



# Ayer Shirley Regional School District

115 Washington Street, Ayer, Ma 01432

978-772-8600 ext. 1510

## **Community Use of Buildings & Grounds**

### **Administrative Procedures**

Groups/individuals seeking the use of the Ayer Shirley Regional School facilities under the supervision of the school department are to abide by the following procedures:

1. Applicant approaches the school principal to discuss the purpose of projected facility use, date(s) of desired use and review of fees to be charged (if any). The school principal may consult with the Athletic Director and the Finance Director as necessary and appropriate.
2. If the outcome of the discussion supports the availability of the facility the applicant must complete the school department approved application form and memorandum of understanding.
3. The completed form is forwarded to the building principal for review and action. The principal will affix his/her signature to indicate approval and forward the application to the Finance Director. The Finance Director will calculate all fees and will initiate the billing process. The Finance Director will maintain a detailed record of all facility use permits granted.
4. Principals, as managers of their buildings, are responsible for the ongoing supervision of groups utilizing the building. As such, principals maintain the responsibility to enforce the terms of the agreement and to carry out the policy of the Regional School Committee. The Finance Director will serve the principals as a resource in areas that may require special considerations.
5. The applicant may be required to provide a Certificate of Insurance which lists the Ayer Shirley Regional School District as an additional insured.
6. The District may require a security deposit of up to 25% of the total rental cost for any damages sustained to the buildings or grounds.
7. The District reserves the right to require a police detail if necessary depending on the attendance expected. The police detail will be paid for by the requesting organization.

**I. To be completed by the applicant:**

1. Name of organization requesting use of facility

\_\_\_\_\_

Street Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. Name of individual acting on behalf of the organization \_\_\_\_\_

Street Address \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ (Home) \_\_\_\_\_ (Work)

1. Facility requested (please check appropriate space):

**High School** \_\_\_\_\_  
Auditorium \_\_\_\_\_  
Gymnasium \_\_\_\_\_  
Cafeteria \_\_\_\_\_  
Classroom \_\_\_\_\_  
Football Field \_\_\_\_\_  
[With lights?] Yes \_\_\_ No \_\_\_  
Baseball Field \_\_\_\_\_  
Track \_\_\_\_\_  
Other: \_\_\_\_\_

**Page Hilltop School** \_\_\_\_\_  
Cultural Arts Center \_\_\_\_\_  
Gymnasium \_\_\_\_\_  
Cafeteria \_\_\_\_\_  
Classroom \_\_\_\_\_  
Other: \_\_\_\_\_

**Middle School** \_\_\_\_\_  
Auditorium \_\_\_\_\_  
Gymnasium \_\_\_\_\_  
Cafeteria \_\_\_\_\_  
Classroom \_\_\_\_\_  
Other: \_\_\_\_\_

**Lura A. White School** \_\_\_\_\_  
Auditorium/Gymnasium \_\_\_\_\_  
Gymnasium(Small) \_\_\_\_\_  
Cafeteria \_\_\_\_\_  
Classroom \_\_\_\_\_  
Other: \_\_\_\_\_

4. Date(s) Requested: \_\_\_\_\_

5. Starting Time: \_\_\_\_\_ Projected time of completion \_\_\_\_\_

6. Equipment required: \_\_\_\_\_

7. Intended purpose(s): \_\_\_\_\_

8. Attendance expected: \_\_\_\_\_

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Signature and date of applicant certifies an agreement that the organization will pay fees within forty eight (48) hours after the use of the facility and abide by the memorandum of understanding, pay to repair all damage incurred deemed not to be the result of natural wear and tear.

**II. To be completed by School Principal:**

(a) \_\_\_\_\_ approval granted. \_\_\_\_\_ approval not granted.

(b) Will it be necessary to hire a custodian to cover this activity?

\_\_\_\_\_ Yes \_\_\_\_\_ No.

(Yes requires approval of the Finance Director.)

Number of Custodians: \_\_\_\_\_ Number of Hours: \_\_\_\_\_

Custodian assigned to set up: \_\_\_\_\_

(c) Please circle the classification represented by this organization:

Group #1. ASRSD School Functions.

Group #2. School Support / Community Groups.

Group #3. For profit activity involving charging fees.

(d) (If appropriate) Has field use been reviewed and approved by the Athletic Director?

\_\_\_\_\_ Yes \_\_\_\_\_ No.

