

**MELROSE PUBLIC SCHOOLS - Melrose, Massachusetts**  
**BUILDING RENTAL APPLICATION/CONTRACT FOR SCHOOL FACILITIES**

Name of Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Purpose: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Cell Phone No.: \_\_\_\_\_

Facility: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Date(s) of use: \_\_\_\_\_

Time(s): \_\_\_\_\_

**RENTAL TERMS**

1. Organizations desiring to use school buildings should apply to the Melrose Public Works Department, DPW Operations Facility, 72 Tremont Street, Melrose, MA 02176, Attention: Kristin Foote.
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. Gym equipment and school stage use needs approval from the Department of Public Works and should be stated in advance of the rental date.
6. Equipment brought into or out of schools must be removed outside of school hours and within twelve (12) hours after the rental. No animals, electronic or projectile devices are allowed in gymnasiums or auditoriums. No hazardous materials or pyrotechnics may be allowed in buildings at any time. Release of balloons and use of fog/smoke machines inside facilities is prohibited.
7. The regulations of the Internal Revenue Service of the Treasury Department with respect to admissions, tickets, and signs must be complied with.
8. A custodian must be present whenever a school facility is rented. The number of custodians required shall be determined by the Public Works Department in consultation with the School Department Director of Finance & Administrative Affairs.
9. The use of the school facility shall terminate no later than twelve o'clock on all nights.
10. Bleacher use and any/all use of and/or adjustments to athletic equipment require a 24-hour advance notification.
11. A certificate of general liability with a minimum of \$1,000,000, naming City of Melrose/Melrose Public Schools as an additional insured, must be submitted to the Public Works Office at least five (5) days prior to the event. All dates of rental must be covered by the insurance policy.
12. When applicable Melrose Police Details and all other City permits must be obtained when required by Melrose Ordinances and general laws and must be presented before said rental. By City Ordinance, a police officer may be required based on the number of people and the event. Please contact the Melrose Police Department at 781-665-1212 to make these arrangements.
13. The following items are prohibited: any food products using nuts or nut by-products; any items made from latex; any tobacco or alcohol. Use of these items may result in forfeiture of deposits and/or related damage charges may apply.

## **ADMINISTRATIVE GUIDELINES**

1. Use of Melrose Public Schools facilities is first and foremost for all school-related programs, both athletic and extracurricular activities. All departments associated with the Melrose School system will have until October 15<sup>th</sup> of each year to book any school functions for the school year.
2. After all school needs have been addressed, school-year rental priority will be determined by the Director of Finance and Administrative Affairs and Office of the Superintendent, first to recreational/youth groups within the City of Melrose.
3. Requests for use of school facilities must be made to the Public Works Administrative Office at least two weeks in advance. All regularly scheduled and/or emergency requests must be approved by the Public Works Administrative Office.
4. At the time the rental agreement is signed, a certificate of insurance showing a one million dollar liability policy is required. The renter assumes responsibility for the facility being rented and is responsible for damage to the area being used. If the renter is classified as non-profit, a copy of the organization's 501-C3 certification may be required.
5. It is the policy of the Melrose School Committee that no group will be allowed to utilize school buildings without a signed rental agreement and payment of all required fees.
6. All rental activities must have adult supervision, including drop-off and pick-up of participants.
7. Where applicable, the Melrose Public Schools may require CORI/SORI clearance confirmation for all renters, including but not limited to their agents, volunteers, and/or employees.
8. 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.
9. **EVENT MONITORS:**
  - a. For events where more than 120 people are expected to attend the renter will be required to have one (1) Event Monitor, who will be provided by the Facility.
  - b. For events where more than four hundred (400) people are expected to attend two (2) event monitors will be required.
  - c. The renter will be charged \$100.00 for events four (4) hours or less and \$25 an hour for events over 4 hours.
10. **USE OF TECHNOLOGY AND AUDIO VISUAL EQUIPMENT**
  - a. If a permit request includes the use of televisions, microphones, VCR or DVD players, or any other type of technology and/or audiovisual equipment, the Public Works Administrative Office and the Superintendent's Office must approve the permit. In addition, the renter will be required to obtain the services of a technical director. The Public Works Administrative Office will provide the name(s) of technical directors and/or technical student assistants that have been approved by School Administration. Costs are on the attached rate sheet.
  - b. In the event renter retains his or her own technical director for use of the facilities' equipment during the rental event, renter shall provide the Melrose Public Schools with the name, address, phone number and resume of the technical director, who shall be required to provide a separate certificate of insurance in an amount no less than \$1,000,000 covering its use of the facilities' equipment. In addition, the renter will be responsible for paying the City's technical director to inspect the equipment before and after. Costs are on the attached rate sheet.
  - c. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. If the cost exceeds the amount of the security deposit the renter will be responsible for paying the remaining balance within thirty (30) days of the event. Failure to pay will lead to denial of future permits for that individual and organization.

## **RENTAL FEE AND PAYMENT REQUIREMENTS**

1. A NON-REFUNDABLE DEPOSIT OF 50% OF THE COST OF THE RENTAL IS DUE AT TIME OF APPLICATION.
2. A SECURITY DEPOSIT OF 25% OF THE TOTAL RENTAL FEE FOR THE RENTAL OF THE GYMNASIUM, LEARNING COMMONS OR AUDITORIUM IS DUE AT TIME OF APPLICATION. THIS SECURITY DEPOSIT WILL BE USED TO PAY FOR ANY DAMAGE OR ADDITIONAL CLEANING IF FOOD IS CONSUMED IN PROHIBITED PLACES.
  - a. A pre-event and post-event walk through will be required for the purpose of accessing any damage to the facilities and whether additional cleaning is necessary.
  - b. The walk-throughs should be coordinated through the Department of Public Works.
3. PAYMENT ON ESTIMATED BILL MUST BE RECEIVED NO LESS THAN FOURTEEN (14) DAYS PRIOR TO THE USE OF A FACILITY. CHECKS MUST BE MADE PAYABLE TO **MELROSE PUBLIC SCHOOLS**. IF THE FACILITY IS TO BE RENTED FOR THE SEASON, YOU MUST ATTACH A SCHEDULE TO THIS CONTRACT.

**CANCELLATION WITHOUT FULL CHARGE REQUIRES AT LEAST 48 HOURS NOTICE. FOR CANCELLATIONS CALL 1-781-665-0142**

I/We agree to abide by the School Committee Regulations covering the use of the school facilities as outlined on this application form. I have initialed next to each of the rental terms acknowledging my agreement to abide by each of these terms and acknowledge that I may lose part or all of my security deposit for any violations of the above terms.

The renter agrees to hold the Melrose School Committee, Melrose Public Schools, the Department of Public Works and the City of Melrose 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 DEPARTMENT APPROVAL BY: \_\_\_\_\_

\_\_\_\_\_  
Director of Finance & Administrative Affairs

\_\_\_\_\_  
Date

## **INVOICE: MELROSE PUBLIC SCHOOLS**

GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

RENTAL FEE: \_\_\_\_\_ CUSTODIAL FEE: \_\_\_\_\_ (\$45.00 per hour – 2.5-hour minimum charge)

**TOTAL COST:** \_\_\_\_\_