



PROCEDURE FOR USE OF ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT FACILITIES

Created by: J. St. Pierre/C. Taylor

Approved: WL 5.8.2017

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I.) General Guidelines

It is the policy of the Essex North Shore Agricultural & Technical School District to fully utilize the District's assets for community purposes. Therefore, requests for the use of District assets may be directed to the Office of the Superintendent--Director under the following guidelines.

A.) In-House Requests

1. In-House Facilities Use Requests where students of the District are benefiting will be given priority over all others.
2. All In-House requests for the use of District Facilities will be made online, using the "In House Facilities Request" form. A link can be found on the school's website (<http://www.essextech.net/staff/>). Request should be submitted at least seven (7) days prior to the event.
3. In-House requests for use of District Facilities, outside of normal classroom and shop activities, must be approved by the Facilities Manager or Farm and Grounds Manager respectively and the Principal. This includes all athletic practices and games. The Principal's Office will confirm availability. These events will be posted on the District Calendar.

B.) Public Requests

1. All requests for the use of District Facilities will be made online using the "Public Facilities Use Request" form. A link (<http://www.essextech.net/community/#facilities>) can be found on the school's website. The request will be filed with the Superintendent-Director's Office at least ten (10) business days prior to the date of use. For assistance or more information please contact Mary Anne Silva at msilva@essextech.net 978-304-4700 x 7103 or, as an alternate, to Joe St. Pierre jstpierre@essextech.net 978- 304-4700 x 5006
2. Public requests for use of school facilities must be approved by the Facilities Manager, Farm and Grounds Manager, Athletic Director and the Superintendent- Director. The Superintendent-Director's Office will confirm availability.
3. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by District management.
4. Any person(s) receiving permission are responsible at all times to adhere to school Fire and Safety Regulations.
5. Smoking within the building or on school grounds is not permitted in accordance with State Law and the policies of the District.
7. The use of alcohol and/or illicit drugs on District property is prohibited at all times. Anyone found in possession of alcohol and/or illicit drugs will be removed from the premises and the police will be notified.

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8. All who use District assets are required to comply with the conduct guidelines outlined in the District's Employee Handbook. Copies are made available through the Superintendent-Director's office.
9. Food and beverages can only be consumed in the main cafeteria and distributive dining areas. Otherwise, only water is permissible. Request can be made for additional areas to eat on site.
10. Liability is the responsibility of the renting party and insurance coverage is required. For Public rentals a certificate of general liability with a minimum limit of \$1,000,000 per occurrence, \$3,000,000 aggregate, naming Essex North Shore Agricultural and Technical School District as an additional insured as their interests may appear covering the dates requested must be submitted to the Superintendent-Director's office covering the entire time of the rental period.
11. All fees are required in advance to cover District expenses incurred as a result of such use. Fees and required District representation are outlined in Table (1) Essex North Shore Agricultural and Technical School District Facilities Use Fee Schedule.
12. In situations where there is no cost factor to the school system, or in situations where a mutual exchange of assets is possible between the District and the organization, rates may be modified or eliminated by the Superintendent-Director. In situations where extended usage for a long period of time is required, rates may be set at a contract price by the Superintendent-Director.
13. Essex North Shore Agricultural and Technical School District is not responsible for lost or stolen items.
14. The Superintendent-Director reserves the right to cancel any approved applications.
15. The District reserves the right to, at any time, cancel any event due to weather or any other emergency situation.

II.) Available Facilities

A.) Gymnasiums

1. Those using the gymnasium should park their vehicles in the spaces available directly adjacent to the gymnasium being used.
2. The gymnasium must be entered and exited through the main gymnasium entrance. No other entrances or exits should be used except during an emergency.
3. Care is to be taken to maintain the condition of the gymnasium floor. Sneakers are the **ONLY** footwear allowed on the floor. No money, knives, pens, etc. are allowed in the pockets of those using the floor.
4. The group must provide its own equipment. The District can supply basketball hoops, score boards and shot clocks. District can provide additional equipment on a situational basis.
5. The bleachers, when folded up, are not to be sat or climbed upon.

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6. The renting group is responsible for assisting the Event Supervisor with moving heavy or awkward equipment when applicable.
7. Any damage or vandalism which occurs in the rented facility is the responsibility of that group. The person responsible, as outlined in the application, will be held accountable.
8. No food is allowed in the gymnasiums, only water may be consumed.

