

**MANSFIELD PUBLIC SCHOOLS
APPLICATION FOR FACILITIES USE**

Buildings & Grounds Dept; Facility Supervisor;
250 East Street, Mansfield, MA 02048
(508) 261-7412 x 3114

Procedure of Facility Rental Agreement:

1. Completion of this form with insurance documentation attached.
2. Submittal to the School District (either at individual school or the Buildings & Grounds Dept.)
3. Information accepted and entered into district Facility Rental Scheduler.
4. Approval by Athletic Director (fields and gyms) – email of approval generated to the organizations contact on form.
5. Approval by Facilities Supervisor (all schedules including fields & gyms) with email of approval generated to the organizations contact on form.
6. Activation of schedule once all documentation and information approved by Facility Supervisor with email of activation generated to the organizations contact on form.

Important Information on all district buildings:

- *****CERTIFICATE OF INSURANCE*****
A Certificate of Insurance with \$1 Million dollar coverage naming the Mansfield Public Schools as insured **must** be submitted with your applications.
- The attached Participant Release Form must be completed and submitted with request.
- All events within buildings require custodial presence (unless deemed otherwise by the district). All staff requirements determined by Facility Supervisor.
- Please note staff fees below.
- Due to contractual agreements a 4-hour minimum charge will apply on Saturday and Sunday events or as agreed at sole discretion of Mansfield School Department.
- Any change or cancellation in event **MUST** be given **48 hours** in advance to allow district to make necessary adjustments.

Staff Fees

TIME	SUPERVISOR	CUSTODIAL	KITCHEN	COMPUTER LAB TECHNICIAN	AV TECHNICIAN
WEEKDAYS SATURDAYS	50/HR	\$30/HR*	\$20/HR	\$45/HR	\$30/HR
SUNDAYS HOLIDAYS	75/HR	\$45/HR*	\$30/HR	\$60/HR	\$45/HR

* Overhead

*****RENTAL FACILITY PRICES & LOCATIONS LISTED ON THE FOLLOWING PAGES*****

**MANSFIELD PUBLIC SCHOOLS
SCHOOL-COMMUNITY RELATIONS**

1.5. Submittal date for the seasonal use of the facilities:

Fall (Sept,Oct, Nov)	June 1
Winter (Dec, Jan, Feb)	Sept 1
Spring (March April, May)	Jan 1
Summer (June, July, Aug)	March 1

- 1.1. School Department assigned personnel may be compensated for duties requested beyond their regular full-time assignment for services rendered to outside organizations. The School Department shall be reimbursed by the outside organizations for the actual costs incurred in accordance with current collective bargaining agreements.
- 1.2. If two or more groups are using the same facility at the same date and time and can be serviced by those same school department personnel, the actual cost will be shared between the groups.
- 1.3. The School Committee reserves the right to revise any and all fees that are included on the above fee schedule.
- 1.4. The Administration reserves the right to cancel or review previously approved requests.

**MANSFIELD PUBLIC SCHOOLS
SCHOOL-COMMUNITY RELATIONS**

PROVISIONS FOR COMMUNITY USE OF SCHOOL FACILITIES

- 1.5. The Mansfield Public School Dept. buildings and grounds are first and foremost for the education and enrichment of our students. Secondly, they serve as a valuable community asset for educational, governmental, civic, cultural and recreational activities of the citizens of Mansfield. Non-school groups should recognize that the Mansfield Public Schools are not a private conference or recreational center and we are not staffed or equipped as such. The following provisions and fees are intended to best maintain the facilities for the students and community.
- 1.6. Use of facilities may be granted to recognized educational, governmental, civic, cultural or recreational organizations as well as local businesses. Groups will be requested to provide a Certificate of Insurance naming the Town of Mansfield and the Mansfield Public Schools as a named insured on their insurance liability policy at amounts agreeable to the District.
- 1.7. Use of school facilities is intended for cultural, educational, recreational, and other civic uses. They are not intended to be used by profit-making organizations for purposes of commerce. Applications for the purpose of fundraising by an outside for profit group will be reviewed individually.
- 1.8. Classifications of organizations desiring the use of school facilities and priority of use.
 - A. **School sponsored activities** – No Charge
 - B. **Municipal use** – No Charge – Meetings of the Mansfield Town Departments or State Department of Education
 - C. **School Related** – Any educational activity sponsored by a nonprofit organization and deemed by the Administration for the welfare of the community shall be exempt from rental charge if either the organization makes no charge of such activity or the entire net proceeds goes exclusively to the Mansfield Public Schools or for a scholarship fund for the Mansfield Public School Pupils.
 - D. **Community Youth Groups** – Any youth group activity sponsored by a nonprofit Mansfield organization or group and deemed by the Administration for the welfare of the community shall be exempt from the rental, if the organization makes no charge for the activity. If the intent of the activity is fund raising, the organization will pay for all related administrative, utility and labor costs.
 - E. **Mansfield citizen community use**- Any community, philanthropic and recreational activities sponsored by a nonprofit Mansfield organization or group and deemed by the Administration for the welfare of the community will not be charged rental fees, but the organization sponsoring the activities must pay administrative, utility and labor costs.
 - F. **Non-community and for profit use** – any society, organization or individuals desiring to rent a school facility of any nature, or who use the facility for their own non public recreational or entertainment purposes will be charged.

