

THE SALEM PUBLIC SCHOOLS

Request for Use of School Facilities

Date: _____

FACILITY: _____
EVENT DATE: _____ RENTAL TIME: _____
PERFORMANCE TIME: _____ HEAT REQUIRED A/C REQUIRED
PROGRAM DESCRIPTION: _____
APPROXIMATE AUDIENCE SIZE: _____ ADMISSION CHARGE: _____
SUBMITTED BY: _____ (Contact Person)
TELEPHONE: _____ (Day/Evening)
REPRESENTING: _____ (Agency/Group)
ADDRESS: _____
CITY: _____ STATE: _____ ZIP CODE: _____
FAX NO.: _____ CELL PHONE NO.: _____
EMAIL: _____

EQUIPMENT OR SPECIAL NEEDS REQUIRED:

Bleachers, seating, allow ample time between events for set-up/break-down. All requests for the use of school department equipment must be listed on this rental application form, example: sound system, chairs, etc. (Additional charges may apply.)

USAGE FEES:

FACILITY FEE:

Base Charge (4 Hour Minimum): _____
Hourly Charge (\$30.00 Per Hour): _____
Additional Hours Required: _____
Total Rental Fee: _____

CUSTODIAL FEE:

Number of Custodians Required: _____
Hourly Rate Each Custodian: \$46.48
Total Approximate Man Hours: _____
Total Custodial Fee: _____

Please issue a payment check made payable to the *Salem School Department Facility Rental.*

1. Facility Usage Fee: \$ _____
2. Custodial Service Fee: \$ _____
3. Total Amount Due: \$ _____

NOTE: Due to unforeseen circumstances, the rescheduling of non-school rental activities may be necessary. School sponsored activities shall take precedence over any and all non-school functions.

I affirm that the group I represent will abide by the letter and spirit of the rules and regulations governing the use of school facilities including all vehicle parking and traffic regulations at each facility.

Signature of Applicant: _____

Approval of Building Principal: _____

Approval Building Services: _____

Date: _____

Date: _____

Cc: Principal: _____
Sr. Custodian: _____
Originator: _____
File: _____

Please email request form to Ryan Monks, Director Building Services at: rmonks@salemk12.org

1. SCHOOL COMMITTEE POLICY ON THE USE OF SCHOOL FACILITIES BY NON-SCHOOL GROUPS

All applications for the use of school facilities must be filed (10) days prior to the event at the Building Services Office, Salem High School, 77 Willson Street, Salem, MA 01970. Telephone: 978-740-1143.

It is the policy of the Salem School Committee to encourage the use of School Department property by Salem community groups for worthwhile purposes, when such uses do not conflict or interfere with school programs or with the activities of school sponsored organizations.

Fees are assessed to groups using school facilities to substantially meet the related custodial, utility, and maintenance costs. Every effort is made by the school department to keep costs as low as possible.

Use of school facilities shall be limited to public gatherings which promote the general welfare. The School Committee is the final authority and judge as to whether the activity promotes the general welfare or is harmful to property.

The committee reserves the right to reject any or all requests for the use of school property.

2. FEES

User rental fees are comprised of the following:

1. Custodial Fee
2. Facility Rental Fee
3. Other fees as may be required

2.1 CUSTODIAL FEES

The number of custodians required at each event shall be determined by the granting authority.

Custodial fees are charged at a rate of 1.8 times the average current hourly custodial rate in accordance with the wage provisions of the current working agreement between the Salem School Committee and AFSCME Local Union 294.

School Year	2019/2020	\$46.48
School Year	2020/2021	\$47.65

2.2 FACILITY FEES

All school facility rental fees are per day (4 hours) minimum. Additional hours are charged at \$30.00 per hour. Bertram Field facility rental fees are per day (4 hours) minimum. Additional hours are charged at \$75.00 per hour. Bertram Field stadium lighting usage fee is an additional \$75.00 per hour for each hour of the facility rental period.

SALEM HIGH SCHOOL	BASE	COLLINS MIDDLE SCHOOL	BASE	ELEMENTARY SCHOOLS	BASE
Auditorium	\$450	Auditorium	\$225	Gymnasiums at:	
½ Auditorium	\$225	Gymnasium	\$225	Bates, Bentley, Carlton, Saltonstall	\$225
Field House	\$500	Cafeteria	\$125	Gymnasiums at: Horace Mann, Witchcraft	\$275
Gymnasium	\$225				
Cafeteria	\$225			Cafeteriums at:	
Library/IMC	\$100			Bates, Carlton, Horace Mann, Witchcraft	\$275
Classroom	\$50			Cafeterium at Bentley	\$150
				Cafeteria at Saltonstall	\$100
BERTRAM FIELD FACILITY USAGE FEES:				Auditorium at Saltonstall	\$225
Base Fee (4 Hours)	\$500			IMC/Library	\$150
Additional Hour	\$75 Per Hour			Computer Lab	\$150
Stadium Lighting	\$75 Per Hour				

2.3 OTHER FEES

As directed by the School Committee, a number of cafeteria workers, police officers and other personnel may be required. A school department administrator shall be required at all events which utilize multiple areas within a facility and are expected to have large or multiple groups or audiences. This individual will be responsible for insuring full compliance with all School Committee facility rental policies and guidelines and building security. The administrative fee will be paid by the agency utilizing the facility. The fee will be charged at the current administrator's salary on a per hour basis.

