

**Hanover Public Schools**

188 Broadway  
Hanover, MA 02339

Kristine E. Nash, Ed. D.  
Superintendent



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Ellen Witter-Harrington  
Pupil Personnel Services  
Administrator

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Business Manager

**REQUEST FOR USE OF SCHOOL FACILITIES, GROUNDS, AND EQUIPMENT**

THIS FORM MUST BE COMPLETELY FILLED OUT BEFORE SUBMISSION. ANY MISSING INFORMATION WILL CAUSE A DELAY IN PROCESSING AND INCOMPLETE APPLICATIONS WILL NOT BE APPROVED.

NAME OF APPLICANT	NAME OF ORGANIZATION (REQUIRED)
MAILING ADDRESS	PHONE/CELL PHONE
CITY/STATE/ZIP CODE	SIGNATURE OF AUTHORIZED APPLICANT / DATE
LOCATION REQUESTED: HS ___ MS ___ SY ___ CN ___ CD ___	
DATE(S) REQUESTED: _____ Please list all dates-attach list if needed	DAY(S) OF WEEK: _____ Please list all-attach list if needed
ENTRANCE TIME TO FACILITY: _____	EXIT TIME FROM FACILITY: _____
START OF ACTIVITY: _____	END OF ACTIVITY: _____

POLICE CERTIFICATE: I hereby certify that arrangements have been made for the presence of a uniformed police officer at this function.  
Signature, Authorized member of the Hanover Police Department: \_\_\_\_\_

FIRE CERTIFICATE: I hereby certify that arrangements have been made for the presence of fire personnel at this function.  
Signature, Authorized member of the Hanover Fire Department: \_\_\_\_\_

I have read the "Use of Facilities, Grounds, and Equipment Fees and Requirements" and accept the responsibility for the group/organization, for payment of bills and the observation of all regulations, terms and conditions of such use and compliance with any and all Massachusetts General Laws. Incomplete applications will not be approved.

SIGNATURE	DATE
DESCRIBE THE NATURE OF THE ACTIVITY: _____	
APPROXIMATE NUMBER OF PEOPLE ATTENDING: _____	PRICE OF ADMISSION: _____
USE OF PROCEEDS: _____	
PLEASE CHECK OFF ON PAGE TWO (2) ALL AREAS OR EQUIPMENT INTENDED FOR USE.	

**FOR SCHOOL USE ONLY**

PRINCIPAL'S ACKNOWLEDGEMENT OF AVAILABILITY		DATE		POLICE DETAIL REQUIRED: Yes ___ No ___	
Yes ___ No ___ Athletic Director (when applicable)	Yes ___ No ___ Technology/CAM (when applicable)	Yes ___ No ___ Food Service Manager (when applicable)	Yes ___ No ___ Superintendent Approval of Event		
BUSINESS MANAGER	DATE	SUPERINTENDENT	DATE		
ESTIMATED CHARGES: Rental _____		Equipment Rental _____		Maintenance/Custodial Fees _____	
Kitchen Staff Fees _____		Technician Fees _____		TOTAL ESTIMATED COST: _____ DEPOSIT DUE: _____	