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ORGANIZATION INFORMATION:

****ALL Information must be completed before approval granted**

Name of Organization: _____.

Billing Address of Organization: _____

Phone Number of Organization: _____

**Organization's Event Name: _____
(Example: practice, game, dance recital)

**Event Contact Name: _____

**Cell Phone of Contact : _____

**Email of Contact: _____

**Daytime Phone Number: _____

EVENT DATE & TIME INFORMATION:

*Rental Start time includes set up and clean up time

** Event Time is time the actual event/production/mtg starts and ends

Individual Event Date(s): _____ Rental Start time: _____ End Time: _____
Event Start time: _____ Event End time: _____

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Event Start time: _____ Event End time: _____

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Event Start time: _____ Event End time: _____

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Event Start time: _____ Event End time: _____

Individual Event Date(s): _____ Rental Start time: _____ End Time: _____
Event Start time: _____ Event End time: _____

RE-OCCURRING EVENTS:

Start Date: _____ End Date: _____

Occurrence: M T W TH F S Su Daily/Weekly/Monthly

Rental Start time: _____ AM/PM Rental End Time: _____ AM/PM

Event Start time: _____ AM/PM Event End Time: _____ AM/PM

****NUMBER OF PARTICIPANTS (REQUIRED): ADULTS: _____ CHILDREN: _____**

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Mansfield Public Schools Facilities Available for Rent

The following pages list the district rental spaces

Mansfield Public School - Fields Available for Rental:

Notes: Fields must be cleaned after event or a custodial charge will apply

Fields Available:	Check	Field Needs (Nets, Lining, Etc.)
Mansfield High School Fields		
Alumni Field	\$50/Hr	_____
Alumni Field Lights	\$25/Hr	_____ (staff necessary)
Alumni Field Washrooms	\$25/Hr	_____ (staff necessary)
Track	\$50/Hr	_____
Field Hockey Field	\$50/Hr	_____
 Qualters Middle School Fields		
Varsity Softball Field	\$50/HR	_____
 East Street Fields:		
Varsity Baseball Field	\$50/Hr	_____
JV Baseball Field	\$50/Hr	_____
JV Softball Field	\$50/Hr	_____
Soccer Field	\$50/Hr	_____
 Jordan Jackson Fields:		
Baseball Field side of building (small)	\$25/Hr	_____
Field left side of building	\$25/Hr	_____
 Robinson School Fields		
Baseball Field (small)	\$25/Hr	_____

Jordan/Jackson School Building Spaces Available for Rental:

Notes: No food or drink in any space besides Cafeteria

Note the staff necessary and costs associated on certain rentals

Multi-Purpose Room	\$50/Hr _____	
Gym (Whole)	\$60/Hr _____	½ Gym: \$30/Hr _____ FRONT___ or BACK___
Cafeteria (Whole)	\$60/Hr _____	½ Café: \$30/Hr _____ EAST___ or WEST ___
Kitchen of Cafeteria	\$50/Hr _____	(Staff Necessary \$20/hr Weekdays \$30/hr Weekends)
Computer Lab	\$100/Hr _____	(Staff Necessary \$45/hr Weekdays \$60/hr Weekends)
Library	\$50/Hr _____	
Classroom	\$25/Hr _____	classroom room number: _____
Audio/Visual Equipment: TV/VCR/DVD \$10/hr _____		
Parking Lot Reserved: \$30/Hr _____		

Robinson School Building Spaces Available for Rental:

Notes: No food or drink in any space besides Cafeteria

Note the staff necessary and costs associated on certain rentals

Gym (Whole)	\$50/Hr _____	
Cafeteria (Whole)	\$50/Hr _____	
Kitchen of Cafeteria	\$50/Hr _____	(Staff Necessary \$20/hr Weekdays \$30/hr Weekends)
Library	\$50/Hr _____	
Classroom	\$25/Hr _____	classroom room number: _____
Audio/Visual Equipment: TV/VCR/DVD \$10/hr _____		
Parking Lot Reserved: \$30/Hr _____		



Mansfield Public Schools

Buildings & Grounds Office

250 East Street, Mansfield, MA 02048

Tel: (508) 261-7412 Ext: 3114

Fax: (508) 261-7413

PARTICIPANT RELEASE FORM

In consideration of the said Mansfield Public Schools allowing the undersigned to participate in the use of a facility, I/we release the said Mansfield Public Schools, its representatives, agents, employees, principals, successors and assigns from all claims, demands, suits, damages, actions, causes of action and liabilities whatsoever of every name and nature, both in law and equity, on account of or in any way resulting from injuries sustained while present at or participating in any activity at the said School Department facilities except in the event such injuries are sustained due to the sole negligence of the said Mansfield Public Schools; and further, I/we release the said Mansfield Public Schools., its representatives, agents or employees from any and all duties and responsibilities for the care of our group members while at the School Department facilities.

Facility: _____

Name of Organization: _____

Authorized Signature: _____ Date: _____

Address: _____

Telephone: _____

Group's Liability Insurance Coverage:

Company: _____

Policy #: _____

