, guests or other parties. The school also reserves the right to approve any equipment used at its premises. Should there be any property loss or damage, the applicant will be notified of replacement or repairs to be made and the applicant will be responsible for reimbursing the School for all costs within thirty (30) days of receipt.
3. The applicant agrees to indemnify and hold harmless the School District against all claims, damages and expenses including reasonable attorney's fees, court costs arising out of the applicant's acts or omission of any of the applicant's members, guests, or invites. This indemnification shall survive the termination of this license agreement.
4. The Applicant will provide to the School District a Certificate of Insurance Evidencing of coverage as outlined in Attachment A. Under no circumstances will a rental be allowed without evidence that ALL insurance requirements are met or exceeded as specified.
5. The applicant executing this agreement certifies that he or she has been duly authorized to enter into this agreement on behalf of the applicant and the execution and delivery of the agreement or the performance of the terms and conditions hereof or result in any breach of obligation to which the applicant is a party.
6. A deposit of one-half the facility fee is due upon signing of the Rental Agreement. No rental is considered officially scheduled until payment in full is received.
7. A 48 hour cancellation notice is required. Otherwise, the user will forfeit the rental and all associated charges.
8. Use of the gymnasiums requires that all equipment must be supplied by applicant. No provision for storage of said equipment will be provided by Greater Lawrence Technical School.
9. Custodial charges are to be at the current contract rate. The user is entitled to services of the assigned custodian for the appropriate custodial services. Custodians shall not be responsible for the supervision or conduct of the participants in the user's program. Custodians shall be paid for a minimum of four (4) hours.
10. Users must provide appropriate supervision of activities and individuals. In the event of use by minor children, user must provide one supervisor per 15 children.
11. Rental groups are restricted to the specific area of the school designated in the application.
12. The use of open flames is strictly prohibited.
13. The School may require the user to hire a Town of Andover Police detail as a condition of the rental. Payment for such is the responsibility of the user.
14. No food or beverages are to be allowed into the classrooms, the gymnasiums or swimming pool area unless express permission is granted in advance.
15. Use of swimming pool requires a minimum of two currently certified lifeguards. Certificates, as a minimum will include Lifeguarding, First Aid and CPR for the Professional Rescuer.

16. The school is a smoke free environment and prohibits smoking in all facilities. The applicant agrees to have its members, guests and invites strictly observe this policy. A violation of this policy will result in the immediate termination of the applicant's license.
17. The use of alcoholic beverages on school grounds is absolutely prohibited.
18. No Dogs are allowed within the athletic complex
19. If renting the turf baseball field, please see rules specific to that field.
20. The applicant is responsible to comply with all local and state rules and regulations and must obtain any and all approvals with the prior consent of the School District.
21. Parking Regulations are to be adhered to strictly. Vehicles must not block fire lanes or park in unauthorized areas.  
The user's vehicles will be ticketed and/or towed for violation of this provision.
22. The applicant is responsible for leaving the facilities clean and restored to its usual order so that business may resume the next day.
23. If emergency conditions necessitate the closing of school facilities, all use and rental of facilities will be automatically cancelled or postponed. The Plant Superintendent/Principal will be responsible to cancel rental activities on non-school days.
24. In Emergency situations, 911 is to be contacted. Ask for ANDOVER FIRE and POLICE. You should provide your own first aid kit and ice.

Initial \_\_\_\_\_ Date \_\_\_\_\_

- It is understood by the named individual/organization that the use of the school is provided at user's risk. User shall assume responsibility for all damages to the real and personal property of the school.
- Upon termination of the named individual/organization's rental of the School Facilities the user's right shall immediately cease and terminate and the user shall place the facilities in the same condition as they were prior to said use.
- No tenancy of any kind is created by this Agreement.
- In consideration for this application/permit being accepted the above named group/individual/organization does hereby agree to indemnify, hold harmless and release Greater Lawrence Technical High School District, its any kind as a result of the rental of the designated facility.
- Final balance will be determined within one (1) week following the event. Final invoice will be forwarded to applicant.