(e) Police detail required? \_\_\_\_\_ Yes \_\_\_\_\_ No

(f) Chaperone's (list all) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Date

**III. To be completed by the Finance Director:**

Rental fee: \_\_\_\_\_

Service staff rate:

without custodian: \_\_\_\_\_

with custodian: \_\_\_\_\_ Custodian assigned to setup: \_\_\_\_\_

Specify other fees:

\_\_\_\_\_

\_\_\_\_\_

Custodian assigned to set up: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Finance Director

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING**

The Ayer Shirley Regional Schools agrees to permit \_\_\_\_\_ to utilize the following school facility \_\_\_\_\_ on \_\_\_\_\_ between \_\_\_\_\_ AM/PM and \_\_\_\_\_ AM/PM. As such, the \_\_\_\_\_ and its members agree to abide by the following:

- \* The user agrees to pay all fees within 48 hours after the use of the facility; (a 25% deposit may be requested at the time of the booking).
- \* The user agrees to confine all members of the group to the approved room(s) as cited and approved on the application;
- \* The user will be responsible for monitoring appropriate use of the lavatories;
- \* The user will maintain full responsibility for the appropriate conduct of all members of the group and for providing supervision deemed adequate to the situation;
- \* Smoking is prohibited inside school buildings and on all school grounds. The user will be responsible for informing the members of their group and for enforcing this regulation;
- \* The user acknowledges the use of alcoholic beverages and/or illegal drugs in school buildings or on school grounds and extended to the one thousand foot Drug Free Zone are prohibited and are subject to all penalties as prescribed by the General Laws of the State of Massachusetts;
- \* The user agrees to pay for all damages caused to the school facility for other than normal wear and tear as a result of the group(s) use of the facility;
- \* The user agrees not to bring food or beverages in classrooms, school gymnasiums, and the auditorium;
- \* Users of school gymnasiums are to wear sneakers or other rubber sole/heel footwear.

The user's signature indicates the memorandum has been read and understood. Further, the Administration maintains the right to promptly terminate use of the facility for violating one or more of the items listed on the memorandum of understanding.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

# ASRSD Building Use Rate Schedule

For the purposes of determining rates for usage of District facilities, groups applying to use District facilities will be classified into one of the following three categories:

## Group #1

- ASRSD School Functions – No Charge

## Group #2\*

- School Support Organizations
  - o Organizations sanctioned by the Committee whose exclusive purpose is to support the programs of the District (e.g., ASEF, PTO, PTA, Booster Clubs, etc.)
- Community Groups Serving School-Age Children of the District
  - o Groups that serve school-age children from the District (e.g., Park & Rec. departments, scouts, church youth groups, youth athletic organizations, etc.)
  - o Organizations whose primary purpose is to serve the community, when a worthwhile educational, civic, or charitable purpose is served (e.g., churches, service clubs, theater groups, etc.)

## Group #3

- Approved Money Raising Activity
  - o The proceeds thereof are used for school purposes or for an approved charitable (501(c)(3)), educational, character building, or other community welfare purposes.
- For profit activity involving charging fees

\*To qualify for Group #2 consideration, the renter may not charge admission to the event for which consideration is requested. In addition, the renter must request and receive approval to be included in Group #2 from the School Principal.

## ASRSD Building Use Fee Schedule

	Group #1 No fee	Group #2 fee	Group #3 fee
Gymnasium		ASRSD Cost(1)	ASRSD Cost (1) plus \$100/hr.
Auditorium		ASRSD Cost(1)	ASRSD Cost (1) plus \$100/hr.
Kitchen		ASRSD Cost(2)	ASRSD Cost (2) plus \$50/hr.
Cafeteria		ASRSD Cost(1)	ASRSD Cost (1) plus \$50/hr.
Track & Football field		ASRSD Cost(1)	ASRSD Cost (1) plus \$50/hr.
Baseball/Softball field		ASRSD Cost(1)	ASRSD Cost (1) plus \$50/hr.
Classroom		ASRSD Cost(1)	ASRSD Cost (1) plus \$50/hr.
Music Room		ASRSD Cost(1)	ASRSD Cost (1) plus \$50/hr.
Media Center		ASRSD Cost(1)	ASRSD Cost (1) plus \$50/hr.
Library		ASRSD Cost(1)	ASRSD Cost (1) plus \$50/hr.

ASRSD Cost(1) to include hourly cost of custodian(s) and security if required.

ASRSD Cost (2) to include cost of custodian and appropriate Food Service Staff.