

**Beverly Public Schools
Application for Rental of School Facilities**

The Beverly Public Schools encourage the citizens of Beverly to use the school facilities if the use does not interfere with the education program of the schools. Public use of the facilities by citizens of Beverly must be for educational, recreational, social, civic, charitable, or similar purposes.

School(s) requested _____

Which part of the school (gym, auditorium, etc) _____

Name of the organization requesting the buildings _____

Please check only one of the following boxes. This application is made on the behalf of:

- 1. A group related to the Beverly Public Schools or the City of Beverly for school sanctioned events
- 2. A regional/state organization or private organization benefiting only Beverly residents
- 3. A regional/state organization or private organization benefiting Non-Beverly residents

Please list date(s) requested _____

Please list the hours requested _____

Please briefly describe the use and/or activity _____

Anticipated number of participant's _____ Admission charge? (Please circle) YES NO

If there is an admissions charge, will you be serving food or beverage? (Please circle) YES NO

If yes, please contact Nancy Antolini, Food Service Director at 978-921-6132 ext. 11129.

Will Police of Firefighters/EMT be employed? (Please circle) YES NO

Any organization wishing to cancel its reservation must give at least 48 hours notice. Please call the Business Office at 978-921-6100x726 before 4pm.

Liability is the responsibility of the renting party and insurance coverage is required. A certificate of general liability with a minimum limit of \$1,000,000 naming the City of Beverly as an additional insured as their interests may appear covering the dates requested must be submitted to the business office with this application covering the time period for the entire rental period.

I have carefully read the rules and regulations governing the use of school buildings as printed on the reverse side of this sheet, and I hereby assume responsibility and guarantee that the organization which I represent will comply with them in full.

Please Print

Applicant _____ Date _____

Address _____ Telephone _____

Signature of Applicant _____

Payment Instructions: To be completed by the Business Office (please do not write here)

Fee if Box 1 is checked:

Employee Maintenance and Custodial Fee Amount _____

Fee if Box 2 is checked:

Individual Per use fee- Classroom (\$75); Gym, Auditorium*, Café, Library, Computer Room, Lecture Room (\$225); Field house or Hurd Stadium (\$600) + Employee Maintenance and Custodial Fee

1-25 Uses (\$600) Over 25 Uses (\$1,200) + Employee maintenance and custodial fee

Fee if Box 3 is checked:

Individual Per use fee- Classroom (\$100); Gym, Auditorium*, Café, Library, Computer Room, Lecture Room (\$300); Field house or Hurd Stadium (\$900) + Employee Maintenance and Custodial Fee

*** All high school auditorium rentals require a district technical supervisor at the rate of \$50.00 per hour and an assistant at the rate of \$15.00 per hour for lighting and sound equipment use.**

The Employee Maintenance and Custodial fee is \$126 for a three-hour minimum. Each additional hour beyond that is \$42/hour

Employee Fee _____

Building Fee _____

Total Fee _____

Principal Acknowledgement _____ Date _____

Business Manager's Approval _____ Date _____

Rules and Regulations for Use of School Facilities

Chapter 71: Section 71. Use of school property; purposes

Section 71 For the purpose of promoting the usefulness of public school property the school committee of any town may conduct such educational and recreational activities in or upon school property under its control, and, subject to such regulations as it may establish, and, consistently and without interference with the use of the premises for school purposes, shall allow the use thereof by individuals and associations for such educational, recreational, social, civic, philanthropic and like purposes as it deems for the interest of the community. The affiliation of any such association with a religious organization shall not disqualify such association from being allowed such a use for such a purpose. The use of such property as a place of assemblage for citizens to hear candidates for public office shall be considered a civic purpose within the meaning of this section. A school committee shall award concessions for food at any field under its control only to the highest responsible bidder. This section shall not apply to Boston.

1. Applications must be submitted to the Business Manager at least 14 days in advance of the event.
2. Applicants must be able to produce a copy of a signed permit and certificate of insurance, if requested, at the time of the actual event. Failure to do so may result in the denial of use of school facilities.
3. Smoking and Alcoholic beverages is strictly prohibited on school grounds or in any school building.
4. Decorations are permitted, as long as they do not damage any surface or interfere with any educational program. No nailing or taping to the walls of any school will be allowed.
5. Use, adjustment, or affixing to rigging is strictly prohibited.
6. Proper foot apparel is required for gymnasium use.
7. The applicant assumes liability for ANY damage done to the school or property as a result of their occupancy.
8. Applicants are limited to using only those areas specified on the rental. If it is found the applicant used other areas, the schools may charge a fee and deny usage for the future.
9. Any group requesting permission must also review their proposed activity with local agencies such as police and fire departments before a permit is issued to determine if any requirements exists for personnel from these agencies to be in attendance during the usage. Any costs are the responsibility of the applicant for these agencies.
10. Only Custodians in employ of the Beverly Public Schools may be engaged to control the heat and protect the building.
11. The right is reserved for the Beverly Public Schools to rescind any permit on any date a building is required for school purposes.
12. The Beverly Public Schools can reject or cancel any permit.
13. If the applicant requires the use of sounds and or light equipment, it must hire a trained operator from the Beverly Public Schools, which will be provided at an hourly rate. Please contact the head custodian at the rental facility. If no operator is available, applicants must provide their own sound and lighting equipment.
14. Permits will not be issued to minors.
15. Employees are not allowed to donate time to circumvent this applicant process.
16. If the schools are closed due to snow or any other emergency, all events and activities will be cancelled, with the exception of before and after day program provider.

NOTICE OF NONDISCRIMINATION

All educational and non academic programs, activities, and employment opportunities in the Beverly Public Schools are offered without regard to race, color, sex, religion, ancestry, national origin, sexual orientation, disability, and any other class or characteristic protected by law.