



Application Process for Facilities Use

1. Obtain the “Request for Use of School Facilities” form from the District’s Facilities Coordinator, p.field@hwschools.net, or via the district website, or at the main office of any school.
2. Submit the form (via email, mail, or in person) to:
 District Facilities Coordinator
 Athletic Office
 HW Regional High School
 775 Bay Road
 Hamilton, MA 01984
 Email: p.field@hwschools.net
 Phone: 978.468.0439
3. District Facilities Coordinator (DFC) will check the availability of the space requested and obtain necessary approvals and will notify the individual or organization.
4. The building user is responsible for any damage to the school property and maybe required by the school district to provide police and/or fire protection at the building user’s expense. The building user must also obtain liability insurances as a condition of rental; neither the school district nor its custodian on duty assumes any responsibility for liability.
5. School facilities are available only when a regular school custodian is employed to supervise and to protect the building. The custodians are to be employed and paid according to the terms and salary schedule specified in the Agreement between the HWRSD School Committee and the HW Custodians, Local 2905. The charge for custodian services will not, at any time, be waived for organizations that do not fall in the Category A rental.

CATEGORIES

(All groups, regardless of category, must have liability insurance and will be responsible for paying for police-fire coverage as required by the event, custodial fees, equipment, required personnel fees, and damages to the school property as per the District Policy.)

Category A School or Town sponsored activities	Category B Reciprocal Town/School Use HWRSD uses these field for school athletics programs	Category C Short-Term Use Community Groups that charge admission fees (4 weeks or less)	Category D Long-Term Use Community Groups (Resident and Non- Resident – 5+ weeks)	Category E Market Rate Person/Organization charging market rates for services
No Rental Charge	No Rental Charge 1. Pingree Park 2. Patton Park 3. H & W Tennis Courts 4. Iron Rail	Sports, Recreation, Arts Groups 40% of total rental fee	<u>HW Adult Recreation</u> If majority of participants are H or W residents – 25% of total rental fee <u>Non-HW</u> <u>Adult Recreation</u> If majority of participants are NOT H or W residents – 50% of total rental fee	Rental fee charges as per the HWRSD “Schedule of Fees for School Rental/Usage”



HAMILTON-WENHAM REGIONAL SCHOOL DISTRICT

<i>For example (not meant to be an exclusive list):</i>	<i>For example (not meant to be an exclusive list):</i>	<i>For example (not meant to be an exclusive list):</i>	<i>For example (not meant to be an exclusive list):</i>	<i>For example (not meant to be an exclusive list):</i>
1. HWRSD Friends' Groups 2. H & W Scout Groups 3. Churches 4. Town Boards 5. Town Hall Meetings 6. Police/Fire Meetings/Trainings 7. School Booster Club Awards Events	1. Youth Football 2. Youth Lacrosse 3. Youth Soccer 4. Little League 5. Youth Awards	1. Youth Theatres 2. Dance Companies 3. Quilter Groups	1. Community House 2. Youth Basketball 3. Youth Cheerleading 4. Men's Basketball 5. Badminton 6. Fine Arts Org. Events	1. Driving Schools 2. For. Lang. Classes 3. Test Prep Businesses 4. Private Instruction

6. School kitchens are available only when district food service employees are employed to supervise and protect the interests of the HWRSD. School food service employees are to be employed and paid according to the terms and salary schedule specified in the HWRSD School Food Service Working Conditions.
7. On days when school has been canceled because of emergency conditions, the school buildings will not be available.
8. The HWRSD will not be responsible for the cancellation of an application for the use of school property in case of an emergency which results in the closing of a school building.
9. Exceptions to these rules and regulations and those in the District Policy can be made only by the Superintendent or his/her designee.
10. These Rules and Regulations, and those in the District Policy, cover all functions and/or events which are held in the HWRSD facilities or property after 4:00 pm, Monday – Friday and anytime on Saturdays, Sundays, and holidays.

SCHEDULE OF FEES FOR SCHOOL RENTAL/USAGE June 2005

Middle School and High School

(Rental fees, excluding staff and equipment)

Cafeteria – HS	\$50 per hour w/ a 3 hour minimum.
Cafeteria – MS	\$50 per hour w/ a 3 hour minimum.
Kitchen (actual use) ⁵	\$50 per hour w/ a 3 hour minimum.
Gym (each time)	\$85 per hour w/ a 4 hour minimum.
Auditorium ¹	\$100 per hour w/ a 4 hour minimum.
Classroom	\$50 per hour w/ a 3 hour minimum.
Dumpster Use ²	
Computer Labs ³	\$50 per hour w/ a 3 hour minimum.
Audio Visual Rental ⁴	
Library	\$50 per hour w/ a 2 hour minimum.
Field Use	\$50 per hour w/ a 3 hour minimum.

Elementary Schools

(Rental fees, excluding staff and equipment)

Café/Gym/Auditorium	\$50 per hour w/ a 3 hour minimum.
Kitchen (actual use) ⁵	\$50 per hour w/ a 3 hour minimum.
Computer Labs ³	\$35 per hour w/ a 3 hour minimum.
Library	\$50 per hour w/ a 2 hour minimum.
Classroom	\$50 per hour w/ a 3 hour minimum.
Dumpster Use ²	
Audio Visual Rental ⁴	
Field Use	\$50 per hour w/ a 3 hour minimum.

¹ All groups using the Auditorium must utilize the Hamilton Wenham crew trained by the Technical Director and assigned to the auditorium by the Fine Arts Department Chair in order to use the space. This applies to all rehearsal time as well as performances. The required crew will be determined by the specific needs/abilities of each group. All parties shall meet with the Technical Director to determine their specific needs/requirements and review the house rules.



Additional auditorium fees:

Mandatory Staff

Technical Director	\$50/hour
Stage Manager (student)	\$15/hour
Lighting Control (student)	\$15/hour

Optional Staff

Sound Tech (student)	\$15/hour
House Manager (student)	\$15/hour
Spot Light (student)	\$15/hour

² Should the dumpster at any school require an additional pickup, the fee will be set by calling the dumpster company for the going rate.

³ For Computer Labs use of a Technology Coordinator or Technology Teaching Assistant must be present at a rate of \$25/hour.

⁴ Audio/Visual Rentals including: slide projectors, overhead projectors, digital projectors, VCRs, DVD players, televisions and/or screens will be made available upon request for an additional fee.

⁵ HWRSD Food Service personnel must be present at all times for kitchen use.