Deposit	Group	School	Maint	AD	Food Svc	Tech/CAM	Billed	Paid	Final Bill	Final Pmt

<b>Fees for use of Facilities, Grounds, &amp; Equipment- Half Day/Full Day Rates</b>				
	<b>Check</b>	<b>Group 1</b>	<b>Group 2</b>	<b>Group 3</b>
<b><u>Elementary</u></b>				
Gym			\$25/\$50	\$75/\$150
Cafeteria				\$75/\$150
Kitchen				\$75/\$150
Auditorium				\$75/\$150
Classroom				\$50/\$100
Library				\$75/\$150
Computer Room			\$25/\$50	\$75/\$150
Softball Field			\$25/\$50	\$50/\$100
<b><u>Middle School</u></b>				
Gym			\$25/\$50	\$75/\$150
Cafeteria				\$75/\$150
Kitchen				\$75/\$150
Auditorium				\$75/\$150
Classroom				
Library				\$75/\$150
Computer Room			\$25/\$50	\$75/\$150
Upper Softball Field			\$25/\$50	\$50/\$100
Lower Softball Field			\$25/\$50	\$50/\$100
Baseball Field			\$25/\$50	\$50/\$100
Lacrosse/Soccer Field			\$25/\$50	\$50/\$100
<b><u>High School</u></b>				
Gym A			\$25/\$50	\$100/\$200
Gym B			\$25/\$50	\$100/\$200
Locker Rooms				\$100/\$200
Exercise Room				\$150/\$300
Cafeteria				\$250/\$500
Kitchen				\$250/\$500
Auditorium				\$250/\$500
Classroom				\$50/\$100
Library				\$100/\$200
Computer Room			\$25/\$50	\$100/\$200
Multi Purpose Room *			\$50/\$100	\$300/\$500
Field Hockey/Practice Field			\$50/\$100	\$100/\$200
Softball Field			\$100/\$200	\$150/\$300
Baseball Field			\$100/\$200	\$150/\$300
Artificial Turf Field			\$250/\$500	\$500/\$1,000
Outdoor Sound System			\$75/\$150	\$250/\$500
Tennis Courts			\$50/\$100	\$150/\$300
Track			\$75/\$150	\$250/\$500
Concession Stand			\$100/\$200	\$500/\$1,000
<b><u>Equipment</u></b>				
TV			\$15	\$50
DVD Player			\$15	\$50
Data Projector			\$15	\$50
Sound System			\$25	\$100
Microphone(s)			\$15	\$50
Lighting			\$25	\$100
Piano			\$25	\$100
Other			\$15	\$50

**Fees**

Half day rental fees are for up to a maximum of four (4) hours. Full day charges will apply for time frames in excess of four (4) hours. In addition to the attached rental fees, the User may be subject to custodial charges at thirty-five dollars (\$35.00) per hour for a minimum of four (4) hours, for kitchen worker charges at thirty dollars (\$30.00) per hour for a minimum of four (4) hours, and for technicians at forty dollars (\$40.00) per hour as needed. These fees are subject to change from time to time. Additionally, Police and /or Fire Detail fees may be required either as a requirement of the respective departments or as determined by the Superintendent. A twenty-five percent (25%) deposit will be required for events with anticipated fees in excess of five-hundred dollars (\$500.00).

*\* There will be no charge for the Multi-Purpose Room for eligible cable access users.*

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**USE OF FACILITIES, GROUNDS, & EQUIPMENT RENTAL FEES & REQUIREMENTS**

The Hanover School Committee recognizes that buildings and grounds under their jurisdiction provide large and diversified meeting places within the community. These buildings represent a significant capital investment and the costs of operation and maintenance, including utilities takes an ever-increasing amount of limited funds available to the Hanover Public Schools.

All organizations wishing to use school facilities will be expected to share in these costs. School events take priority in scheduling any use of our buildings, followed by town elections and voting, school affiliated programming, other town government activities, and town based groups. Generally, scheduling will be done on a first come, first served basis, however needs of the school and/or town government will take precedence and the Hanover Public Schools reserves the right to bump groups if needed.

To facilitate the processing of building use requests, the following categories have been created for the purpose of charging fees.

**Group 1** – The Hanover Public Schools including the School Committee and school organizations (i.e., school councils, advisory groups and PAC, school teams and clubs)

**Group 2** – Hanover Public School related groups, specifically HPTA, HFEE, HPMC and Hanover Boosters and Hanover Town Departments

**Group 3** – All other groups, teams and/or organizations

Building Use Forms may be picked up at any school building. Forms should be returned to the Principal of the building being requested. The Athletic Director will also review any requests for gym space. All requests for use of fields should be returned to the Athletic Director by way of the High School front office. After the Principal and Athletic Director have determined availability, all forms will be submitted to the Superintendent’s Office for approval. Nothing herein shall be construed as giving the Hanover Public School, or any board, commission, committee, employee, officer, director, designee, agent or assign thereof the authority to deny a group the right to use one (1) or more facility of the Hanover Public Schools on the specific basis of the group’s mission.

All groups must submit the documents listed below fourteen (14) days prior to anticipated use of buildings or grounds. Additional lead time is required for large activities.

