



MASCONOMET REGIONAL SCHOOL DISTRICT

20 Endicott Road Boxford, MA 01921
978-887-2323

Use of Facilities Guidelines

The Masconomet Regional School Committee allows the use of school facilities by responsible and properly organized groups and organizations for worthwhile educational, recreational, social and cultural purposes. The following policies and procedures must be followed.

Use of the Masconomet Regional School District Buildings and Grounds will be governed by the following rules and regulations. These rules and regulations fall under the provisions of Chapter 71, Section 71, which will be operative until further changes are deemed necessary and advisable. All applicants must renew their applications seasonally.

The school administration reserves the right to revoke permission previously granted and will not be responsible for any losses or expenditures incurred by the applicant.

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Reservation Application Process

The Masconomet School District recognized that the public schools are created and supported by the citizens of Boxford, Middleton and Topsfield, therefore the Masconomet Regional School District Committee shall encourage the use of the schools by community individuals, groups and associations for educational, cultural and civic activities when the school facilities are not being used for school related activities.

This policy applies to all Masconomet fields with the exception of Roberts Field (Stadium). The use of Roberts Field, Bunker Stadium, Sennott Concession Stand, Coppola Press Box and/or the Parking Lots are subject to School Committee approval.

Any group or organization wishing to use Masconomet facilities must abide by the following requirements.

- Preference for facilities, in the event there is a scheduling conflict, will be given in the following order:
 - Masconomet activities
 - Town endorsed groups or organizations serving Tri-Town students
 - Community-based groups or organizations serving Tri-Town adults
 - Tri-Town individuals
 - Organizations or groups outside of the Tri-Towns
- Copies of the required insurance binder and, if applicable, evidence of Tri-Town non-profit status must be included with the application.
- The renter must not publicize the event prior to notification of approval.
- For events that take place in more than one season, a new application must be submitted for each season.
- Masconomet retains the right to bump a scheduled activity. When possible Masconomet will provide two days' notice.
- In the event a renter does not follow the established procedures, a written warning will be issued. If they continue to disregard procedures, approval for use of the space will be revoked indefinitely.
- Applications and all questions regarding facility use should be addressed to Leanne Towle, facility use coordinator, at ltowle@masconomet.org, or 978-887-2323.

Facilities Use Requirements

1. The applicant assumes full responsibility for the preservation of order in and about the building and grounds. The school administration, at its discretion, may require police officer coverage and will add the cost to the rental fee.
2. Full liability for any damages to MRSD property or injuries to persons, whether in MRSD buildings or on the grounds, shall be assumed by the applicant. Employees of the MRSD, or its representatives, shall be held free from any and all liabilities, which might result from the applicants' use of the buildings and grounds. The applicant agrees to take the utmost care in the use of school property and to make good any damage or loss to school property.
3. When fees are required in connection with the use of MRSD facilities, the rental fee must be paid in full and in advance of the use of the requested facility. The facility will not be reserved until the fee has been received by the facility use coordinator. Payment of rental fees must be by check made out to the Masconomet Regional School District.
4. Permission to use school facilities does not give the renter the right to exclude the School Administration or representatives from school property.
5. Only the facilities requested on the application form shall be used, and ONLY for the time(s) stipulated on the application. Failure to leave the premises at the appointed time could result in an additional fee for employee overtime costs (costs varies by employee position needed). If a renter refuses to leave when asked by MRSD Staff, the police may be called. Future use of facilities may be jeopardized.
6. Smoking or the use of any tobacco product is prohibited in the buildings and on school property. Use of drugs or alcohol will not be permitted, nor shall a person under the influence of intoxicants be permitted on school property.
7. Beverages or food may not be sold or served on school premises unless written permission is granted by the School Administration. Decorations, posters and other items may not be affixed to any part of the building. Exceptions to this policy must be requested at the time of the application. Heating or Cooking of any food products is NOT allowed per order of Fire Department.
8. Scenery, theatrical props, rented pianos, and other equipment must be delivered after school hours on the day of use and removed after school hours the following day. The MRSD is not responsible for any property left on the premises. The MRSD does not provide storage facilities.
9. Permission, when granted, does not allow the use of any school supplies, apparatus, or equipment, and does not include the use of facilities for rehearsals in any other part of the building. School facilities must be left in the same condition as before their use. Future use will depend on leaving the premises clean and in good repair. A clean up fee may be assessed if conditions if conditions are not left in favorable condition.

