Facility Usage Application for the Boxford, Middleton, and Topsfield Elementary Schools

ORGANIZATION/NAME: _____

CAMPUS REQUESTED: ☐ H. L. COLE ☐ SPOFFORD POND ☐ FULLER MEADOW ☐ HOWE-MANNING ☐ STEWARD ☐ PROCTOR

LOCATION REQUESTED: ☐ GYM ☐ CAFETERIA ☐ CLASS ROOM ☐ OTHER: _____

STARTING DATE OF USE: _____ END DATE: _____

START TIME: _____ END TIME: _____

SPECIFIC SPACE NEEDS/INFORMATION: _____

Note: additional charges may be assessed based on days and times of usage as well as the type of facilities requested. Additional costs are assessed for custodial support needed after normal operating hours and on weekends. Additional charges are assessed for cafeteria requests requiring kitchen use. kitchen staff is required for kitchen use requests.

NOTE: CUSTODIAL FEE = $40.00 PER/ HOUR - 3 HOUR MINIMUM KITCHEN STAFF FEE = $23.00 PER/HOUR - 3 HOUR MINIMUM

****** NO FOOD OR DRINK IS ALLOWED IN THE GYM ******

POINT OF CONTACT: NAME: _____ PHONE: _____ CELL: _____
E-MAIL: _____

DIRECT USERS/COACHES CONTACT INFORMATION:
NAME: _____ PHONE: _____ CELL: _____
E-MAIL: _____

NAME: _____ PHONE: _____ CELL: _____
E-MAIL: _____

NAME: _____ PHONE: _____ CELL: _____
E-MAIL: _____

NAME: _____ PHONE: _____ CELL: _____
E-MAIL: _____

The Undersigned Agrees To:

NEW & IMPORTANT: Due to the increase of children's life threatening food allergies to nuts, peanuts, milk, egg, soy, wheat, fruits, fish, shellfish (to name a few), we discourage the use of food in our building. If food consumption is an integral part of your rental then Food may only be consumed in approved areas (e.g. the cafeteria) to prevent contamination of learning spaces. As in school policy parents/guardians are the only people allowed to approve food for consumption so the rental requires working with parents to ensure that all children can safely particpate. No child wants to watch their friends running around with munchkins if they cant't eat them too. Advertising should include information with contact name/email or phone to discuss food concerns.

1. Comply with all Regulations and Policies of the School Committee.
2. **Utilize designated parking spaces only. Do not park in designated fire lanes or no parking areas. Violators are subject to ticketing by the local authorities and towing.**
3. Assume full responsibility for all liability to persons and any damage to, or loss of, property resulting from use of the property.
4. All fees must be paid within 15 days of notification. If the fee is not paid within the 15 days, the party will forfeit the space. Please make checks payable to one of the following:
   For Boxford Facility Use - Town of Boxford
   For Middleton Facility Use - Town of Middleton
   For Topsfield Facility Use - Town of Topsfield
5. Maintain supervision over all children in your group at all times.
6. Adult coaches, chaperones, etc. must be on site ***BEFORE*** children arrive.
7. All exterior doors must be secured at all times for safety and security purposes. It is the responsibility of the of the organization to provide appropriate access/monitoring coverage as needed. The school district will not provide door monitoring during the scheduled event. Doors may not be propped open or unlocked during an event.
8. Provide required insurance coverage (minimum coverage is $1,000,000) naming the specific elementary school district and the applicable Town as additional insured. Insurance binders must be submitted to the Director of Finance & Human Resources prior to use. Failure to provide the required binder will result in forfeit of facility request.

NOTE: *SCHOOL ACTIVITIES HAVE PRIORITY OVER ALL SCHEDULED EVENTS. THE SCHOOL DISTRICT(S) RESERVE THE RIGHT TO "BUMP" AND/OR CANCEL A SCHEDULED EVENT IF IT IS IN DIRECT CONFLICT WITH EDUCATIONAL PRIORITIES AND/OR SCHOOL COMMITTEE POLICY.*

NOTE: *USE OF SCHOOL DISTRICT FACILITIES IS NOT SCHEDULED ON A "FIRST COME, FIRST SERVE BASIS". FACILITY USAGE WILL BE PRIORITIZED BASED ON THE ORGANIZATION, ITS AFFILIATION WITH THE TOWNS, THE NUMBER OF PARTICIPANTS (STUDENTS AND/OR COMMUNITY MEMBERS). THE PURPOSE OF THIS PROCEDURE IS TO EFFICIENTLY MAXIMIZE THE USE OF THE SCHOOL DISTRICT(S) FACILITY(IES) FOR THE TOWNS OF BOXFORD, MIDDLETON AND TOPSFIELD.*

NAME: _____

SIGNATURE: _____ DATE: _____

FACILITY USE APPLICATIONS AND/OR QUESTIONS SHOULD BE SUBMITTED TO STEVEN GREENBERG, DIRECTOR OF FINANCE & HUMAN RESOURCES, 28 MIDDLETON ROAD, BOXFORD, MA 01921, PHONE (978) 887-0771 X 223, FAX (978) 887-8042, E-MAIL: SGREENBERG@TRITOWNSCHOOLUNION.COM

CENTRAL OFFICE USE ONLY:

FACILITY CHARGE: SPACE RENTAL: _____ CUSTODIAL CHARGE: _____ KITCHEN CHARGE: _____

OTHER CHARGE(S): _____ TOTAL CHARGE: _____

CENTRAL OFFICE SIGNATURE: ☐ APPROVED ☐ DIS-APPROVED