- Fully completed Building Use Form
- Certificate of Insurance carrying \$1 million in public liability insurance naming the Town of Hanover and the Hanover Public Schools as “Additional Insured” and workers compensation insurance in accordance with Massachusetts General Laws. The Town of Hanover and the Hanover Public Schools also reserve the right to require that groups using the Hanover Public Schools provide an endorsement or a rider to indicate that the Town of Hanover and the Hanover Public Schools are, in fact, named as “Additional Insured” on the groups’ insurance policy
- Any required deposits

## **HANOVER PUBLIC SCHOOLS**

### **Rules and Regulations for Use of School Buildings, Grounds & Equipment**

1. All Users are required to fully complete a building use form. The applicant granted the use of a school facility shall assume full liability for any loss or damage to school property or equipment. The Hanover Public Schools requires prior assurance that there will be adequate and responsible adult supervision.
2. Permits will not be issued to minors or to any individuals or groups unable to assume full liability. The applicant agrees defend, indemnify and hold the Town of Hanover and the Hanover Public Schools, together with their boards, commissions, committees, agents, employees, designees, successors, and assigns harmless from and against any and all claims, including but not limited to claims for personal injury or property damage, suits, demands, actions, damages, losses, liabilities, proceedings, litigation costs and expenses, including without limitation attorney's fees that may arise out, are in connection with, or in any way relate to the Applicant's use of school facilities, grounds, and equipment. Users must provide a certificate of insurance naming the Town of Hanover and the Hanover Public Schools as "Additional Insured."
3. Facilities will not be available when there is any conflict with school activities or during school closings due to shutdowns, holidays or other needs of the Hanover Public Schools. In the case of school cancellation, unplanned dismissal or cancellation of school due to whether or other emergency, all scheduled activities will be also cancelled.
4. No firm commitment of dates will be made before October 1<sup>st</sup> in order to allow schools to submit and reserve their schedules.
5. A Principal, Athletic Director, Administrator or the Superintendent may at his/her discretion require police coverage in the interest of safety. Non-school events expecting greater than 200 attendees will require a police detail. Fire details may also be required as determined by the Hanover Fire Department. The user should contact the Hanover Police and the Hanover Fire Department directly for arrangements and fees. The school will require evidence that the details have been secured.
6. Any large events, events where admission is charged, events where food and drink are sold or consumed, weekend events, or any other events as determined by the Superintendent of Schools will require a school custodian and/or maintenance worker to be in attendance. This provision may be waived at the discretion of the Superintendent of Schools.
7. Any events utilizing a school kitchen will require a school kitchen worker to be in attendance.
8. Any events requiring the use of school equipment will require that a school technician be in attendance.
9. Members of the Hanover Public Schools' administration or their representatives must be permitted to attend the event and be present on school property at any time during the event.

10. The user is granted access to, and use of, only the areas and date/times specified on the application. Failure to vacate the premises by the appointed time may result in additional fees. Unauthorized use of other areas will result in additional fees. If the renter refuses to leave when requested by school personnel, the Hanover Public Schools may contact the Hanover Police and may refuse future use of school facilities.
11. Per Massachusetts General Laws, there shall be No Smoking, No Alcoholic Beverages or Controlled Substances in any school building or on any school property.
12. Decorations must be fireproof, must be approved by the superintendent and/or his/her designee must be affixed in a manner as to not be destructive to school property and must be in compliance with local fire regulations.
13. Children must be supervised by adults at all times. Children will not be allowed into a building when there is no supervising adult in attendance.
14. Permission for use of school buildings and grounds does not constitute an endorsement of any organization, the beliefs of an organization or group, the expression of any opinion regarding any political candidate or the expression of any opinion concerning any issue.
15. The Hanover Public Schools reserves the right to decline any and all requests for use of school buildings or grounds and to revoke or deny such privileges for failure to comply with any rules and regulations or for any other reasonable legally permissible reason.
16. There shall be no subletting or splitting of rental space between two or more parties.
17. Groups must leave the building in the same condition in which they found it.
18. Cancellation of use must be made directly to the Building Principal no later than forty-eight (48) hours before the start of the event. Notification must be made to the Maintenance Supervisor or his designee no later than forty-eight (48) hours before the start of an event requiring a custodian or maintenance worker.
19. The Superintendent reserves the right to enter into alternative contract arrangements and/or extended agreements and to waive fees.