10. In case of school cancellation or early dismissal due to inclement weather, the facility will not be available for use unless permission is granted by the Superintendent or designee.
11. No subletting or sharing rental space between two parties/activities in the same area is permitted.
12. Children who are not participating in an event must be supervised at all times. The applicant assumes full responsibility for control and supervision of all participants and visitors in conjunction with the event.
13. This includes control of behavior and actions within the rental space, all adjoining space (hallways, bathrooms, etc.), and the exterior of the building.
14. Participants or guests may not use any wheeled equipment inside or in the immediate vicinity of the building such as skateboards, wheelie shoes, or scooters.
15. The entrance/exit closest to the rented area must be used at all times.
16. Organizations are required to complete a checklist/exit form after the event is over. If the event is more than one (1) day, the form will be filled out after the first and last day.
- 17. The Superintendent may review facilities use decisions as to the fairness of fees and/or requirements in the case of extraordinary circumstances. All decisions made by the Superintendent are final.**

BUILDING USE/RENTAL

Available Facilities

Auditorium (Capacity - 600)

- LCD display on projector screen
- Stage with curtain
- Light and sound production
- One Technician for lights and sound

Gym (Capacity – varies depending on use, maximum 544)

- Full size basketball court, or two smaller courts
- Bleachers
- Volleyball court

Field House (Capacity – varies depending on use, maximum 1620)

- Three Full size basketball court, one with full bleachers
- Indoor track
- Volleyball court
- Wrestling area

Selected Classrooms (Capacity - varies depending on use, maximum 94)

- 5 available located in the music/cafeteria area
- White board
- Wireless Internet access

Cafeterias (Capacity – Teachers Cafe - 40, Small cafe - 268, Large cafe - 358)

- Wireless Internet access
- Pull down projector screen
- Dining Service options available upon request

Computer Lab (Capacity - 25)

- Internet
- 24 student stations, 1 instructor station
- Printer
- Scanner
- White Board

All spaces can be equipped with any of the following portable audio-visual equipment:

- Microphones
- TV with VCR
- Laptop w/ LCD projector
- Overhead projectors
- Podium

Desks, tables, and chairs are also available and can be configured in rented space as needed.

On-site Contacts

The renter must designate an onsite contact person who will be available to manage any problems or situations that arise. This contact person should be available and must remain on site for the duration of the event. The MPFT (maintenance staff) person will be the MRSD's contact person.

1. The rental contact person must check in with the MRSD contact person upon their arrival. They will be offered a MRSD radio or the contract person must leave the MRSD contract person a cell number in order to remain in contact with each other.
2. The rental and MRSD contact persons, together, will review the facility that will be used and ensure that it is in ready condition for the event. The MRSD contact person will indicate what other facilities may or may not be used (hallways, bathrooms, exterior doors, etc.).
3. In the event the rental contact person does not appropriately address any problem or issue during an event, the MRSD contact person reserves the right to end the event and the right to ask all participants to vacate.
4. At the conclusion of the event, the rental contact person will contact the MRSD contact person to inspect the facilities to ensure that it is returned in the same condition as it was when the group arrived. They will also review any problems or issues that may have occurred.
5. A checklist/exit form will be completed and signed by the rental contact person and submitted to the MRSD contact person.

