



# WESTBOROUGH PUBLIC SCHOOLS

45 WEST MAIN STREET • WESTBOROUGH, MASSACHUSETTS 01581-6152  
TELEPHONE (508) 836-7700 • FAX (508) 836-7704

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and save it locally on your  
computer before completing  
it electronically.

TO: All Interested Parties  
FROM: Director of Finance and Administration  
SUBJECT: Facilities Guidelines  
DATE: April 2, 2015

## Use of the school facilities are subject to the following guidelines:

### Conditions for All Groups Using School Facilities:

- **Liability Insurance:** All groups will be required to provide a certificate of insurance naming the Town of Westborough and the Westborough Public Schools as additional insureds at least five (5) school days prior to any scheduled event. Groups will be required to meet certain minimum insurance coverage limits
- **Indemnification Agreement:** All groups will be required to sign an Indemnification Agreement under which they will agree to defend (including attorney's fees) and indemnify the Town and the WPS and to hold them harmless from and against all claims and suits arising out of or related to the group's use of the facilities. A signed Indemnification Agreement must be submitted to the administration at least five (5) school days prior to any scheduled event.

### School Groups / Parent Groups / Official Town Groups and Meetings

- Full use of facilities with supervision by appropriate school staff
- Per policy, no rental fee charged
- Other fees charged per school committee policy

### Recognized Westborough-based organizations (including but not limited to Rotary, Community Chorus, Players Club, Symphony Pro Musica)

- Full use of facilities with supervision by appropriate school staff, group's staff may operate lights/sound if previously trained by our staff, fees may be charged
- Fees charges per school committee policy
- Police detail required for public events (not rehearsals) group responsibility to attain
- Props and decorations subject to school approval for safety and compliance with appropriate codes

Other groups if allowed under current policy. Due to demands on use of facilities, groups without a demonstrated relationship with the school committee are discouraged from applying for a permit. Approval is at the discretion of the school administration.

- No use of school sound systems
- Only standard house light settings may be used. May require group to hire Westborough Staff to operate lights
- Props and decorations subject to school approval for safety and compliance with appropriate codes
- Fees charges per school committee policy. Payment in full of anticipated fees is due 4 weeks prior to the permit date. Actual charges/adjustments will be reflected on the final invoice.
- Police detail required for public events (not rehearsals) group responsibility to attain
- Use of multiple parts of school facility (auditorium and cafeteria) not allowed



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## APPLICATION FOR USE OF SCHOOL FACILITIES

ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NAME OF EVENT: \_\_\_\_\_

*(Please note: If your event is holding a raffle the organization/contact person must apply for a permit from the town clerk)*

INTENDED USE/PURPOSE OF MEETING: \_\_\_\_\_

SCHOOL REQUESTED: \_\_\_\_\_

AREA OF SCHOOL REQUESTED: \_\_\_\_\_

EQUIPMENT REQUESTED *(see attached "Facilities Guidelines" statement)*: \_\_\_\_\_

REQUESTED DATE: \_\_\_\_\_ DAY OF WEEK: \_\_\_\_\_

REQUESTED HOURS FOR SET-UP: FROM \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

REQUESTED HOURS FOR EVENT: FROM \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

REQUESTED HOURS FOR CLEAN-UP: FROM \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

*(NOTE: Building Use Charges will typically include additional hours for clean-up by custodial staff)*

# OF ORGANIZATIONS PARTICIPANTS: \_\_\_\_\_ # OF ADDITIONAL SPECTATORS: \_\_\_\_\_

PLANNED ADMISSIONS CHARGE \$: \_\_\_\_\_

PROCEEDS TO BE DONATED TO: \_\_\_\_\_

PLANNED REFRESHMENTS: \_\_\_\_\_

REQUESTED AREA OF FACILITY FOR REFRESHMENTS: \_\_\_\_\_

OTHER INFORMATION:

\_\_\_\_\_  
\_\_\_\_\_

This application must be filed with the school administration office at the Forbes building at least 10 school days prior to the event. July and August applications should be submitted 30 school days prior to the event. A permit will be issued if the application is approved. The applicant acknowledges that he or she is aware of state regulations concerning hazing (see attached) and the prohibition of smoking on school grounds and will comply with the directions of school personnel in charge of the facilities at the time of the event. Please note that in the event your application is approved, you will be required to provide a certificate of insurance naming the Town of Westborough and the Westborough Public Schools as additional insureds at least five (5) school days prior to your scheduled event. In the event your application is approved, you will also be required to meet certain minimum insurance coverage limits, which will be explained in your approval letter.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_