2.3.1 CAFETERIA WORKERS

The number of cafeteria workers required at each event shall be determined by the Director of Food Services.

Cafeteria worker fees shall be charged at a rate of 1.8 times the average current hourly pay rate in accordance with the wage provisions of the current working agreement between the Salem School Committee and AFSCME Local Union 294.

2.3.2 SPECIAL LIGHTING/AUDIO PERSONNEL

Use of any lighting (other than the house lights such as stage lighting or special lighting) and/or the use of audio equipment shall require the hiring of a qualified operator as determined by the School Committee.

Operator fees are charged at a rate of \$8.00 per hour with a minimum of (3) hours.

2.3.3 EQUIPMENT USE

<u>HIGH SCHOOL</u>	<u>EACH</u>
GRAND PIANO	\$25.00
OTHER MUSICAL INSTRUMENT	\$ 5.00
PORTABLE STAGE PLATFORMS	\$10.00
CHORAL RISERS	\$10.00

2.3.4 POLICE OFFICERS

All activities not listed in section 2.4, with an expected attendance in excess of 700 persons are required to engage the services of a number of Police Officers as determined by the School Committee. Some activities with an expected attendance of less than 700 persons may be required to engage police services. The applicant will engage and pay the assigned police detail officers directly.

Police Detail Contact Information:

Salem Police Department Paid Detail
 Assignment Officer
 978-744-0171 Ext. 127

2.4 ASSESSMENT OF FEES

All organizations shall be assessed fees as determined by the granting authority in this policy, with the following exceptions ONLY:

No fees or charges shall be assessed to the following groups unless otherwise noted:

Alumni Meetings	Parent Teacher Organizations – Meetings & Activities
Booster Clubs	Saturday Mornings Cartoon League *
Boy Scouts of America	Salem Philharmonic Orchestra **
Brownies of America	Salem Recreation Department *
Camp Fire Girls	Salem Youth Basketball Program *
City of Salem Community Meetings Required by Law	Salem Youth Soccer
Cub Scouts of America	Student Activities
Girl Scouts of America	Student Organizations

* No facility fee, custodial fees shall apply whenever custodial overtime is required.

** No facility fee, custodial fees limited to 2 performances per year.
 Custodial fees shall apply whenever custodial overtime is required.

2.5 COLLECTION OF FEES

2.5.1 SECURITY DEPOSIT

A security deposit of \$250 shall be rendered 48 hours in advance, from groups except those listed in Section 2.4

The Director of FAPA, Athletic Director, Building Principal, or designee shall conduct a pre and post inspection of the rental facility to determine the nature of any damages incurred. The user agrees that the cost of any damages shall be deducted for the security deposit with the balance returned following the post inspection. Any damages in excess of \$250 shall be borne by the individual or organization renting the facilities.

2.5.2 PAYMENT OF FEES

All fees are payable 48 hours in advance of the event except where the School Committee designates later billing.

Make checks payable as follows:

“SALEM SCHOOL DEPARTMENT FACILITY RENTAL”

OTHER FEES: MAKE PAYMENT DIRECTLY TO PERSON OR ORGANIZATION

2.5.3 DISTRIBUTION OF FUNDS

The School Department serves as the collection agency for user fees to pay for the incurred custodial, cafeteria, and/or facility costs, expenses, and maintenance items, as determined by the School Committee.

3. OTHER REQUIREMENTS

3.1 CERTIFICATE OF LIABILITY INSURANCE

As determined by the granting authority, users are required to obtain a Certificate of General Liability Insurance with a minimum limit of \$1,000,000.00. This policy is to protect all athletic participants and spectators using any school building or field, inclusive of affirmative coverage for the City of Salem, its servants, employees and agents. There are to be no exceptions to this policy.

4. REQUEST FOR EXCEPTION TO POLICY

Exceptions to the School Committee Policy on the Use of School Facilities by Non-School Groups must be approved by the School Committee, and recorded as an addendum to this policy, two weeks prior to the event. It is recommended that any requests for an exception be submitted for School Committee consideration at least one month prior to the event.