

# Woburn Public Schools

**MATTHEW T. CROWLEY, Ed.D.**  
SUPERINTENDENT OF SCHOOLS  
Ext. 11200

Tel: 781-937-8233  
Fax: 781-937-3805



**55 Locust Street  
Woburn, MA 01801**

## **2019-2020 School Building Rental Application**

- THIS FORM IS TO BE COMPLETED AT **LEAST 10 BUSINESS DAYS** BEFORE THE DATE REQUESTED FOR USE OF FACILITIES
- APPLICANTS MUST SUBMIT SIGNED **DISCLAIMER FORM** WITH APPLICATION
- APPLICANT MUST REVIEW **TERMS & CONDITIONS** BEFORE SUBMITTING APPLICATION
- APPLICANT MUST REVIEW **POLICY ON SCHOOL FACILITIES USE** BEFORE SUBMITTING APPLICATION

### **APPLICANT (Please review terms and conditions)**

Official Name of Group .....

Name .....

Address .....

City/State/Zip .....

Dates Requested (from-to) .....

School Requested ..... Room(s) Requested .....

Hours Requested: (from-to) .....

Specified Intended Use .....

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Authorized Signature of Applicant

**FEES: will be charged for both Building Usage and Custodial Services.**

\*\* Please review Policy attachment for rates and additional information

Note: \*\* A Minimum of 2 hours is required per Rental \*\*

Additional custodial/building use fees will apply over the 2 hour minimum & may also apply to groups of 100+

Certificate of Insurance Must Accompany this signed application for all category "B"- "C"- "D" groups

501c3 form Must Accompany this signed application for all category "C" groups

All Checks or Money Orders made Payable to: "CITY OF WOBURN - SCHOOL DEPARTMENT"  
(due upon receipt of invoice)

Application Approved By:

\_\_\_\_\_  
Authorized Signature of School Department

**RENTAL APPLICATION**

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1. The City of Woburn and the Woburn Public Schools disclaim any and all responsibility and liability for any personal injury, death, or property damage/loss (including theft) while any individual is using any part, equipment or facility of a school building or of school grounds.
2. I will inform individuals who are using any part, facility or equipment of the Woburn Public Schools of the disclaimer contained in Paragraph 1.
3. I agree that my *organization* assumes all liability and indemnifies all liability and holds harmless the City of Woburn and its members, employees and agents for any and all claims, liabilities or expenses of any kind whether for injury persons or damage to the buildings, equipment or other property arising out of the use of school facilities by the organization or by others under its express, implied or apparent authority or permission.
4. Finally, in view of the disclaimer contained in Paragraph 1, and the indemnification clause in Paragraph 3, affirm that the organization has adequate insurance or self-insurance coverage in the event of any injury, death, property damage or loss occurring during the use of any part, facility or equipment of the Woburn Public Schools.
5. I acknowledge that I fully understand the foregoing disclaimer and agree to the terms of the disclaimer on behalf of the organization

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

By: \_\_\_\_\_  
Signature

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

**DISCLAIMER FORM**

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- All applications must meet the approval of the Superintendent and/or School Committee.
- Schools will not be available on holidays, during school vacation or if school is cancelled.
- Schools will not be rented for weddings, showers or to other than recognized Woburn groups.
- Schools must be vacated by 12 midnight. At the end of the rental the building is inspected to insure the property is left in good condition.
- The applicant assumes full responsibility and liability for any injury to persons and for damage to, or loss of, city or private property in connection with the use of school accommodations and agrees to make the same good without expense to the City.
- **WATER ONLY** is allowed in all rental areas. Food is prohibited in all areas (other than approved/designated).
- **School Facilities are LATEX FREE FACILITIES** -- No balloons, latex tubing, gloves or other latex containing products are to be brought into school facilities.
- **CANCELLATION POLICY** -- If the person in charge of the group decides that the group will not hold the scheduled event, he/she must **call 781.937.8233 extension 11209 by 12 noon** on that day or if weekend event by 12 noon Friday. Any event cancelled w/o notification will be charged custodial time.
- **POLICE/FIREMAN** Service is to be engaged directly by applicant. The School Department reserves the right to engage additional police/fire service if deemed necessary and applicant must assume liability for payment. A minimum of one policeman/one fireman is required for a 100+ person gathering and no admittance will be allowed until police/fire arrives.
- **OBSERVANCE OF REGULATIONS** -- the applicant agrees to comply with the regulations of the School Committee, the City of Woburn and the State Building Inspection Department concerning the use of school halls and public buildings. Under these regulations, **smoking is prohibited**. The number admitted must not exceed the number given in the State License posted in the building. Passageways and exits must be kept clear unobstructed at all times and no decorations consisting of flammable material shall be used.

