

NEWBURYPORT HIGH SCHOOL

241 High St.
Newburyport, MA 01950

COPIES:

Custodial
Central Office

AGREEMENT CONTRACT
Use of School Facility

The office of the Principal of the Bresnahan School, hereinafter referred to as "Renter," grants permission to the following entity, hereinafter referred to as "Rentee," to use the following named areas for a period indicated, absent cancellation by the city as set forth below:

Contact name: _____

Phone _____ Cell _____

Address: _____

E-mail: _____

Facility/Area Use requested: _____

Date(s) requested: _____ Times requested: _____

Event or league name: _____

Number of attendees or league participants: _____

The Rentee agrees to:

- a. Make all arrangements with the Renter at least one week in advance of the activity.
- b. Comply with any reasonable request of authorized school personnel.
- c. If applicable, pay facilities, custodial and other fees according to fee schedule listed below.
- d. Pay for police detail when deemed appropriate at the discretion of the Renter (fee TBD).
- e. Clean any areas used in this activity. Rentee must remove all rubbish or pay for costs incurred by the schools to do so. All areas must be left in the same or better condition as they were found.
- f. Any equipment left on site during this agreement will be the responsibility of the Rentee unless prior arrangements have been made with Renter.

The Renter may, in its discretion and without cause, terminate this contract by giving notice to the above named person not less than ten days prior to the event or end of the initial term or a renewal term, as applicable, of such termination.

All school buildings and grounds (including all athletic fields) are smoke and alcohol free.
School Facility Rentals Are at the Discretion of the Superintendent of Schools.

Please Circle Any of the Following if Needed:				*LCD Projector	*Projection Screen	*Sound System
*Microphone	*Lighting	*Tables & Chairs (for how many) _____	*Easels/White Board (how many) _____			
Cafeteria Area:		*Tables set up	OR	* Empty Space	**Please Illustrate Set-Up on back of form	

In acting on requests for the use of school fields/gymnasiums, the Newburyport Public Schools does not discriminate on the basis of race, color, religion, national origin, age, gender, sexual orientation, gender identity, political viewpoint, or disability in admission to, access to, employment in, or treatment in its programs and activities.

Signed:

Date: _____

Authorized Agent of Organization

Approved by:

Date: _____

Building Principal/Designee

Approved by:

Date: _____

SUPERINTENDENT OF SCHOOLS

Please sign and return (with any applicable fees) to:

Newburyport High School
241 High Street
Newburyport, MA 01950

NOTE: This contract is in effect only once this agreement is signed and returned with payment.

FEE SCHEDULE

For Use Of Newburyport Public Schools Facilities

Facility	Local Non Profit	Local Profit	Non-Local
Auditorium*	\$500	\$750	\$1000
Cafeteria and Kitchen**	\$50/hr	\$75/hr	\$100/hr
Cafeteria Only**	\$25/hr	\$50/hr	\$100/hr
Classrooms	\$25/hr	\$50/hr	\$75/hr
Library	\$50/hr	\$75/hr	\$100/hr
Custodial Fee	\$40/hr	\$40/hr	\$40/hr
Energy Fee			
Maintenance Fee			

* Includes up to 1 week of technical rehearsals at times to be determined

** School District cafeteria employee may be required.

NOTE: When custodial services are contractually required, they will be paid for separately regardless of group category.

Group Definitions on Which Fee Schedule is Based

A. All school sponsored and school related activities	NO FEE
B. Activities that benefit the youth of the city when a fee/admission fee is NOT charged; or activities run by civic, service, educational, charitable organizations, and individuals when a fee/admission is NOT charged	NO FEE
C. Activities run by civic, service, educational, and charitable organizations and individuals when a fee/admission IS charged	FEE/Local Non-Profit
D. For profit organizations and individuals whether or not a fee/admission IS charged	FEE/Local Profit
E. Employee sponsored and/or run programs benefitting Newburyport students which is fee based and for which the employee or person performing the service received compensation would be charged an hourly fee based on fee schedule. Fee is capped at \$1,000	FEE/Local Profit

RULES FOR USE OF NEWBURYPORT PUBLIC SCHOOL FACILITIES

1. **Application forms to request the use of any school facility shall be obtained through the Office of the Principal**, who shall have the sole discretion to grant permission for the use, or to recommend changes in the request for all non-profit groups or entities. Each building principal may establish additional guidelines related to the uniqueness of his/her building.
2. The person, persons, or organizations, granted the use of the Public School Facility shall assume full liability for any damage to the building, equipment, or grounds resulting from such use. No scenery, furniture or other fixture shall be attached to any part of the building without the express permission of the School Building Principal.
3. The applicant shall pay the established fee for the use of the Facility. **Checks are payable to “Newburyport Public Schools” and sent, along with the signed agreement to, Bresnahan Elementary School, c/o Office of the Principal, 333 High St., Newburyport, MA 01950.**
4. The applicant shall pay for such police, firemen, and custodial service as may be required by the Superintendent of Schools/designee. Payment for such services shall be made directly to the Newburyport Public Schools on the basis of a statement provided by the School Department to the applicant.
5. Custodians shall be provided by the school and shall be assigned in accordance with the provisions of the collective bargaining agreement.
6. In no case shall any person other than a regular employee of the School Department, or a person approved by the School Department, be permitted to perform any service connected with the operation of the building or grounds, or any part of its equipment.
7. The applicant shall assume full responsibility for adhering to and enforcing State and Federal laws, as well as compliance with City ordinance regarding the prohibition, possession, and/or use of any alcoholic beverages, any tobacco products, or any firearms in the building, or on the grounds.
8. A permit may be cancelled without notice if its provision or its intent are violated in any manner and the Superintendent of Schools/designee shall be sole judge of such violations.
9. No permit shall be issued for any activity, which would include any display of fireworks or that violate State Fire Code Regulations.
10. No food or beverages are allowed in the auditorium.
11. The use of latex balloons is prohibited in all buildings.

COMMUNITY USE OF FIELDS/FACILITIES

Voted by School Committee: April 28, 2015