Liability Insurance

1. Full liability for any damages to MRSD property or injuries to persons, whether in MRSD buildings or on the grounds, shall be assumed by the renter. Employees of the MRSD, or its representatives, shall be held free from any and all liabilities which might result from the renter's use of the buildings and/or grounds. The renter agrees to take the utmost care in the use of school property and to make good on any damage or loss to MRSD property. In the event the renter requires excessive clean-up, set-up or breakdown, additional fees may be assessed.
2. For all events, except for SSO organizational meetings, a minimum \$1,000,000 insurance binder naming MRSD as an additional insured must be submitted to the Facility Use Coordinator prior to final approval.
3. All applicants must complete an indemnification form, which protects the Masconomet Regional School District, its citizens in the event of accident or injury while using Masconomet's fields.

For some events and activities, the MRSD may require the applicant to obtain comprehensive general insurance. Notice of this insurance requirement shall be provided with the notice of field assignment. When required, insurance coverage must:

- Include a minimum limit of \$1,000,000 Combined Limit for bodily injury and property damage.
- Name the Masconomet Regional School District, its officers, and employees as additional insured against any and all liability arising or resulting from your usage of said premises.

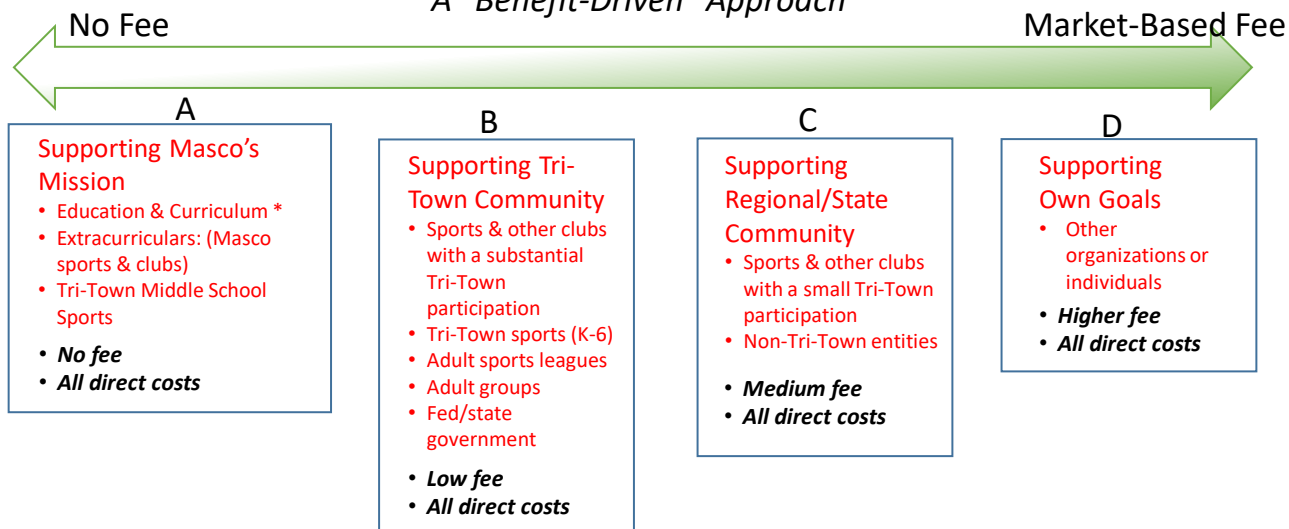
The policy must read:

*Masconomet Regional School District
20 Endicott Road
Boxford, MA 01921*

- Include the name of the facility, activity description, and the dates of use.
- The certificate of insurance for the required policy must be on file with MRSD PRIOR to the use of the facility.

Facilities Use Fee Framework:

A "Benefit-Driven" Approach



Direct Costs: personnel not otherwise on-site, public safety, clean up, etc.

