

**MOHAWK TRAIL REGIONAL SCHOOL DISTRICT
BUILDING RENTAL APPLICATION/CONTRACT FOR SCHOOL FACILITIES**

KF-E

Name of Organization: _____
 Name of Applicant: _____
 Address: _____
 Facility To Be Rented: _____
 Date(s) of use: _____
 Number of People Expected to Attend: _____

Date: _____
 Telephone No.: _____
 Type of Event: _____
 Time(s) From: _____ To: _____
 Serve Safe Certified Person _____

USE OF FACILITY TERMS

1. Organizations desiring to use school buildings should apply to the Principal's Office of the School Building they wish to use.
2. Smoking and use of alcoholic beverages in school buildings or on school grounds is forbidden by law.
3. No marking, driving of nails or other defacing of a school building or its contents will be permitted.
4. Consumption of food and beverage is not allowed in gymnasium or auditorium areas.
5. The use of the school facility shall terminate no later than twelve o'clock on all nights.

CATEGORY #1 Community Events Requiring Nominal Use of Utilities

- No fees will be required for these events
- Official town meetings are considered within this category

CATEGORY #2 Community Events Requiring More Than Nominal Use of Utilities

- The following fee schedule will apply for these events:

CATEGORY #2 HOURLY RENTAL FEES:

	CATEGORY #2 FEES	# OF HOURS REQUIRED	TOTAL COST
ELEMENTARY BUILDING			
Classroom (or classroom type room)	\$30		
Cafeteria/Auditorium/gymnasium	\$50		
Library	\$40		
Kitchen	\$50		
HIGH SCHOOL BUILDING			
Regular Classroom	\$30		
Double Classroom	\$50		
Full Gymnasium (old)	\$80		
Half Gymnasium (new)	\$70		
Auditorium	\$80		
Music Room	\$50		
Computer Room	\$80		
Cafeteria (Café only)	\$80		
Cafeteria (including kitchen for serving only)	\$100		
Cafeteria (including kitchen for prep & serving)	\$120		
Library	\$60		
Athletic Fields	\$30		

**Long term use of building space can be negotiated at a lower rate.

SERVICES – All set-up and striking time shall be included in charge for personnel. Payments for all personnel MUST be made out to the School Department. No Direct Payment is allowed.

	Per Hour	# of hours required	Total Anticipated Cost
Custodian	\$27		
Cafeteria Staff	\$27		
Stage Manager	\$30		
Stage Hands	\$10		

EQUIPMENT – Charges are for each Event

	Per Event	Check if required
PA Sound System	\$75	
Sound Ceiling	\$10	
Stageboard	\$10	
Mic Mixer	\$20	
Microphones	\$10	
Spotlight	\$20	
Movie Screen	\$20	

PAYMENT MUST BE RECEIVED PRIOR TO THE USE OF A FACILITY UNLESS OTHERWISE AGREED UPON BY THE BUSINESS OFFICE. CHECKS MUST BE MADE PAYABLE TO **MOHAWK TRAIL REGIONAL SCHOOL DISTRICT**. IF THE FACILITY IS TO BE RENTED FOR THE SEASON, YOU MUST ATTACH A SCHEDULE TO THIS CONTRACT.

Total Charge \$

I/We agree to abide by the School Committee Regulations covering the use of the school facilities as outlined on this application form. The renter agrees to hold the Mohawk Trail Regional School District including their agents and employees harmless and indemnify them from all loss, injury or damage claims while on rental premises.

→ Signed _____ For: _____ (Name of Organization)

SCHOOL PRINCIPAL APPROVAL: _____ DATE: _____

CENTRAL OFFICE APPROVAL: _____ DATE: _____

On days when school has been cancelled because of emergency conditions, all scheduled use by outside renters will automatically be cancelled. When possible, groups will be notified if there is a cancellation during a scheduled school day.