B.) CLASSROOMS, MEDIA CENTER, MAIN CAFETERIA, DISTRIBUTIVE, DINING AREAS, AUDITORIUMS, MAPLE STREET BISTRO

1. All rooms are to be left in the condition that they were inherited.
2. Food and drink are prohibited without prior approval.
3. Technology devices can be provided upon request. A Technology Operator will be required.

C.) TURF FIELD & TRACK

1. The Following are prohibited on the turf field and track:
 - Food (including candy, gum, and nuts/seeds of any kind) - only water may be consumed
 - Tobacco products, this includes “dip” and “chew”
 - Pets
 - Spitting
 - Spikes longer than ¼”
 - Lift and carry equipment - DO NOT DRAG
 - Glass containers
 - Creams and/or sunblock (apply before going on the field)
 - Portable heaters
 - Chalk or field paint
 - Four -legged chairs
 - Bikes, skateboards, and in-line skates
 - Canopies, umbrellas, and/or other spiked objects
2. Cleanliness is extremely important on turf fields. The turf will not regenerate like natural grass, anything left on the turf remains there, posing health and safety hazards as well as general degradation of the turf.
3. Users are responsible to leave the field clean and ready for the next user. When done, please inspect the field and remove anything left by your players or spectators, such as trash, athletic tape, or equipment.
4. In the unlikely event of a spill, contact the Event Supervisor for remediation.
5. In the event that a user has left the turf field without cleaning to the Event Supervisor’s satisfaction, a

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cleaning fee will be assessed and charged.

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6. In the event of an accident or injury resulting in bodily fluids onto turf: STOP ALL ACTIVITY, CONTACT EVENT SUPERVISOR FOR CLEANING. You may resume play once the hazardous area is cleaned up.
7. Any physical damage caused by negligence of the user will be charged to the responsible person submitting the application.
8. Footwear is restricted to molded cleats (max 1/2"), turf shoes, or other soled athletic shoes such as cross--trainers or running shoes. Metal cleats or spikes are prohibited.
9. Protect the turf surface from sharp or pointed edges of objects or equipment placed on the field. When goals or other equipment are moved, they should be picked up off the turf. Dragging goals, such as lacrosse goals and soccer goals will damage the turf.
10. Allow no sharp objects that would penetrate the turf.
11. Motorized vehicles are not permitted on the turf (except approved maintenance vehicles).
12. Event Supervisor is to be notified immediately if any damage to District assets occurs.

D.) Baseball and Softball Fields

1. Diamond will be dragged before and after each use. Dragging equipment will be provided by the District.
2. Fields are to be left clean and free of debris.

Fill out online application (link found above) sign that you have read and understand this procedure. Submit to MaryAnne Silva or Joe St. Pierre for approval.

CERTIFICATION

I CERTIFY that the meeting or activity will not be for a commercial, political or religious purpose. As the representative of the group, the undersigned agrees to the use of the above-listed school facilities in accordance with the "PROCEDURE FOR USE OF ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT FACILITIES" and "ESSEX NORTH SHORE SCHOOL DISTRICT EMPLOYEE HANDBOOK." I agree to assume personal responsibility for any damage to the facilities, any extra costs incurred by the District and for any payment due to the Essex North Shore Agricultural and Technical School District- that the organization does not make. I also agree to all of the aforementioned terms and conditions.

Table (1) Essex North Shore Agricultural and Technical School District Facilities Usage Fee Schedule

