

BUILDING USE REQUEST FORM
Montachusett Regional Vocational Technical School
1050 Westminster Street
Fitchburg, MA 01420 978-345-9200

****Invoice subject to change due to additional coverage.**

Today's Date _____ Name of Organization/Staff/Group _____

Address _____ City _____ State _____ Zip _____

Dates Requested _____ Time in-Time out _____ If request is for Auditorium, indicate rehearsal or performance/recital or set up.
 _____ Include all dates and times you will need access to Auditorium.

Responsible Party Name _____ e-mail _____
 Home Address _____ City _____ State _____ Zip _____
 Home Phone _____ Work phone _____ Cell phone _____ Fax _____

Facility Requested & Cost (check all that apply)

Facilities use must be accompanied by our custodial staff and will be billed separately.
 Kitchen(s) use must be accompanied by our cafeteria or culinary staff and will be billed separately.

- | | |
|--|--|
| <input type="checkbox"/> Auditorium (Fee Schedule-see page 2) | <input type="checkbox"/> New Gym (\$30/hr) |
| <input type="checkbox"/> Cafeteria (\$25/hr) | <input type="checkbox"/> Old Gym (\$25/hr) |
| <input type="checkbox"/> Café Kitchen (\$25/hr) | <input type="checkbox"/> Locker Room/Showers (\$10/hr) |
| <input type="checkbox"/> Cafe Staff (\$51/hr) | <input type="checkbox"/> Scoreboard (N/C) |
| <input type="checkbox"/> Culinary Conf. Room (\$10/hr) | <input type="checkbox"/> Weight/physical training room (\$20/hr-min 2 hours) |
| <input type="checkbox"/> Custodian Staff (Sunday/Holiday \$55/hr
All other \$41/hr) | <input type="checkbox"/> Baseball Fields (\$15/hr) |
| <input type="checkbox"/> Tea Room Restaurant (\$25/hr) | <input type="checkbox"/> Softball Fields (\$15/hr) |
| <input type="checkbox"/> Culinary Kitchen (\$25/hr - Vocational Office) | <input type="checkbox"/> Field Hockey Fields (\$15/hr) |
| <input type="checkbox"/> Classrooms (\$10/hr per room) | <input type="checkbox"/> Soccer Fields (\$15/hr) |
| <input type="checkbox"/> Computer Lab (specify Mac or PC \$10/hr) | <input type="checkbox"/> Tennis Courts (\$15/hr) |
| <input type="checkbox"/> Library (\$20/hr) | <input type="checkbox"/> Track (\$15/hr) |
| <input type="checkbox"/> Library Classroom (\$10/hr) | <input type="checkbox"/> Football Field (\$200/game) |
| <input type="checkbox"/> Main Conference Room (\$20/hr) | <input type="checkbox"/> Summer Camps (\$125/day) |
| <input type="checkbox"/> Tables/Chairs (rental fee may apply) | <input type="checkbox"/> Lights on Field (\$15/hr) |
| <input type="checkbox"/> Podium (N/C) | <input type="checkbox"/> Concession Stand (No Charge-run by Monty Tech staff/students) |
| | <input type="checkbox"/> Police (bill separately) |

TECHNOLOGY USAGE FEES:

- | | |
|---|--|
| <input type="checkbox"/> Projector Usage (\$50) | <input type="checkbox"/> Movie (\$10) |
| <input type="checkbox"/> Technology Setup/Usage (\$25) | <input type="checkbox"/> AV/Media Technician (\$23/hr) |
| (Includes: SMARTboard, projector and screen, microphone, speakers, laptop, Internet access, A/V Equipment, Media Assistance) | |
| <input type="checkbox"/> Wireless Guest Access (N/C) CLIENT <u>MUST INDICATE IF A PERSONAL DEVICE (LAPTOP, TABLET, ETC) WILL BE USED.</u> | |
| <input type="checkbox"/> List Specific Technology Needs _____ | |
| <input type="checkbox"/> Other _____ | |

PARKING NEEDS:

