

FACILITIES, GOVERNING USE OF

General:

It shall be the policy of the Wareham School Committee to make available, upon completion of a Rental Form, the school facilities for the general use of individuals and groups from the Town of Wareham. Such use must not interfere, however, with the use of the facilities for school purposes of any kind. All such requests must be approved by the Superintendent or his/her designee.

Specific Regulations:

1. The purpose must be limited as required by state statute and must focus on educational, recreational, social, civic, or philanthropic activities. The school property will not be used for gambling, except as allowed under Massachusetts General Laws, nor will intoxicants be permitted in any form.
2. Activities which may cause personal injury or damage to the school building and grounds will not be allowed, e.g., golf, archery, operating of motor bikes, go carts, snowmobiles, or other vehicles deemed inappropriate by school authorities.
3. All individuals and organizations granted the use of school facilities shall provide adequate supervision for the protection of lives and property. Such individuals or organizations shall assume full responsibility for all damages and injuries which may occur. Parking will occur in designated areas only and roadways must be accessible to emergency vehicles.
4. The organizations shall sign the Hold Harmless Agreement, which is attached, and submit a certificate of insurance covering the event with the Rental Form.
5. All organizations or individuals must pay a rental fee for use of school buildings, unless the Superintendent or Designee waives the fee. The applicant will be notified of the fees to be incurred with the approval of the Rental Form.
6. Any organization or individual granted the use of school property shall be responsible for cleaning the premises following the activity. If it becomes necessary for the school district to clean the premises following such activity, a charge will be assessed by the school district.
7. The School Committee reserves the right to reject any and all applications, or to cancel permission when it is deemed to be in the best interest of the Wareham Public Schools.
8. Organizations not paying fifteen (15) days in advance after a warning will not be allowed to use the buildings/grounds.
10. Rental Forms may be obtained at the Office of the Superintendent or on the district website www.warehamps.org and should be filed a minimum fifteen (15) days prior to the event.
11. Fees may be revised at the request of the Superintendent/Designee in consultation with the responsible administrator with the approval of the School Committee.

ADOPTED: JANUARY 23, 1984

AMENDED: APRIL 28, 1993
REVIEWED: SCPRSCP FEBRUARY 1, 1996
AMENDED: FEBRUARY 21, 1996 (*Note: The amendment to this policy will be effective immediately for new applicants and July 1, 1996, for those currently approved users.)
Reviewed by SCPRSCP: November 6, 1997
AMENDED: NOVEMBER 19, 1997
Reviewed by SCPRSCP: February 5, 2002
Reviewed by SCPRSCP: March 5, 2002
AMENDED: MARCH 27, 2002
Reviewed by SCPRSCP: February 8, 2005
AMENDED: MARCH 9, 2005
Reviewed by SCPRSCP: February 13, 2007
AMENDED: MARCH 14, 2007
Reviewed by SCPRSCP: February 5, 2008
AMENDED: MARCH 12, 2008
Reviewed by SCPRSCP: November 4, 2008
AMENDED: NOVEMBER 12, 2008
Reviewed by SCPRSCP: February 1, 2010
AMENDED: MARCH 10, 2010
Reviewed by SCPRSCP: March 13, 2012
AMENDED: MARCH 21, 2012
Reviewed by SCPRSCP: October 11, 2012 (Hold Harmless Agreement)
AMENDED: OCTOBER 17, 2012
Reviewed by SCPRSCP: December 10, 2013
AMENDED: DECEMBER 18, 2013 (Forms and Cost Breakout not Procedures)
Reviewed by SCPRSCP: May 16, 2016
AMENDED: May 25, 2016

WAREHAM PUBLIC SCHOOLS
 48 Marion Road, Wareham, Massachusetts
 (508) 291-3500

RENTAL FORM

Organization Name:	
Contact Name:	Phone:
Mailing Address:	Alternate Phone:
Email Address:	

SCHOOL REQUESTED: _____

Areas Requested for Use	
<input type="checkbox"/> Gymnasium	<input type="checkbox"/> Auditorium
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Kitchen
<input type="checkbox"/> Classroom(s)	<input type="checkbox"/> Library
<input type="checkbox"/> Foyer	<input type="checkbox"/> Other
<input type="checkbox"/> Music/Band Room	<input type="checkbox"/> School Grounds/Parking Lot

