

**APPLICATION FOR USE OF SCHOOL FACILITIES / EQUIPMENT**

*(Before completing, please read attached Conditions of Rental)*

**DIRECTIONS TO APPLICATION:** Complete and submit application to the Superintendent of Schools. The Superintendent's signature on the original constitutes a contract for the applicant's use of facilities or equipment as specified below.

Organization \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant's Name \_\_\_\_\_ Phone \_\_\_\_\_

**Which School** Morris \_\_\_\_\_ LMMHS \_\_\_\_\_  
**Facilities Requested** Theater \_\_\_\_\_ Green Room \_\_\_\_\_ Cafeteria \_\_\_\_\_ Kitchen \_\_\_\_\_ Gym \_\_\_\_\_  
Classrooms \_\_\_\_\_ Grounds \_\_\_\_\_ Other \_\_\_\_\_

Type of Activity / Event Planned: \_\_\_\_\_

Additional Equipment Needed Provided By School \_\_\_\_\_

Prep Date \_\_\_\_\_ Time \_\_\_\_\_ Event Start Date \_\_\_\_\_ Time \_\_\_\_\_

Event End Date \_\_\_\_\_ Time \_\_\_\_\_ Clean Up Date \_\_\_\_\_ Time \_\_\_\_\_

Comments: \_\_\_\_\_

Organization Attendance \_\_\_\_\_ Estimated Public Attendance \_\_\_\_\_ Police/Security Required \_\_\_\_\_

**PLEASE READ CAREFULLY:** On behalf of the above organization, I hereby certify that I have read and understand the Conditions of Rental attached to this application. I agree to provide adequate adult supervision at all times during the use of facility. I will assume responsibility for all fees, charges, and damage claims resulting from such use of facilities.

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

***(This section to be completed by the Superintendent of Schools)***

Rental Fee \_\_\_\_\_ Certificate of Insurance Required \_\_\_\_\_  
Copy of 501C3 \_\_\_\_\_

**Anticipated Service Fee(s):**  
Custodial \_\_\_\_\_ Cafeteria \_\_\_\_\_ Utilities \_\_\_\_\_

Theater Manager Fee \_\_\_\_\_ Theater Technician(s) \_\_\_\_\_

**Space and time reserved on \_\_\_\_\_ by: \_\_\_\_\_**

Comments: \_\_\_\_\_

**Approval of Superintendent of Schools:** \_\_\_\_\_

**Distribution of Copies:** Applicant \_\_\_\_\_ Principal \_\_\_\_\_ Assistant Principal \_\_\_\_\_ Custodian \_\_\_\_\_ Business Services \_\_\_\_\_  
Food Services \_\_\_\_\_ Theater Manager \_\_\_\_\_ Athletic Director \_\_\_\_\_  
Other \_\_\_\_\_

## CONDITIONS OF RENTAL

The following four classes of eligible users have been established and are subject to approval and designation by the Superintendent of Schools:

- I. **Town Department Related:** Town Department is defined as a department, committee, or commission that is subject to appropriation by Town Meeting or exists as a requirement of state statute. An extension of this includes organizations, which are independent from the government structure, but are integral to the function or operation of the Town.

**Lenox Students:** Any certified nonprofit program or activity serving Lenox students.

**Recognized Parent Groups:** Parents who formally organize as a Parent Teacher Association, Partners in Education, Parent Teacher Organization or Parent Teacher Student Organization with or without the acronym in their title will be treated as a Town Department. Although these groups may or may not be nonprofit organizations, formed by parents, and independent of public schools and controlled by schools, school districts, and school employees their mission is to support and fund enrichment and curriculum standards for the classroom students attending the Lenox Public Schools. Typically, there is one recognized parent organization per school. This definition includes the LMMHS booster clubs, the Lenox Education Foundation, or other similar formally organized groups who are broad based in their support of students attending the Lenox Public Schools. Parent Groups that form for a specific and narrow purpose to support a specific extracurricular activity in which a student participates (e.g., performing arts or sports) where the majority of the funds are used to support only that specific extracurricular activity would also be included in this definition provided there is a pre-existing recognized student organization by the Principal.

- II. **Registered Public Charities:** A registered public charity is an organization exempt under IRS Code §§501(c) (3) or 501(c) (4) and has registered with the Division of Public Charities under the Attorney General's Office. Non-profit groups operating a one time fund-raising event for the benefit of the Lenox Public Schools or citizens of Lenox with a Certificate of Solicitation from the Division of Public Charities will be charged as a Registered Public Charity for that single event.

