

CONCORD PUBLIC SCHOOLS
CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT

FACILITY RENTAL APPLICATION

Instructions for facility rental applicants:

The following instructions and forms are for any Concord or Carlisle non-profit organization submitting the attached application for a permit to rent facilities within any Concord Public School or Concord-Carlisle Regional High School building or surrounding grounds:

1. All permit application forms are available from either the school website at www.colonial.net, school secretaries, or the Facilities Management Office within the Ripley Administration Building, 120 Meriam Road, Concord, MA 01742. Please submit the application directly to the school office located at the requested space to begin the process of reviewing the application. All inquiries should be directed to the facilities secretary at (978) 341-2490 x 8100 or 978-202-1100. A copy of the completed permit will be sent to the applicant when approved.
2. To allow sufficient time for the review process, completed application forms must be submitted at least 30 days prior to the date of the event. Applications must be filled out completely to be considered. Incomplete applications will be returned to the applicant.
3. For a permit to be granted, the review process requires the approval of all persons listed on the application form:
 - Building Principal or Athletic Coordinator (for use of gymnasiums and fields)
 - Facilities Manager
 - Food Services Manager (if a kitchen facility is being requested)
 - Director of Finance and Operations
4. When reviewing the application, consideration will be given, but not limited, to the following factors:
 - availability of the space at the time being requested,
 - appropriateness of the use of that space for the event being proposed,
 - overall demand on the use of the building by other groups during the same period,
 - ability to provide custodial coverage,
 - previous experience with rental of school facilities by the organization requesting space.
5. No public distribution of information about the event should take place until the Facilities Management Office returns the approved permit to the applicant.
6. If an organization misrepresents, or fails to fully represent, the nature of the proposed activity on the permit application, then the School Districts reserve the right to cancel the permit even after approval has been received by the applicant. It would be helpful if flyers or other literature ready at the time of submitting the permit application could be attached to the application form.
7. Depending upon the length of the rental or the nature of the activity, the school districts reserve the right to require the renting organization to obtain a Certificate of Insurance naming the School Districts as co-insured.

****Please note that the Alcott School is a peanut and tree nut free school****

**CONCORD PUBLIC SCHOOLS
CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT**

FACILITIES USE FEE SCHEDULE

FOR IN-DISTRICT, NON-PROFIT ORGANIZATIONS

The following rental fees are effective as of July 1, 1990:

Classroom	\$10.00/hour up to 3 hours \$15.00/hour more than 3 hours
Music Room / Forum / Library / Cafeteria	\$10.00/hour
Conference Room or Auditorium for <u>non-performance</u>	\$12.00/hour - 2 hour minimum
Auditorium for performance	
- <u>without</u> stage lighting & equipment	\$18.00/hour - 2 hour minimum
- <u>with</u> stage lighting & equipment	\$25.00/hour - 2 hour minimum
Gymnasium	\$15.00/hour
Cafeteria without Kitchen	\$10.00/hour
Kitchen (*requires Food Service Personnel)	\$10.00/hour
Custodial Charges & Food Services Personnel: (2 hour minimum)	Time and one-half of custodial & food personnel wage schedule evenings and/or Saturdays, double time Sundays & holidays

NOTE:

**Cancellations must be made 48 hours in advance by notifying the
Facilities Management Office. Phone 978-341-2490 x8100.**

Application #:	CPS -
	CCHS -

**CONCORD PUBLIC SCHOOLS
CONCORD-CARLISLE REGIONAL SCHOOL DISTRICT
120 Meriam Road, Concord, MA 01742**

Requesting Organization: _____
Facilities Requested: _____ @ _____ School
Date/s: * _____ Day of the Week: _____
Time/s: _____ to _____ Expected Attendance: _____
Purpose of Meeting: _____

* For multiple dates, please indicate starting and ending dates. Facilities are generally not available during school vacation weeks and holidays. *See reverse side* if equipment needed (extension cords, A/V, etc.) and/or room setup.

The undersigned has read a copy of Commonwealth of Massachusetts Chapter 536 Regulations regarding Hazing (attached) and will comply with same. The undersigned has also read the attached instructions and fully understands and accepts all provisions discussed therein.

Concord resident's name (please print): _____
& Signature: _____
Concord resident's address: _____ & day phone: _____
Billing address if different: _____

**PERMIT FOR USE OF SCHOOL BUILDING
BY IN-DISTRICT, NON-PROFIT ORGANIZATION**

Permission is granted for the above-named in-district, non-profit organization to use the designated school facility. The above-signed resident understands that it is the organization's responsibility to pay for services as indicated below.

Approvals:

Date: _____ Principal or Athletic Coordinator: _____
Date: _____ Facilities Manager: _____
Date: _____ Food Services Manager: _____
Date: _____ Director of Finance and Operations: _____

This usage will be invoiced for: Facilities Custodial Food Services N/C

NOTE: Cancellations must be made 48 hours in advance by notifying the Facilities Management Office at (978) 341-2490 x 8100 or 978-202-1100.

Please refer to FEE SCHEDULE.

**Concord Public Schools
Concord-Carlisle Regional School District**

(Attachment to Facility Rental Application)

YES NO

Is your organization Concord-based? _____

Do a majority of your members served reside in Concord _____

Does your organization primarily serve school-age children, even if the organization is not directly school related? _____

Do you charge your members a fee for the services provided? _____

Do you charge a fee to the general public for admission to any events sponsored by your group? (If this question is not applicable, please check here ____.) _____

If you are requesting use of the high school gymnasium, do you require use of showers? _____

Do you need custodians to set up chairs, tables, or other equipment for your use of the building? _____

Do you need use of the kitchen for food preparation/service?
(This requires the School Department's Food Service staff.) _____

Do you need use of auditorium lighting, sound systems or audio-visual equipment?
Please specify _____

Other equipment needed (podium, extension cords, etc.):
Please specify _____

Will Cable cover this event?
(Your organization will handle this directly with the cable company) _____

This form must be completed, signed and returned with your Permit Application.

SCHOOL USE RELEASE

I, _____, understand and agree that, in consideration for being granted access to and the use of the property and facilities of the Concord Public Schools/Concord-Carlisle Regional School District, I assume any and all risk with respect to such access and use, and hereby release said Concord Public Schools/Concord-Carlisle Regional School District, its representatives, agents, servants and employees from liability for any injuries sustained or damage incurred in the course of such access and use resulting from any cause whatsoever which may be sustained.

(name)

(organization)

Date: _____

THE COMMONWEALTH OF MASSACHUSETTS

Chapter 536 of the Acts of 1985

AN ACT PROHIBITING THE PRACTICE OF HAZING

Chapter 269 of the General Laws is hereby amended by adding the following three sections:

Section 17. Whoever is a principle organizer or participant in the crime of hazing as defined herein shall be punished by a fine of not more than one thousand dollars or by imprisonment in a house of correction for not more than one hundred days, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than five hundred dollars.

Section 19. Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledgee or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgement stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

Each secondary school and each public or private school or college shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The board of regents and in the case of secondary schools, the board of education, shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.