## TERMS & CONDITIONS

**COMMUNITY USE OF SCHOOL FACILITIES**  
**WOBURN SCHOOL DEPARTMENT**

## Mission Statement

In fashioning a policy for the use of school facilities by the general public, the School Committee seeks to reconcile two separate and, at times, competing goals. The overarching mission of the School Committee is to ensure that all school facilities are adequately maintained and ready to serve the educational needs of the students attending the Woburn Public Schools. The use of school facilities by the general public cannot be allowed to detract from that educational mission or to place unnecessary burdens on this, the primary function of the Woburn Public Schools. At the same time, the School Committee is, in essence, the trustee of tangible resources placed in its care by the citizens of Woburn, which should be made available to the community at large to the greatest extent possible.

### I. Availability of School Facilities

School facilities will only be available for use by the general public when they are not otherwise required in connection with the educational mission of the Woburn Public Schools or in connection with activities sponsored by the Woburn School Department. Furthermore, the use of school facilities may be restricted so as to allow adequate time for the maintenance and repair of said facilities by school personnel and/or contracting agents of the Woburn Public Schools.

All persons or organizations interested in using school facilities must apply to do so with the Superintendent of the Woburn Public Schools, or his/her designee, on such form as the Superintendent, or his/her designee shall provide. The allowance of such application will specifically grant the applicant permission to use the facilities and shall not vest any rights, which may be transferred or otherwise alienated, to a third party. Such permission will be conditioned on strict adherence to the permission granted and to the rules and regulations of the Woburn Public Schools for the use of its facilities. The decisions of the Superintendent, or his/her designee, as to the allowance of any given application, or as to the terms under which such applications are allowed, may be reviewed, on the grounds of abuse of discretion, by the School Committee. The Woburn Public Schools reserve the right to revoke such permission for breach of the permit granted or of its rules and regulations. **By allowing use of its facilities, under this policy, The Woburn Public Schools is not endorsing, supervising, or participating in the organizations using school property.**

### II. User Categories

In order to allow for the rational prioritization of uses, and the fees therefore, the following categories will be established:

- A. Use by (1) municipal agencies or (2) programs operated by non-profit organizations for the benefit of Woburn Public Schools or its students.
- B. Use by other non-profit tax-exempt organizations located in Woburn, for non-commercial purposes, whose membership is composed primarily of Woburn residents.

- C. Use by other non-profit tax-exempt organizations, for non-commercial purposes.
- D. All other uses.

Verification that an applicant organization is a bonafide non-profit organization with tax-exempt 501 C (3) status is required at the time of application.

### III. Schedule of Building Use Fees

The School Committee has established a fee schedule for the use of school facilities as follows:

**Effective Date: July 1, 2012**  
**All rates below are based on a per hour charge**

Area to be used (minimum 2 hour rental)	Hourly Rates			
	A	B	C	D
Classrooms	\$0.00/hr	\$15.00/hr	\$25.00/hr	\$50.00/hr
Computer Rooms	0	25	40	50
Library	0	25	40	50
Gymnasium: (WMHS)	0	75	100	125
Gymnasium: (all other schools)	0	50	75	100
Cafeteria: without kitchen	0	25	40	50
Auditorium: (WMHS)	0	100	150	200
Auditorium: (all other schools)	0	25	40	50
WMHS stadium & practice fields	0	75	125	150
WMHS mini practice field	0	25	50	75

**IV: Additional Service Fees:** Note: When two, or more, users are simultaneously using a given facility, each user will be responsible for a pro-rated share of any *additional expenses*.

Custodial Service: All users, regardless of category, will be required to reimburse the Woburn Public Schools for any expenses incurred for custodial services.

When the school building is open, the Superintendent, or his/her designee shall determine if additional custodial staff is required. All groups shall be charged the hourly rate of pay for additional custodian(s) assigned to work.

When the building is closed, all groups shall be charged the hourly rate of pay for custodian(s) assigned to work.

All groups using the multi-purpose field at Woburn High School shall be charged the hourly rate of pay for custodian(s) assigned to work.

In addition to actual hours of usage, groups shall be charged for any time needed for clean up of area(s) after the group has departed.

**Materials and Utilities:** All users, regardless of category, may be required to reimburse the Woburn Public Schools for any additional expenses incurred for materials and utilities that exceed normally expected use.