Front _____ Auditorium _____ Gym _____ Rear _____ **Approx. # of Spaces Needed** _____

Intent of usage _____

Expected attendance # _____ Admission Charge: Adult \$ _____ Child \$ _____

Intended Use of Profits _____

Return application with appropriate fees to: Principal, MRVTS, 1050 Westminster St., Fitchburg, MA 01420
 All checks are payable to: Montachusett Regional Vocational Technical School

APPROVED: Facilities: _____ **Principal:** _____
 Athletic Director: _____ **Auditorium:** _____

Superintendent: _____
 (required for any fee waiver)

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Release and Indemnity Agreement

For and in consideration of the use of the facilities of the Montachusett Regional Vocational Technical School District (hereinafter: the district) by me/us and/or by the organization I/we represent, I/we individually or on behalf of the organization I/we represent do hereby release acquit, discharge and covenant to hold harmless the district, its agents, servants, employees, committee members, officers and representatives of and from any and all actions, causes of action, claims demands, damages, costs, loss of services, expenses and any compensation, on account of or in any way growing out of any and all personal injuries (including death) and property damage which the district and/or out of any negligence of the district, its agents, servants, employees, committee members, officers and representatives, which presence arises directly or indirectly out of permission to use the district's facilities granted to me/us and/or the organization I/we represent.

NAME OF ORGANIZATION/GROUP: _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

SIGNATURE OF APPLICANT _____ DATE _____ BUSINESS PHONE _____

AUDITORIUM FEE SCHEDULE: Facilities use must be accompanied by our custodial staff and will be billed separately.

Performance Time (bill 1-2 hours plus time of performance)	\$50.00/hour
Rehearsal Time	\$30.00/hour
Technical Time	\$23.00/hour
Green Room	\$10.00/hour
Classroom Time (must also have a classroom monitor hired by MT)	\$10.00/hour
Classroom Monitor (client requested classroom time + ½ hour before & after)	\$15.00/hour
Energy Surcharge (needed for all rehearsals & performances 5 hr. minimum/day)	\$100.00 + \$20.00 each additional hour
Marley/Dance Floor Use (per performance up to 4 hours/event rehearsal(s) inc.)	\$50.00 + 1-4 Tech Hours
Projector Usage Charge (movies, etc.)	\$50.00
Auditorium Concession Stand	(no charge/run by Monty Tech Staff/Students)
Advertising on Electronic Sign	\$10.00/day \$50.00/week

Extra Curricular Activities (for staff use)

Activity _____ Location _____ Bus: Yes _____ No _____

Chaperones Needed Yes _____ No _____ (If yes, state who will be chaperones)

To be filled out by the office personnel at Montachusett Regional Vocational Technical School

_____ Usage Fee _____ Date Received
 _____ Custodial/Staff Fee _____ Date Received
 _____ Insurance required Y ___ N ___ _____ Date Certificate of Insurance Received
 _____ # Of Police Officers required

cc: Administration
 Area of Building Usage Front Desk
 Athletic Director

Person Requesting Use of Bldg.
 Continuing Education

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- It is understood that the use of the school is provided at user's risk. User shall assume responsibility for all damages to the real and personal property of the school.
- The organization renting or using school facilities must adhere to the District Policy on Rental of School Facilities, which is hereby incorporated into said agreement.
- Upon termination of the organization's rental of the school facilities, the user's right shall immediately cease and terminate and the user shall place the facilities in the same condition as they were prior to said use.
- No tenancy of any kind is created by this agreement.
- In consideration for this application/permit being accepted, the organization renting the facilities does hereby agree to indemnify, hold harmless and release Montachusett Regional Vocational Technical School District, its employees, students, agents, servants, successors, or assigns from any loss, damage, expense, claim or liabilities of any kind as a result of the rental of the designated facility.

PURPOSE

The primary purpose of the Montachusett Regional Vocational Technical School District facilities is to provide educational opportunities to the students of the district. The School Committee realizes and appreciates that the facilities have been provided by and are supported by tax dollars of the sending communities. Therefore, when the facilities are not being used for school-sponsored activities, they may be made available for public use in accordance with the published regulations, approved by the district School Committee.