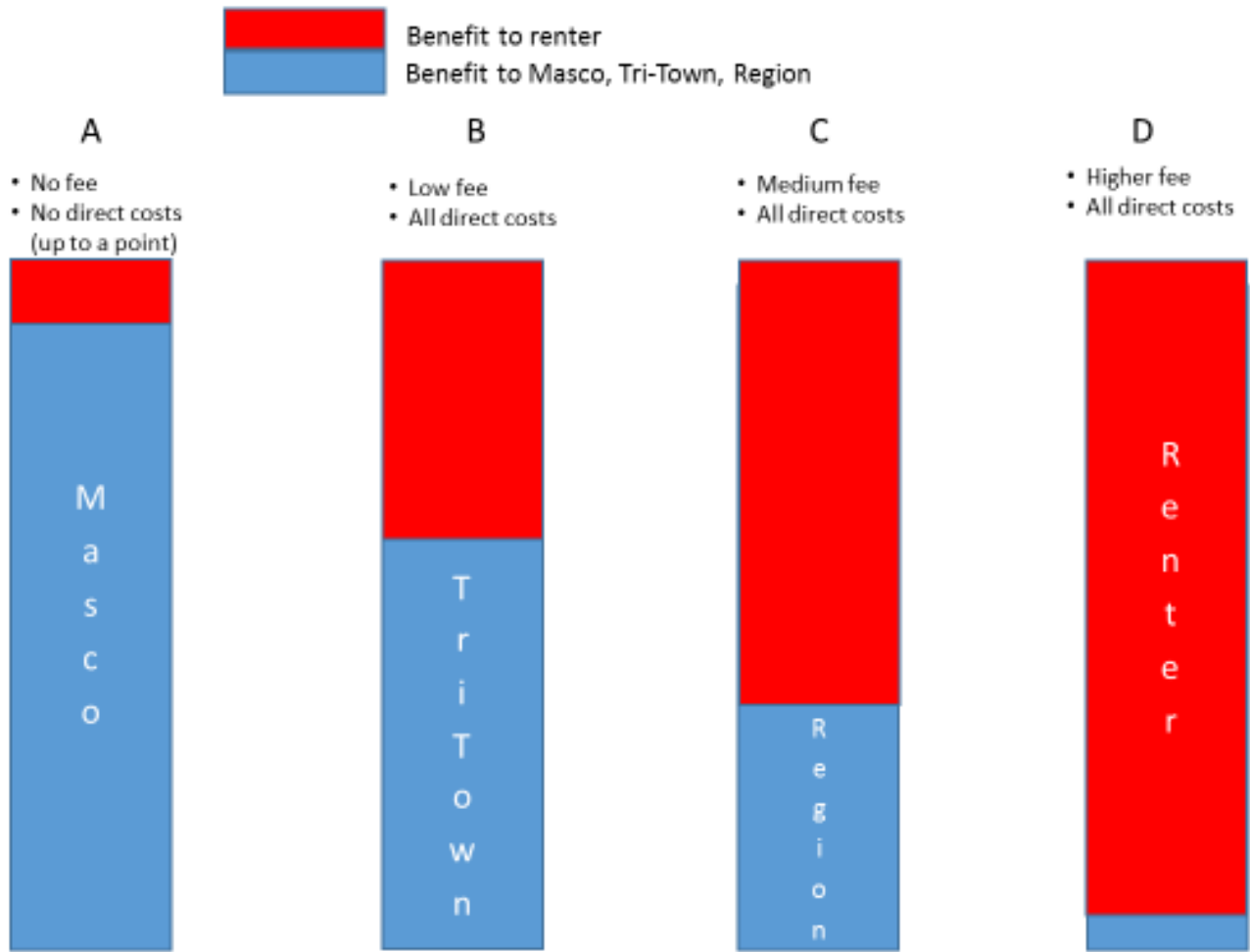
* as determined by school administration

DRAFT FOR MASCONOMET SCHOOL COMMITTEE DISCUSSION PURPOSES ONLY

Facility Use Fee Framework

The Masconomet Regional School Committee has developed a Facility Use Fee Framework to achieve a balance between the Committee's obligation to properly care for and maintain Masconomet's facilities and the Committee's desire to share the facilities with the Tri Town residents who fund them.