# District Policy on Rental of School Facilities

## Attachment A

### Insurance Requirements

1. If the rental applicant is an individual, then they shall supply a Certificate of Insurance from their homeowner or rental agent/carrier **in an amount of \$1,000,000 for Liability** naming the Greater Lawrence Technical School District, the Members of the School Committee and its administrators, staff and employees as additional Insured or Additional Interest.
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 Greater Lawrence Technical School District, 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 Limits, for Bodily Injury and Property Damage with a \$2,000,000 annual aggregate.
  - B. Personal Liability**  
With limits of at least \$2,000,000 each occurrence, for Bodily Injury and Property Damage.
  - C. (If Applicable) Professional Errors and Omission Liability Insurance**  
Including accepted contractual liability endorsements of liability with limits of at least \$1,000,000 each occurrence.
  - D. 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. \$1,000,000
  - E. Employer's Liability Insurance**  
Covering injury or death to any employee who may be outside the scope of the Worker's Compensation and - Occupational Disease statute, in the minimum limits of \$1,000,000 each accident; \$1,000,000 each disease and with a \$1,000,000 policy limit.
  - F. Comprehensive Liability Insurance (Automobile Type)**  
Insuring owned, non-owned and hired self-propelled vehicles of the type for use on and off school property, such policy to insure loading and unloading hazards with the limits of liability of at least \$1,000,000 Combined Single limit, for bodily injury and damage to property.
3. No person or entity shall be allowed to rent or otherwise use school property unless they provide a Certificate of Insurance evidencing the coverage and terms as stated above.
4. If applicable, all binders, certificates or policies of the foregoing coverage shall specifically designate by name the user's contractors and their sub-contractors. The required coverage shall be companies licensed to do business in Massachusetts with rates of at least A (X) by A.M. best. All binders, certificates or policies of the foregoing coverage shall specifically designate the following as an additional insured: **Greater Lawrence Technical School District, the Members of its School Committee, and its administrators, staff and employees are included as an additional insured as required by written contract.**

**FACILITY USE**  
**Application / Permit**

Date of Application: \_\_\_\_\_

Name of Individual/Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Site Supervisor/Admin: \_\_\_\_\_

Days/Times Requesting: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Expected attendance: \_\_\_\_\_

**Facility Requested: Check all that apply**

**Louis E. Gleason Field – Turf**

- ☐ Football/Soccer Field
- ☐ Outdoor Track

**Alumni Fields - Turf**

- ☐ Baseball Field – (Spring/Summer)
- ☐ Softball Field – (Spring/Summer)
- ☐ Soccer Field – Turf (Fall)

**Grass Fields**

- ☐ Baseball Field
- ☐ Softball Field
- ☐ Soccer Field 11v11
- ☐ Tennis (5)/Pickle Ball courts(4)

**Indoor Athletic Facilities**

- ☐ Gym – Small (synthetic floor)
- ☐ Gym – Big
- ☐ Weight/Wellness Room
- ☐ Swimming Pool

**Indoor Facilities**

- ☐ Library
- ☐ Conference Room (7009)
- ☐ Cafeteria
- ☐ PAC – Auditorium  
(Performing Arts Center)
- ☐ Four Winds Restaurant
- ☐ Technical/Vocational Areas
- ☐ Classrooms # \_\_\_\_\_

Other Requests: \_\_\_\_\_

## GLTS STAF ONLY

### TO BE COMPLETED BY GLTS STAFF ONLY:

|                                                                      |                     |
|----------------------------------------------------------------------|---------------------|
| _____ Use Fee                                                        | _____ Date Received |
| _____ Certificate of Insurance                                       | _____ Date Received |
| _____ Custodial Fee (if required)                                    | _____ Date Received |
| _____ Andover Police (if required)                                   | _____ Date Received |
| _____ Security Personnel                                             | _____ Date Received |
| _____ Equipment and/or maintenance fee (if required)                 | _____ Date Received |
| _____ Life Guard Fee                                                 | _____ Date Received |
| (separate payment required to guards (minimum of 2) on day of event) |                     |

**TOTA:** \_\_\_\_\_ **DEPOSIT:** \_\_\_\_\_ **BALANCE DUE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**All checks payable to:** Greater Lawrence Technical School  
**Return with appropriate fee to:** Rental Facilitator, G.L.T.S.,  
57 River Road, Andover, MA 01810

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Facilitator: \_\_\_\_\_ Date: \_\_\_\_\_

Waiver of fee by Superintendent-Director only: