

WESTWOOD PUBLIC SCHOOLS 781-326-7500: FAX 781-326-8154
APPLICATION FOR SCHOOL BUILDING/GROUNDS USE Permit # _____

1. Name of organization _____ Today's Date: _____
2. School and space desired _____
3. Event Date/s _____ Day/s of the week: _____
4. Hours: _____
5. Type of activity _____ Expected number in attendance _____
6. *Will food or snacks be served? _____ Will kitchen be needed? _____
7. Name of person in attendance who will be responsible (Must be over 21) _____

* Food and beverages are not permitted in H.S. and M.S. gymnasiums and auditoriums, or elementary gymnasiums when used for sports activities.

Applicant should feel free to contact building custodian re: any special conditions, once approval has been received.

Event Fees: All persons and organizations, unless specifically exempted, shall be charged a nonrefundable event fee, payable with application. Event fees are \$10.00 per rental, up to two hours, with a maximum nonrefundable fee of \$25.00 per rental event.

Rental Fees per Hour

The schedule of *hourly* rates is as follows:

<u>Elementary Schools</u>	<u>E.W. Thurston Middle School</u>	<u>Westwood High School</u>
Classroom \$10.00	Classroom \$10.00	Classroom \$10.00
Cafeteria \$25.00	Cafeteria \$50.00	Cafeteria \$75.00
Gym \$25.00	Old Gym \$30.00	Gym \$75.00
	New Gym \$60.00	Auditorium: See Fee Schedule
	Auditorium \$25.00	Little Theatre: See Fee Schedule

The Westwood School Committee accepts this application as a promise on the part of the applicant to adhere to all rules and regulations covering proper use of the buildings. The applicant also hereby assumes responsibility for the care of the buildings against loss or damage. The School Department will review this application. If application is accepted, the applicant will receive a signed building permit indicating approval. The Office of the Superintendent reserves the right to cancel any activity at any time when in their opinion it is deemed advisable or when it conflicts with a school activity. Events shall follow the School Department's school cancellation due to weather or other emergency. Cancellation by applicant must be made a minimum of 48 hours prior to the date requested; for weekend dates, no later than noon the Thursday preceding, otherwise payment in full will be assessed.

Applicant's Signature _____

Address _____

Telephone _____

Email Address: _____

Please return to:
 Westwood Public Schools
 220 Nahatan Street
 Westwood, MA 02090

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Approved by School Principal or designee _____ Date _____

Comments: _____

Rental fee to be charged	YES _____	NO _____
Event fee to be charged	YES _____	NO _____
Custodial overtime fee to be charged	YES _____	NO _____
Cafeteria overtime fee to be charged	YES _____	NO _____
Police detail required	YES _____	NO _____

USE OF SCHOOLS FACILITIES PROCEDURES: Policy / Procedures Statement KGC (over)

1. Eligible Individuals, Organizations and Fees

School facilities will be available to school organizations, PTO's, Town Boards and Committees at no event or rental fees. Local churches, other local groups representing a non-profit program for civic betterment or youth group, whose membership is made up of 90% Westwood residents, will be charged event fees only. (See custodial and other charges below.)

2. Facilities Available

- All school spaces are available for rent subject to the approval of the Office of the Superintendent of Schools.
- Tennis courts are restricted from use during the school day and when required for school programs.
- The Westwood Public Schools schedules athletic fields for their use only. School athletic teams and school sponsored activities have absolute priority in using the athletic facilities. If a conflict does occur the school-sponsored activity shall be given priority.
- The Athletic Director has the authority to deny the use of a facility for any athletic event because of special conditions or as a result of prevailing weather. He provides advice to the Assistant Superintendent on the use of the facilities for non-school activities consistent with maintaining reasonable wear and tear.
- Private automobiles are not permitted on the fields or adjacent grass areas.

3. H.S. Auditorium and Little Theatre See separate fee schedules (no food permitted in these spaces).

4. Application and Approval

In order to rent school facilities a written request must be submitted to the Office of the Superintendent of Schools at least seventy-two (72) hours prior to the date on which the facilities would be used, indicating dates and times and clearly stating the organization or individuals, purpose of renting the facilities, and persons who are to be responsible and present on the date(s) of rental, who shall also sign the application.

5. Rental Fees per Hour (See Front of Form)

6. Supervision of Activity

- School facilities will only be rented to adults. Where youth activities are involved, the responsible adult supervisor must be in attendance until the last person leaves the building.
- Any group using the Westwood school facilities, buildings and grounds, must not abuse the facilities. Any damage will be charged to the group using the facility. Use of hard balls, roller skates / blades, or other equipment or materials, and hanging or attaching materials which may damage school property are prohibited.
- The Westwood school department may require that police or fire officials be assigned to the activity as condition of rental.
- Custodial charges for time required for set-up or cleanup beyond the hours requested may be assessed at the discretion of the School Department.

7. Payment of School Department Staff

Custodial and cafeteria workers' charges are exclusive of rental rates. The custodial and cafeteria workers' fees, are payable to the Town of Westwood upon receipt of a bill from the Office of the Superintendent of Schools or Director of Food Services. A cafeteria worker will be assigned if any cafeteria facilities are to be used. (The rate of pay will be time and a half per hour, for each hour or portion thereof. Sundays and holidays will be double time.)

8. Use of School Spaces by Recreation Department

- School facilities, when not being used for school purposes, will be available with permission of the Office of the Superintendent for uses by the Recreation Department.
- Cost: There will be no rental fee charged to the Recreation Department for use of school facilities. Custodial charges will be the responsibility of the Recreation Department.
- Supervision: The Recreation Commission will provide suitably trained supervisors, acceptable to the Westwood Public Schools, for all activities conducted on school premises.
- Planning/Scheduling: Planning and scheduling school spaces by the Recreation Department will be done in a manner approved by the Office of the Superintendent.

9. Tobacco, Alcohol, and Drugs

Smoking and alcoholic beverages are not permitted on any school grounds or in a school facility. All school sites and buildings are considered Drug Free Zones. Persons in violation will be prosecuted to the full extent of the law.