The Montachusett Regional Vocational Technical School District Committee reserves the right to review and adjust any use of building procedure as needed. The Montachusett Regional Vocational Technical School District Committee also reserves the right to deny use of the facilities to groups or users who have demonstrated an inability to follow the rules and regulations policy on any previous occasion for any reason. The Superintendent-Director reserves the ultimate right to approve or disapprove the use of the school facilities or to revoke a permit previously granted when it deems such action to be in the best interest of the school community. The facilities of the Montachusett Regional Vocational Technical School shall be made available to member Municipal Government Bodies, State Department of Education and Federal Agencies, when requested and approved by the Superintendent-Director. Rental may be waived for such organization at the discretion of the Superintendent-Director.

All facilities use permits are non-transferable. Any misuse of said permit will result in permanent organization suspension of facilities use.

Users of school property shall be responsible for all damage sustained during said event. The Superintendent-Director may at his/her discretion, require a bond to be posted to provide against damage to the particular area of the facility involved, and its contents.

PROCEDURE FOR APPLICATION

1. Obtain an application from the main office. The applicant will be advised if the date requested is available.
2. Applicant must be 21 years of age or older.
3. Application must be made at least four (4) weeks before the event.
4. The completed application should be returned to the Principal and/or Superintendent-Director's office.
5. If approved by the Principal and/or Superintendent-Director, the applicant will be advised and notified in writing as to whether or not a bond must be posted.
6. A bond, if required, is to be filed with the Principal and/or the Superintendent-Director forty-eight (48) hours prior to the event, and released through his/her office after the event.
7. If the application is denied, in the whole or in part, appeal can be made to the Superintendent-Director for review. This appeal must be in writing.
8. The probable attendance must warrant the use of the facilities. If the Principal and/or the Superintendent-Director feel the area requested is not best suited for the purpose, he/she may designate the room or facilities to be used.
9. Upon receiving authorization to use school facilities, the user accepts and agrees to abide by all rules, regulations and provisions, and guarantees payment of all established fees and charges. A down payment representing 25% of the total costs shall be paid at least two (2) weeks prior to the date of the activity, and is non-refundable. The balance due shall be paid within three (3) working days before the date of activity.
10. The Principal must be notified if reserved dates are cancelled. If cancelled, any cost incurred by Montachusett Regional Vocational School District will be billed to the applicant.