Area Rented	Member Community Schools or Municipalities		Member Community Non Profit Group - 501(c)(3) Form Required		Member Community for Profit Group		Non Member Community for Non Profit Group - 501(c)(3) Form Required		Non Member Community for Profit Group	
	Class A		Class B		Class C		Class D		Class E	
Rate/Minimum Charge	Hourly Rate	Minimum Charge	Hourly Rate	Minimum Charge	Hourly Rate	Minimum Charge	Hourly Rate	Minimum Charge	Hourly Rate	Minimum Charge
Event Manager (In addition to rental fee if required) (2)	\$50.00	\$100.00	\$ 50.00	\$ 100.00	\$ 50.00	\$ 100.00	\$ 50.00	\$ 100.00	\$ 50.00	\$ 100.00
Event Supervisor (in addition to rental fee)	\$35.00	\$140.00	\$ 35.00	\$ 140.00	\$ 35.00	\$ 140.00	\$ 35.00	\$ 140.00	\$ 35.00	\$ 140.00
Technolory Operator (When required)(in addition to rental fee) ^^	\$35.00	\$140.00	\$ 35.00	\$ 140.00	\$ 35.00	\$ 140.00	\$ 35.00	\$ 140.00	\$ 35.00	\$ 140.00
Careteria Fee (in addition to rental fee)	No Charge	N/A	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00	\$ 25.00	\$ 50.00
Administrative Fee (Non-Refundable flat fee)	No Charge	N/A	No Charge	N/A	\$ 15.00	N/A	\$ 15.00	N/A	\$ 15.00	N/A
Classrooms	No Charge	N/A	No Charge	N/A	\$ 35.00	\$ 70.00	\$ 65.00	\$ 130.00	\$ 75.00	\$ 150.00
Maple St. Bistro without	No Charge	N/A	No Charge	N/A	\$ 50.00	\$ 100.00	\$ 80.00	\$ 160.00	\$ 100.00	\$ 200.00
Maple St. Bistro with	No Charge	N/A	No Charge	N/A	\$ 70.00	\$ 140.00	\$ 120.00	\$ 240.00	\$ 140.00	\$ 300.00
Main Field House	No Charge	N/A	No Charge	N/A	\$ 100.00	\$ 200.00	\$ 150.00	\$ 300.00	\$ 200.00	\$ 400.00
Alumni Gym	No Charge	N/A	\$ 50.00	\$ 100.00	\$ 50.00	\$ 100.00	\$ 100.00	\$ 200.00	\$ 150.00	\$ 300.00
Smith Hall Auditorium	No Charge	N/A	\$ 50.00	\$ 100.00	\$ 125.00	\$ 250.00	\$ 200.00	\$ 400.00	\$ 250.00	\$ 500.00
Library Media Center	No Charge	N/A	No Charge	N/A	\$ 50.00	\$ 100.00	\$ 75.00	\$ 150.00	\$ 100.00	\$ 200.00
Turf Stadium without Lights	No Charge	N/A	No Charge	N/A	\$ 75.00	\$ 150.00	\$ 125.00	\$ 250.00	\$ 150.00	\$ 300.00
Turf Stadium with Lights	\$100.00	\$200.00	\$100.00	\$200.00	\$ 100.00	\$ 200.00	\$ 150.00	\$ 300.00	\$ 200.00	\$ 400.00
Concession Stand	No Charge	N/A	No Charge	N/A	\$ 20.00	\$ 40.00	\$ 25.00	\$ 50.00	\$ 40.00	\$ 80.00
Soccer Fields	No Charge	N/A	No Charge	N/A	\$ 75.00	\$ 150.00	\$ 100.00	\$ 200.00	\$ 125.00	\$ 250.00
Baseball Fields	No Charge	N/A	No Charge	N/A	\$ 75.00	\$ 150.00	\$ 100.00	\$ 200.00	\$ 125.00	\$ 250.00
Softball Fields	No Charge	N/A	No Charge	N/A	\$ 75.00	\$ 150.00	\$ 100.00	\$ 200.00	\$ 125.00	\$ 250.00
Outdoor Track	No Charge	N/A	No Charge	N/A	\$ 75.00	\$ 150.00	\$ 100.00	\$ 200.00	\$ 125.00	\$ 250.00

1. District will supply a Site Supervisor for all events. Renter will be required to pay hourly rate as noted above. Technology Operator will be provided as needed. Renter will be required to pay hourly rates. Site Supervisor will report 1/2 hour before and after the event at the renters cost.

2. If 300+ will be in attendance, or as required by Superintendent-Director, renter must order a Police Detail for safety reasons and is responsible to pay detail invoice directly when due. An Event Manager and Event Supervisor will be required. Event Manager will be of the "Director" or "Manager" position. Event Supervisor will be a Custodian, Maintenance or Grounds employee. Excess of 300 people will require additional Event Supervisors. That number will at the discretion of the District Managers.

3. All rentals in Class's C and E require a \$250 refundable cleaning fee. This fee will be returned or deducted from the final invoice, upon review of facilities after rental.

4. Class C and E renters will receive initial non-refundable deposit invoice of \$100 to secure the rental. This invoice must be paid prior to rental date and will be applied to final invoice. Non-payment may result in rental being forfeited.

5. Any organization needing to cancel is required to do so 48 hours in advance. Please notify MaryAnne Sliva at 978-304-4700 ext 7103

^ - Event Supervisor fee rates for Sunday rentals are \$55 per hour.

^^ - Technology Operator will be required to attend the event and run any electronic equipment owned by the District on a per person per hour basis. Rehearsal dates will also be charged this fee. Waiving this fee is subject to Administration approval.

NOTE: Contributions, waivers or donations must be approved by the Superintendent-Director.

Updated : Approved by Essex North Shore Agricultural Technical School District Committee on 4.11.2017 JS