High School Auditorium Stage Fees:

In order to preserve the significant investment that has been made by the community in the High School Auditorium, all groups using the high school auditorium stage shall be charged additional fees specific to use of the auditorium and the adjacent band and choral rooms in accordance with the following schedule:

**HIGH SCHOOL AUDITORIUM STAGE FEE SCHEDULE**

Level of Support	Description	Cost
Theater Manager	Must be present for all uses of the auditorium	\$35 per hour
<b>SOUND</b>		
No Support Needed	No microphones, playback capacities or amplification is provided. Note: we highly discourage use of this level because of the size of the space, and the acoustics when combined with ventilation and/or air-conditioning.	no additional cost
One Microphone	Use of exactly ONE microphone is permitted. This setup does not require a sound person, computer mixes the sound. However, because there is no sound person on duty, there will be NO PLAYBACK provided	\$10.00 flat fee
Basic Sound	From two to eight microphones mixed appropriately - requires Sound Board Operator	\$2.00 per Mic plus Sound Board Operator
Playback	Fee added to other levels. CD, TAPE or other media if player is provided - requires Sound Board Operator.	\$5.00 flat fee plus Sound Board Operator
Wireless Mics	Up to 4 Lavalier Microphones available - requires Sound Board Operator and Stage Technician	\$10.00 per Mic plus Sound Board Operator and Stage Technician
Band Assistance	Required if a band is performing - requires Sound Board Operator and Stage Technician	\$5.00 per band flat fee plus Sound Board Operator and Stage Technician
Choral Mics	Overhead microphones - requires a Sound Board Operator	\$10.00 flat fee plus Sound Board Operator

Video Projection	Overhead, Video, Computer Projection - requires a Sound Board Operator, Video Technician and three before and after performance Stage Technicians	\$25.00 flat fee plus Sound Board Operator, Video Technician and Stage Technicians
Camera Audio Fee	Either a Line Level or Mic Level Feed from our soundboard. Allows video cameras to tap in directly to our microphones (camera must be in balcony) - requires Sound Board Operator	\$5.00 flat fee plus Sound Board Operator
Sound Board Operator	As required	\$10.00 per hour
Stage Technician	As required to manage wireless mics and Band Sound	\$10.00 per hour
Video Technician	Running Projection Equipment	\$10.00 per hour
<b>LIGHTS</b>		
Zero Support	Only House Lights	no additional cost
All Lights	House and Theatrical Lights - requires Lighting Technician	\$25.00 flat fee 1st 3 hours and \$10.00 each additional hour plus Lighting Technician
Follow Spot	One follow spot - requires Lighting Technician	\$10.00 flat fee 1st 3 hours \$3.00 each additional hour plus Lighting Technician
Specialized Lighting Set-Up	This option usually involves refocusing lights, or can include a full light hang.	Cost Estimate depending on needs
Lighting Technician	As required	\$10.00 per hour
<b>OTHER</b>		
Use of Band Room		\$10.00 per hour
Use of Choral Room		\$10.00 per hour

Following an application and initial approval from the Superintendent, or his/her designee, all users of the High School Auditorium Stage will meet with the Theater Manager to determine personnel, audio and lighting needs, from which an accurate cost estimate will be prepared. Payment in advance of the amount of the cost estimate must be made by the user in order to obtain final approval for use of the facility. The Superintendent or his/her designee on a case-by-case basis may grant a waiver of part or the entire advance payment requirement. Following use of the auditorium, final follow-up billing will detail any adjustments to the estimate and will either bill for additional charges or reimburse the applicant for any over payment.

Cancellation Policy: Those renting the WMHS Auditorium shall be subject to a cancellation fee. Cancellation up to thirty days prior to the scheduled event shall result in a refund of 50% of the deposit. Cancellation up to fifteen days prior to the scheduled event shall result in a refund of 25% of the deposit. Cancellation of the scheduled event with less than thirty days notice shall result in forfeiture of the entire deposit.



**V. Insurance/Indemnification**

All category "B", "C" and "D" users will be required to furnish proof that they have a suitable liability insurance policy covering any and all claims, which may arise from the use of school facilities. Such insurance shall provide for minimum claim coverage of **ONE MILLION DOLLARS (\$1,000,000.00)** per event.

The insurance requirement will be waived for category "A" users, provided that they furnish the Woburn School Department with a binding "Hold Harmless" liability agreement if the user is not a municipal agency.

**VI. Additional Information**

Tobacco and alcohol are not permitted on the grounds or in the facilities of the Woburn Public School Department.