The fees underlying this model are based on a review of market rates and past practices. A range of discounts is given based on how closely the organization's use is tied to Masconomet and the Tri Town Community. Visual interpretations of this purpose-driven approach are shown [below.]



DRAFT FOR MASCONOMET SCHOOL COMMITTEE
DISCUSSION PURPOSES ONLY

BUILDING USE RATES

STANDARD HOURS OF OPERATIONS on WEEKENDS are from 7:00AM – 3:00PM. Any hours requested beyond our standard hours of operation may be assessed OVERTIME charges.

BUILDING USE RATES

	Column A	Column B	Column C	Column D	
Hourly Rate	(Discount: 100%)	(Discount: 90%)	(Discount: 50%)		
Gym	\$125.00	\$0.00	\$12.50	\$62.50	\$125.00
Classroom	\$75.00	\$0.00	\$7.50	\$37.50	\$75.00
Cafeteria	\$100.00	\$0.00	\$10.00	\$50.00	\$100.00
Computer Lab (*)	\$100.00	\$0.00	\$10.00	\$50.00	\$100.00
Field House	\$100.00	\$0.00	\$10.00	\$50.00	\$100.00
Auditorium (**)	\$250.00	\$0.00	\$25.00	\$125.00	\$250.00
Plus Direct Costs	All	All	All	All	

Notes:

- * Technical Support (Lab) – An additional fee \$45 per hour for technical support in computer labs will be assessed if required.
- ** Technical Support (Stage) – The listed Auditorium rate does NOT include a technician. If necessary, fees for additional technicians may be assessed.

Set-up and breakdown charges will be assessed for each use of the facilities based on the needs of group. Additional clean up fees will be charged if the space is not left in the same condition as upon arrival.

Instructors of private tutoring and music lessons arranged through Masconomet will be assessed \$50.00 per student per year per activity for use of the space.

The Superintendent may review facilities use decisions as to the fairness of fees and/or requirements in the case of extraordinary circumstances. All decisions made by the Superintendent are final.

FIELD RENTAL

Masconomet Athletic and Facilities Departments

The Masconomet Athletic & Facilities Departments welcome you to enjoy the Athletic fields and facilities throughout the MRSD grounds. The Facilities Use Coordinator schedules all field use. Final decisions for all Field rentals are a joint decision by the Athletic Director & Facilities Director. A copy of the facility use forms are available at the end of this document for your convenience. Please make certain to use the correct application when requesting an internal facility space or athletic field.