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RULES AND REGULATIONS

1. The applicant will be notified at least 24 hours in advance if use of the school facilities, previously granted, must be denied due to a failure to conform to the rules and regulations.
2. The exception is children's programs, which can be cancelled at "curtain time", by an administrator, if the sponsoring group has not provided an adequate number of chaperones.
3. Children's programs must have one adult chaperone for every 20 children.
4. Food or beverages are allowed only in designated areas and only by advance arrangement and permission. No food or beverages are allowed in the auditorium or gymnasiums.
5. Drugs are not permitted on school property. Alcoholic beverages are not permitted on school property unless the applicant applies to the district school committee for approval of a one-day liquor license, gets the vote of approval from the district School Committee to apply for such license, and presents a legitimate license from the authorizing agent.
6. No smoking will be allowed anywhere on school property (State Law, Chapter 148).
7. No firearms or explosives shall be permitted.
8. No equipment belonging to the school can be used without permission of the Principal and/or the Superintendent-Director.
9. No school equipment is to be relocated, altered, adapted or adjusted without authorization of the Principal.
10. All material or equipment to be brought in by the user must be listed on the application.
11. Groups or organizations using school facilities are responsible for adequate protection of the building and school equipment. Arrangements for protection must have the approval of the Principal and/or the Superintendent-Director. When police are required, the applicant must make arrangements with either the Fitchburg or Westminster Police Department. Auditorium usage requires the Fitchburg Police; use of gymnasiums requires the Westminster Police.
12. School authorities shall have access to all rooms at any time.
13. No gambling of any kind shall take place on school property.
14. Renting organizations shall not use school properties in any manner that would be considered below the standards of entertainment or amusement ordinarily provided by the school itself.
15. Any decorations shall be erected in a manner that will not damage school property or present a fire hazard, and the Principal and/or administrator on duty shall approve such erection of decorations. The user shall remove all decorations from the building before 8:00 am of the next day. The use of decorations in any way dependent or affixed to walls, ceiling fixtures, windows, casings, doors, or to any part of a building or grounds is prohibited unless approved by the Principal.
16. Scenery or other property will not be stored in the auditorium or other areas without expressed consent of the Principal and/or the Superintendent-Director.
17. Media technicians, salaried by the Montachusett Regional Vocational Technical School district, will operate lighting and/or other electrical/electronic mechanisms. Outside media technicians are under the supervision of the Montachusett Regional Vocational Technical School district personnel. Additional lighting, other than the usual stage lights, can be used only if acceptable professional technician or school personnel are hired to operate it.
18. School buildings may not be used for religious purposes. They may, however, be rented by religious organizations for such purposes as are outlined in Chapter 71 of the Massachusetts General Laws, Section 71.
19. Nothing shall be advertised, sold, given, exhibited or displayed on the building without the permission of the district School Committee.
20. Parking is restricted to paved, designated parking areas. Under no circumstances are vehicles to be driven or parked on playing fields or on the grass areas.
21. The sponsoring groups will pay for all custodians and any other support staff. The number of custodians to be assigned shall be at the discretion of the Principal and/or the Superintendent-Director. (The fees for such personnel will be at the current pay rate for that position.)
22. The group is required to keep its members in the area assigned to them. The area to be used will be checked by the custodian or an administrator and a representative of the group before and after the event. The custodian will point out any damage already present. The group is responsible for any damage occurring during their use.

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Insurance Requirements

1. If the rental applicant is an individual, then they shall supply a Certificate of Insurance from their homeowners or rental agent/carrier naming the Montachusett RVTS district, the members of the school committee and its administrators, staff and employees as additional named insured.
2. If the rental applicant is a not-for-profit corporation, business corporation, or unincorporated association of any kind, then it must provide a Certificate of Insurance naming the Montachusett RVTS district, the members of the school committee and its administrators, staff and employees as additional named insured evidencing the following coverage and limits.
 - a. **Commercial General Liability Insurance** including accepted contractual liability endorsements, with limits of liability of at least \$2,000,000 each occurrence Combined Single Limit, for Bodily Injury and Property Damage with a \$2,000,000 annual aggregate.
 - b. **Personal Liability** with limits of at least \$1,000,000 each occurrence, for Bodily Injury and Property Damage.
 - c. **(If applicable)** Professional Errors and Omission Liability Insurance including accepted contractual liability endorsements with limits of liability of at least \$1,000,000 each occurrence.
 - d. **(If applicable)** Worker's Compensation and Occupational Disease Coverage in full compliance with the federal and state laws and covering the applicant's employees engaged in the performance of any work for applicant on school property.
 - e. **(If applicable)** Employer's Liability Insurance covering injury or death to any employee who may be outside the scope of the Worker's Compensation and Occupational Disease statute, in the minimum limits of \$1,000,000 each accident; \$1,000,000 each disease and with a \$500,000 policy limit.
 - f. **(If applicable)** Comprehensive Liability Insurance (automobile type) insuring owned, non-owned and hired self-propelled vehicles of the type for use on and off school property, such policy to insure loading and unloading hazards with limits of liability of at least \$1,000,000 Combined Single Limit, for Bodily Injury and damage to property.
3. No person or entity shall be allowed to rent or otherwise use school property unless they provide Certificates of Insurance containing the foregoing information.
4. **If applicable**, all binders, certificates or policies of the foregoing coverages shall specifically designate by name the user's contractors and their sub-contractors. These required coverages shall be companies licensed to do business in Massachusetts. All binders, certificates or policies of the foregoing coverages shall specifically designate the following as an additional insured.

Fee schedule and form approved by the District School Committee on 5/7/14