Athletic Department Areas (subject to approval of Athletic Director)	
<input type="checkbox"/> Spillane Field <input type="checkbox"/> with lights	<input type="checkbox"/> Andersson Track & Field
<input type="checkbox"/> Softball Field High School	<input type="checkbox"/> Palmer Field
<input type="checkbox"/> Tennis Courts	<input type="checkbox"/> Soccer Field – Decas School
<input type="checkbox"/> Field on Viking Drive	<input type="checkbox"/> Baseball Field – Decas School
<input type="checkbox"/> Baseball Field High School	<input type="checkbox"/> Other

DAY	DATE(S)	TIME ENTERING FACILITY	TIME EXITING FACILITY	PURPOSE	NUMBER INVOLVED

I understand and agree to the terms of the Policy and Regulations Governing Use of Facilities and that by using school property I am responsible for providing adequate supervision of the activity, I will be responsible for paying all costs associated with use of the school facility, and I am responsible for all costs associated with any damage to or loss of school property. I understand that I am responsible for relaying all policies and guidelines of the Wareham Public Schools for the use of facilities for which I am applying. The applicant must pay in advance of the scheduled event.

 Person Completing Form (PRINT)

 Signature

Reviewed by Head Custodian (initial) _____

Reviewed by Athletic Director (initial) _____

APPROVED / DENIED Building Principal _____

Date: _____

APPROVED / DENIED Superintendent/Designee _____

Date: _____

Return Completed Rental Form to Requested School

THIS SPACE IS FOR SCHOOL USE ONLY

ELEMENTARY SCHOOL	Category #1	Category #2	Category #3	Category #4	# Hours Required	Required Staff	Cost of Staff	Total Cost
Gymnasium	\$0	\$20 per day	\$75/hr	\$125/hr				
Cafetorium	\$0	\$20 per day	\$75/hr	\$125/hr				
Classroom(s)	\$0	\$20 per day	\$25/hr	\$50/hr				
Kitchen	\$0	\$20 per day	\$75/hr	\$80/hr				
Library	\$0	\$20 per day	\$75/hr	\$150/hr				
Grounds/Parking Lot	\$0	\$20 per day	\$50/hr	\$50/hr				
Application Fee	\$0	\$20 flat fee	\$25 flat fee	\$100 flat fee				

MIDDLE SCHOOL	Category #1	Category #2	Category #3	Category #4	# Hours Required	Required Staff	Cost of Staff	Total Cost
Gymnasium	\$0	\$20 per day	\$100/hr	\$150/hr				
Cafeteria	\$0	\$20 per day	\$100/hr	\$150/hr				
Auditorium	\$0	\$20 per day	\$150/hr	\$250/hr				
Kitchen	\$0	\$20 per day	\$100/hr	\$150/hr				
Classroom(s)	\$0	\$20 per day	\$50/hr	\$75/hr				
Library	\$0	\$20 per day	\$100/hr	\$150/hr				
Music/Band Room	\$0	\$20 per day	\$75/hr	\$125/hr				
Grounds/Parking Lot	\$0	\$20 per day	\$50/hr	\$75/hr				
Application Fee	\$0	\$20 flat fee	\$25 flat fee	\$100 flat fee				

HIGH SCHOOL	Category #1	Category #2	Category #3	Category #4	# Hours Required	Required Staff	Cost of Staff	Total Cost
Gymnasium	\$0	\$20 per day	\$100/hr	\$200/hr				
Cafeteria	\$0	\$20 per day	\$100/hr	\$200/hr				
Auditorium	\$0	\$20 per day	\$250/hr	\$400/hr				
Kitchen	\$0	\$20 per day	\$100/hr	\$200/hr				
Classroom(s)	\$0	\$20 per day	\$50/hr	\$100/hr				
Library	\$0	\$20 per day	\$100/hr	\$200/hr				
Music/Band Room	\$0	\$20 per day	\$100/hr	\$200/hr				
Foyer	\$0	\$20 per day	\$75/hr	\$150/hr				
Grounds/Parking Lot	\$0	\$20 per day	\$50/hr	\$100/hr				
Application Fee	\$0	\$20 flat fee	\$25 flat fee	\$100 flat fee				

ATHLETIC FACILITIES	Fees for Categories #2, #3, & #4	# of Hours Required	Total Cost
Spillane Field	\$75/hr , lights \$20/hr		
Softball Field WHS	\$75/hr		
Palmer Field	\$30/hr		
Andersson Track & Field	\$75/hr		
Tennis Courts	\$25/hr		
Baseball Field WHS	\$75/hr ,lights \$20/hr		
Baseball Field Decas	\$20/hr		
Soccer Field Decas	\$20/hr		
Field on Viking Drive	\$20/hr		
Application Fee per category	\$0-\$20-\$25-\$100 flat fee		

The applicant must pay in advance of the scheduled event. Make checks payable to:

TOWN OF WAREHAM, SCHOOL DEPARTMENT

TOTAL COST

\$

**NON-SCHOOL AFFILIATED ORGANIZATIONS
HOLD HARMLESS AGREEMENT**

Organization Name _____
(Organization may be a student, group, or team)

1. HAZING

On behalf of the Organization, I certify that the Organization has received a copy of M.G.L., Chapter 269, Sections 17-19, An Act Prohibiting the Practice of Hazing, and has distributed a copy of the law to its members, plebes, pledges and applicants for membership, and that the Organization understands and agrees to comply with the law.