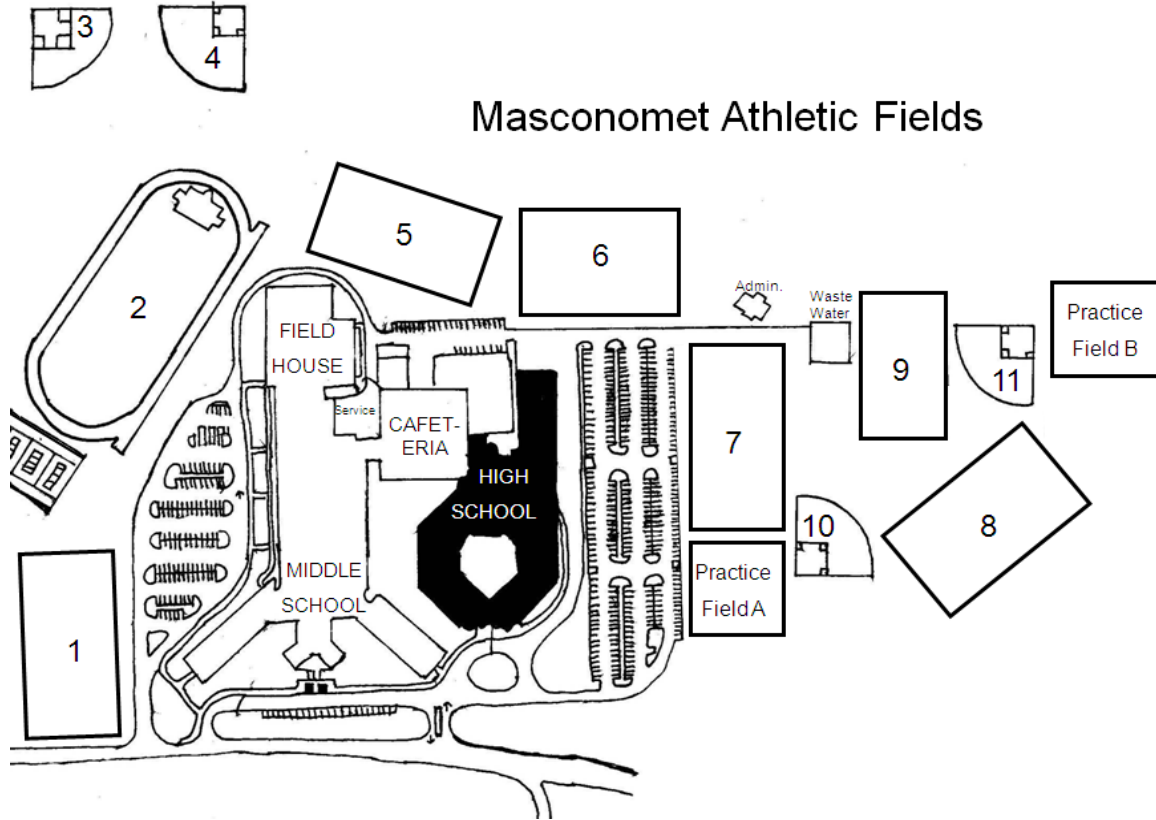
Application for Athletic Field Reservations

Anyone wishing to reserve a ball field or athletic field must do so by completing a Field Rental Application and sending this form to the attention of the Facility Use Coordinator at the address (below) or by sending via email to ltowle@masconomet.org with the subject line reading "Field Rental Request". Application forms are available on our website at <https://www.masconomet.org/Page/543> [LINK](#).

Completed applications may be mailed to:

*Masconomet Regional School District
Attn: Facility Use Coordinator
20 Endicott Road
Boxford, MA 01921*

Applicants wishing to reserve any athletic field must be a professional organization, club, youth group, etc., and must be able to provide a copy of their own liability coverage. Applicants are not automatically renewed and must apply each year for space consideration. Time slots are not guaranteed from one year to the next.



The Facilities Department maintains the tennis courts and all athletic fields. The following information is provided to assist organizations and residents to reserve, utilize, and respect the facilities and fields for organized sports or other recreational activities.

With increasing demands for the use of athletic fields and other facilities, the Masconomet Regional School District may not be able to accommodate every applicant. Therefore, the MRSD applies the following considerations in allocating field use:

- STANDARD HOURS OF OPERATIONS on WEEKENDS are from 7:00AM – 3:00PM. Any hours requested beyond our standard hours of operation may be assessed OVERTIME charges (vary with employee position needed).
- No athletic events may be scheduled during regular school hours.
- No athletic events or activities shall be scheduled which are likely to damage fields, irrigation systems or other MRSD resources.
- Athletic fields designed and maintained for sports activities shall be primarily used for their intended purpose during appropriate seasons. Activities such as walks, fairs and other events that are not dependent on athletic field facilities may not necessarily be scheduled on athletic fields during their primary season.