- III. **A. Community Groups and Activities:** Any youth group, community, or recreational activities sponsored by a non-profit Lenox organization or group deemed by the Committee for the welfare of the community. Non-profit groups operating a one time fund-raising event for the benefit of the Lenox Public Schools or citizens of Lenox with a Certificate of Solicitation from the Division of Public Charities will be charged as a Registered Public Charity for that single event.

**B. For-Profit Groups offering Contribution to or benefiting the Lenox Public Schools:** Any group, community, or recreational activities sponsored by a for-profit organization or group which through its use of the district's facilities will contribute to or benefit the Lenox Public Schools.

- IV. **Commercial - Rental Fee and Labor Charge or Negotiated Lease:** Any society, organization or individuals desiring to rent a school facility for fund-raising purposes of a non-charitable nature, or who use the facility for their own public recreational or entertainment purposes will be charged according to the current schedule or a lease arrangement will be made.

## RENTAL FEES FOR NON-SCHOOL BUILDING USE

<b>SPACE</b>	<b>CAPACITY</b>	<b>GROUP I</b> Town Departments, Parks and Rec., Lenox students and recognized Parent Groups	<b>GROUP II</b> Registered Public Charities / 501(c)3	<b>GROUP III</b> Non-Profits, Community Groups & Activities	<b>GROUP IV</b> Commercial Business Private	<b>Recurring Event</b>
Morris Classroom	25	0	10.00	20.00	20.00	5.00 per
Morris Library	75	0	50.00	75.00	75.00	25.00 per
Morris Cafeteria	200 with chairs 150 with tables	0	50.00	150.00	150.00	25.00 per
Morris Gym	200 (bleachers) 450 (chairs)	0	75.00	175.00	175.00	40.00 per
Morris Athletic Field	n/a	0	35.00	75.00	75.00	20.00 per
LMMHS Classroom	25	0	15.00	30.00	30.00	7.00 per
LMMHS Library	30	0	50.00	75.00	75.00	25.00 per
LMMHS Cafeteria	300 with chairs 190 with tables	0	50.00	150.00	150.00	25.00 per
LMMHS Gym	800 (bleachers and chairs)	0	75.00	175.00	175.00	40.00 per
LMMHS Athletic Fields	n/a	0	50.00	225.00	225.00	25.00 per
Duffin Theater	500	0	200.00	400.00	750.00	At least 1/2 fee per

### SERVICE CHARGES

Custodial Coverage:	\$40.00 per hour
Theater Manager:	\$30.00 per hour
Theater Technicians:	\$15.00 per hour per technician
Director of Food Services:	\$30.00 per hour
Cafeteria Staff:	\$25.00 per hour

## OTHER CONDITIONS

1. Upon approval, a copy of this form will be returned to the applicant. It is your use permit. School personnel must deny use of the facility unless a property approved copy of the application is shown at the time of use.
2. Users in Group II, III and IV must submit a Certificate of Insurance Liability with a single limit liability of \$1,000,000.00 for both injury and property damage. Users in Group I must submit a certificate only upon specific request by the Superintendent of Schools. Certificates must contain policy number, company, expiration date and type of coverage.
3. Rental fee and services charges will be billed by the Superintendent's office immediately after use unless the Superintendent of Schools requests that the rental fee be paid upon approval of the use of facilities application.
4. Unless specifically exempted the Superintendent of Schools, at least one school custodian must be on duty during the entire period of use (including preparation and clean-up) but may simultaneously perform routine work for the school. Kitchen personnel and theater technicians must be on duty if these facilities are to be used. Users may not negotiate with or pay school personnel for any services rendered.
5. Smoking and alcoholic beverages are prohibited throughout the buildings and grounds. Users must enforce this regulation without exception.
6. Tickets may not be sold in excess of the approved capacity of the facility reserved nor may admission be granted in excess of the approved capacity.
7. Groups must confine themselves to the areas approved in the application.
8. Use of this tax-supported facility is welcomed as long as users provide appropriate levels of supervision of adults and minors for approved use. Users will be charged costs plus labor for damages to school property.
9. If requested by the Superintendent of Schools, organizations using school facilities for events open to the general public must arrange for one or more police officers to be on duty during the rental period.
10. Anyone using athletic fields should return items to original areas and clean-up grounds after the event or be subject to a charge for custodians.