2. HOLD HARMLESS

On behalf of the Organization, its officers and members all, through the signing of this document by an authorized party or agent, indemnify, hold harmless and defend the Town of Wareham and its agents and employees from all suits and actions, including attorneys' fees and all costs of litigation and judgment of every name and description brought against the Town as a result of loss, damage or injury to person or property by reason of any act by the Organization, its agents, servants or employees.

3. HARASSMENT

On behalf of the Organization, I certify that the Organization has read the following General Statement and will abide by the Harassment Policy of the Wareham Public Schools. A copy of the complete policy is available at the school, at the Superintendent's Office, or on the district website www.warehamps.org.

General Statement

The Wareham Public School System is committed to providing faculty, staff, and students with a learning and working environment that is free from harassment (verbal and/or physical) based on gender, race, religion, national origin, ethnic background, color, age, sexual orientation, disability, ancestry, genetic information, military or veteran status, marital status, pregnancy or pregnancy related condition or participation in discrimination-complaint-related activities. The goal is to maintain a school climate that is supportive, respectful of all school community members, and conducive to learning.

It is a violation of this policy for any teacher, pupil, visitor to the school, administrator, or other school personnel to harass in any way on school grounds or during school activities, any person associated with the system. This policy prohibits any sexual relationship between an employee of Wareham public Schools and any current pupil. The system will address all complaints of harassment. A violation of this policy will result in appropriate action(s) by the Wareham Public School System. Discipline of employees will be in accordance with the respective collective bargaining agreements.

It is the responsibility of all members of the school community to treat each other respectfully. In addition, all members are expected to become familiar with this harassment policy and to report incidents of harassment to school authorities.

4. TOBACCO PRODUCTS

On behalf of the Organization, I certify that the Organization understands and agrees to comply with Section 37H of the Education Reform Act of 1993 whereby "Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel."

Name (Print) _____ Signature _____ Date _____
(Person Completing Application)

CATEGORY #1 – WAREHAM SCHOOL TEAMS/ORGANIZATIONS AND AFFILIATED ORGANIZATIONS such as PTAs, Boosters, Town Boards/Commissions/Committees. Custodial fees will be charged if the custodian is not normally scheduled to work and that custodian will work for the organization with fees not to exceed the actual cost.

CATEGORY #2 – WAREHAM YOUTH NON-PROFIT ORGANIZATIONS

A Wareham non-profit youth organization is defined as having an IRS status as non-profit with youth under 18 years of age or full-time students. Custodial fees will be charged if the custodian is not normally scheduled to work and that custodian will work for the organization with fees not to exceed the actual cost.

CATEGORY #3 – NON-PROFIT ORGANIZATIONS

To qualify as non-profit, a non-profit eligibility statement from the IRS must be submitted with this application.

CATEGORY #4 - PRIVATE GROUPS, ORGANIZATIONS, BUSINESSES

Limited to one (1) consecutive three (3) day revenue generated activity or a maximum of ten (10) individual days per year.

All fees and charges are established by either negotiated contracts or school committee policy. Advance payments, except for the application fee, are refundable upon cancellation with a twenty-four (24) hour notice.

STAFFING REQUIREMENTS:

A minimum of one (1) custodian must be on duty when the building is in use. There is a two (2) hour minimum at the current contractual rate for staff. The custodian will be paid for one half-hour (1/2) before and one half-hour after the scheduled event in order to open the close the building. This is required for anytime a building is rented. Additional staff may be required depending upon area rented.

A police officer may be required at the discretion of the Principal or Superintendent. Contact the Wareham Police Department (508) 295-1213.

A minimum of one (1) cafeteria worker may be required when the cafeteria is in use. There is a two (2) hour minimum at the current contractual rate. When the kitchen is in use, the required staffing will be determined by the Business Manager or designee.

EQUIPMENT RENTAL:

All applicants in in all categories must provide their own audio equipment including wireless microphones, speakers, stage lights and sound and light boards.