FIELD USE RATES

*2 hour
minimum*

		Column A	Column B	Column C	Column D
	Hourly Rate	(Discount: 100%))	(Discount: 90%)	(Discount: 50%)	
	\$85.00	0	\$8.50	\$42.50	\$85.00
Plus Direct Costs		All	All	All	All

other

- All assignments are tentative pending payment of appropriate fees and documentation of necessary insurance or other required information as applicable.
- Some uses may require that the applicant obtain a Certificate of Insurance, police officers or security services to ensure public safety. These requirements will be noted on the field assignment notice.
- Full payment and proof of insurance (as necessary) must be received at least ten (10) business days prior to the event or activity.
- Applicants should not distribute publicity or invitations regarding field activities prior to rental confirmation.

The Superintendent may review facilities use decisions as to the fairness of fees and/or requirements in the case of extraordinary circumstances. All decisions made by the Superintendent are final.

Cancellations and Refunds by Masconomet Regional School District (MRSD)

MRSD reserves the right to cancel any use of facilities and/or equipment in emergency situations or when deemed necessary for public safety or facility protection. In such cases, the MRSD may provide a full refund of all payments or provide an opportunity for future field use. Every effort will be made to notify the renter of a necessary cancellation at the earliest possible date.

MRSD's cancellation policy has been developed to discourage the last-minute cancellation of events. Our goal is to offer low-cost sports field use for organized groups and individuals. If a cancellation is received on short notice, the agency's ability to make the field available to other users is severely limited. The cancellation/refund policy is therefore structured to offer the greatest refund in instances where the MRSD has the highest probability of re-renting the field.

- Cancellation of single day field rentals must be made a minimum of 7 days in advance to receive a refund of daily reservation fees.
- It is the applicant's responsibility to provide written notification of cancellations to the Facility Use Coordinator by email. The MRSD will not be held responsible for cancellations made by telephone. Cancellations will only be accepted from the applicant (the person who signed the reservation application) not from anyone else acting on their behalf. This policy is designed to prevent the unauthorized cancellation of an event.
- **Refunds will not be issued for inclement weather.** However, the MRSD will attempt to accommodate makeup dates during or toward the end of the season.

Field Cleanliness

All field users share in the responsibility to help keep our fields clean and safe by requiring that players, fans and coaches place all trash in barrels. If you find that your field is consistently littered by another group, please report concerns to the Director of Operations at 978-887-2323.

Repeated complaints regarding a particular group may result in field use cancellation and/or denial of field use.

Rain Days or Wet Fields

On rainy days, we ask that all user groups consider the field conditions! If you believe that having a group on the field may damage the field, a decision to cancel and reschedule is not only wise but encouraged. The District may cancel events at any time due to weather-related conditions.

Restrooms

Please note, we have restrooms available within the building, however if you are renting a field outside of normal school hours, you may wish to rent portable restrooms depending on the expected number of participants and type of event. Use of surrounding areas as a substitute for a restroom is strictly prohibited.

IN CASE OF EMERGENCY, PLEASE TAKE THIS INFORMATION WITH YOU:

LOCATION:

MASCONOMET REGIONAL SCHOOL DISTRICT

20 Endicott Road, Boxford, MA 01921

Main Phone: 978-887-2323

Contact: Doug Batchelder, Director of Operations 978-423-8390
Leanne Towle, Use of Facilities Coordinator 978-887-2323 x21540

IN A MEDICAL EMERGENCY 9-1-1

- Give your NAME
- LOCATION and NATURE of Emergency – and specify what are you are in: Café, Field House, Auditorium, etc.
- Give them the VICTIM's NAME and pertinent information.

LOCATION OF AUTOMATED EXTERNAL DEFIBRILLATORS (AED's):

- Middle School - Next to Nurse/Health Office 1st Floor
- High School - Next to Nurse/Health Office 1st
- High School 3rd floor by elevator
- Athletics/Link - Outside Trainer's Room On Wall At Ramp To Field House

Life Threatening Allergies

Masconomet Regional School District strongly discourages any food on premises that contains nuts. For more information regarding life threatening allergies, please refer to "Key Documents" section of our website at www.masconomet.org.