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## FEES FOR FACILITY USE

<u>Area</u>	<u>Educational/Social/Community Groups Westborough Based Non-Profit</u>	<u>Other Groups For Profit</u>
Auditorium	\$ 35 / per hour	\$ 600.00 Minimum 4 hours \$125.00/hr. after 4 hrs.
Cafeteria / Gymnasium	\$ 35 / per hour	\$ 300.00 Minimum 4 hours \$75.00/hr. after 4 hrs.
Classrooms	\$ 25 / per hour	\$ 75.00 per hour
Library / Conference Room	\$ 25 / per hour	\$100.00 per hour
Custodial Fees	No charge if already on duty for school assigned activities, otherwise same as other groups.	Weekday \$ 35 / per hour Saturday \$ 50 / per hour Sunday \$ 60 / per hour (minimum 2 hours)



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## LIABILITY INSURANCE

**\*\*DUE UPON APPROVAL OF PERMIT\*\***

LIABILITY INSURANCE CARRIER: \_\_\_\_\_

LIABILITY INSURANCE AGENT: \_\_\_\_\_

LIABILITY INSURANCE POLICY NUMBER: \_\_\_\_\_

LIABILITY INSURANCE LIMITS: \_\_\_\_\_

**DEFENSE AND INDEMNITY:** In the event your application is approved, your group will be required to execute an Indemnification Agreement under which your group will agree to defend and indemnify the Town of Westborough and WPS and to hold them harmless from and against any claim or suit arising out of your group's use of school facilities. In the event your application is approved, you will receive a copy of the Indemnification Agreement with your approval letter.

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, pledges 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.

ACKNOWLEDGEMENT

On behalf of \_\_\_\_\_  
(Name of student, group, team, or organization)

I \_\_\_\_\_  
(Designated officer)

certify I have received a copy of M.G.L. Chapter 269; Sections 17 – 19. An Act Prohibiting the Practice of Hazing, and have distributed a copy of the law to its members, plebes, pledges, and applicants for membership; and that the

\_\_\_\_\_  
(Name of student, group, team, or organization)

understand and agrees to comply with the law.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_ (designated officer)

INDEMNIFICATION AGREEMENT

\_\_\_\_\_ [INSERT NAME OF GROUP] (“Group”) shall indemnify, hold harmless and defend the Town of Westborough (“Town”) and the Westborough Public Schools (“WPS”) and all of their agents, employees, volunteers, administrators, officials (elected and appointed), teachers, and staff from and against all claims, suits, actions, damages and costs (including attorney’s fees) arising from or relating in any way to the Group’s use of WPS or Town facilities.

This agreement shall be interpreted as broadly as the laws of the Commonwealth of Massachusetts permit. In the event any portion of this agreement is found to be unenforceable, the remaining portions of the agreement shall remain in full force and effect.

In signing below, I hereby acknowledge that I am authorized to legally bind the Group and to sign this document on its behalf. In the event that my representation of authority to bind the Group is proven to be false or inaccurate, I agree that I will personally indemnify, hold harmless and defend the Town and the WPS in accordance with the terms of this agreement.

\_\_\_\_\_  
Name and Address of Group

\_\_\_\_\_  
Printed Name and Address of Individual

\_\_\_\_\_  
Relationship of Individual to Group

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Date signed



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## ACTION BY SCHOOL PERSONNEL

	<u>APPROVED</u>	<u>DATE</u>	<u>DENIED</u>
PRINCIPAL / ASSISTANT	_____	_____	_____
ASSIST. SUPERINTENDENT OF CURRICULUM	_____	_____	_____
DIRECTOR OF ATHLETICS (for gym/fields)	_____	_____	_____
DIRECTOR OF FINE ARTS (for auditorium)	_____	_____	_____
DIRECTOR OF TECHNOLOGY	_____	_____	_____
LIBRARIAN (for library)	_____	_____	_____
DIRECTOR OF SCHOOL LUNCH (for kitchen)	_____	_____	_____
DIRECTOR OF BUILDINGS & GROUNDS	_____	_____	_____
DIRECTOR OF FINANCE	_____	_____	_____

PLEASE CHECK IF THE FOLLOWING ARE REQUIRED:

- \_\_\_\_\_ POLICE DETAIL (Required for all private, paid events; discretionary for others)  
 \_\_\_\_\_ CERTIFICATE OF INSURANCE

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_

### Estimate of Facility Use Charges

# of hours of Custodial Time	_____	X \$ _____	= \$ _____
# of hours of secondary gym or auditorium use	_____	X \$ _____	= \$ _____
# of hours of cafeteria or elementary gym use	_____	X \$ _____	= \$ _____
# of hours of classroom use	_____	X \$ _____	= \$ _____

revised 2/25/2014