

**Milton Public Schools
School Committee
Milton, MA 02186**

APPLICATION FOR USE OF MILTON PUBLIC SCHOOL FACILITIES

Date: _____

To the Milton School Committee:

On behalf of the _____ of _____
(Organization's Complete Name) (Town)

Name of Contact Person: _____

Address of Organization: _____ Phone #: _____
(City, State, Zip Code)

E-mail address: _____

I hereby make application for the use of the following school facilities:

(specify school, gym, auditorium or cafeteria)

Dates: _____
(if your times and days vary please attach a detailed note)

From _____ A.M./P.M. To _____ A.M./P.M.

****Time should be from the time you enter the facility to the time everyone is out of the facility. (time should include set up and clean up)**

For the purpose of: (please describe your event in detail with all needed equipment for event ex: tables, chairs)

****It is understood that the time required for cleaning after the use of the premises shall be included as part of the payment for use of the premises. The amount of time required will appear on the reply approval form you will receive.**

All custodial and cafeteria costs must be paid before the use of the facilities. In the case of town departments, the person signing the application form must have the authority to pay the monies through the town accountant and town treasurer to the school department.

Approximate average number of person who will attend the event _____

Will an admission fee be charged either directly or indirectly? Yes _____ No _____

Number of adults who will supervise the activity _____

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Continued APPLICATION FOR USE OF MILTON PUBLIC SCHOOL FACILITIES

It is understood that the school system reserves the right to cancel this use for a specific date, up to two weeks before the date of the event.

Notification of cancellation: Organizations must notify Glenn Pavlicek 617-696-5041 or gpavlicek@miltonps.org between the hours of 9:00A.M. and 1:00P.M., Monday through Friday, whenever a function is cancelled. (Important for organizations who have weekly reservations, i.e. basketball.) Failure to notify at least 24 hours in advance will result in assessment of charges including minimum custodial fees (3 hours).

Use of tobacco products and smoking is prohibited both inside school buildings and on school grounds in accordance with Massachusetts General Law.

*This Addendum must be carefully read, signed and returned to:

Rental Facilitator
Milton Public Schools
25 Gile Road
Milton, MA 02186

Hold harmless clause:

“Lessee hereby indemnifies and holds lessor and its agents and employees harmless from all claims and any costs, including attorneys’ fees related thereto, made by any person arising out of lessee’s use and operation of the leased premises. Lessee shall carry comprehensive public liability insurance with a policy limit of at least \$1,000,000.00 per individual or occurrence and \$3,000,000.00 general aggregate. Such insurance shall be carried with a financially sound carrier and shall name lessor as an additional insured. Lessor shall be furnished with a certificate of insurance requiring at least ten (10) days prior written notice to lessor of the cancellation of such insurance.”

If insurance coverage is necessary, proof of such coverage must be submitted before the event will be scheduled/booked.

If permission for such use were granted, I hereby agree to be responsible for proper observance of the rules and regulations of the Milton Public Schools/School Committee, including required cleaning costs.

Signature of Applicant: _____

Milton Public Schools
COPELAND FIELD HOUSE & BROOKS FIELD FACILITY RENTAL PROCEDURE

1. Contact Rental Facilitator at rentals@miltonps.org and give details regarding your request. An Application for Rental and the Rules and Procedures, a Medical Incident Form will be sent to you or you may download the application form on our website.
2. Complete the application after reading the Rules and Procedures form/Medical Incident form, and mail the signed form to Facility Rentals, c/o Business Office, 25 Gile Road, Milton, MA 02186
3. Organizations requiring an Insurance Binder must enclose a copy of the policy with the signed application form.
4. When the completed paperwork is received and formal e-mail will be sent to you confirming receipt.
5. After review of your application every effort will be made to accommodate your request; you will be notified/contacted regarding the status of your application via e-mail.
6. If we are able to accommodate your requests, you will be emailed a permit. Permit will include all rental fees, custodial charges, and the outdoor light fee if applicable. You must bring the permit with you the day of your scheduled event.
7. If your group or event runs over allotted time an additional bill will be emailed to you with the additional charges.
8. Milton High School and Milton High School Sports have priority over outside events. Requests will be honored in the order they are received. In the event that a facilities rental application is received by both a Milton organization and an out of town organization, priority will be given to the Milton organization.
9. Milton High School Athletic Team Events have priority over all other scheduled events. In the event that a scheduled Milton High School Athletic event is canceled and rescheduled every effort will be made not to displace any outside organizations scheduled event. Let it be known that Milton Public Schools does reserve the right to cancel an outside organizations event or if possible move the outside organization to another venue for the purpose of accommodating the MPS athletic event.

Initial

Date

RULES FOR COPELAND FIELD HOUSE AND BROOKS FIELD

- Food or Drink is **NOT ALLOWED** in the Field House. (water only)
- Groups are required to leave the facility as they found it to avoid extra custodial charges
- Email is the formal billing procedure
- Individuals participating in any recreational programs must be associated with a recognized organization or sponsor
- A supervisor of each participating organization must be present before the group is admitted into the MPS facility. The supervisor must take responsibility and provide adequate supervision during the entirety of each rental
- Lessees are responsible for the cleanliness of the areas upon completion of their use.
- No person is allowed on the gymnasium floor without proper shoes – **Soft soles shoes must be worn** on the floors of the Copeland Field House and all other gymnasiums
- Participants are responsible for their own valuables
- Arrangements for refreshments of any type must be made in advance with the Milton High Booster Club. Only the Milton High Boosters Club will be allowed to sell refreshments.

Initial

Date

MILTON PUBLIC SCHOOL GYM RENTAL RULES

- No food or drink (only water) allowed in the gyms at all times
- Groups are requested to leave the facility as they found it to avoid extra custodial charges
- E-mail is the formal billing method
- Individuals participating in any recreational programs must be associated with a recognized organization or sponsor
- A supervisor of each participating organization must be present before the group is admitted, and will be responsible for adequate supervision during the entirety of each rental
- Lessees will be responsible for the cleanliness of the areas upon completion of their use
- No person is allowed on gymnasium floor without proper shoes – SOFT-SOLED shoes must be worn
- Participants are responsible for their own valuables

Initial

Date

MEDICAL /INCIDENT AND FACILITY RELATED ISSUES

If a medical emergency occurs while your organization is renting a Milton Public School's facility you must notify the Assistant Superintendent of Business, Glenn Pavlicek, gpavlicek@miltonps.org in writing within 24 hours of the emergency. A detailed report must be completed, signed and delivered to Mr. Pavlicek at Milton High School, 25 Gile Road, Milton, MA 02186.

If an incident of any kind occurs while your organization is renting a Milton Public School's facility you must notify the Assistant Superintendent of Business, Glenn Pavlicek, gpavlicek@miltonps.org in writing within 24 hour of the incident. An incident report must be completed, signed and delivered to Dr. Pavlicek at Milton High School, 25 Gile Road, Milton, MA 02816.

Any facility related issues that occur while renting the facility please inform the custodian immediately – the custodian on duty will notify the appropriate Milton Public School personnel.

If you have any problems or questions while you are renting the facility – please alert the custodian immediately.

We ask that you help us in keeping the facility safe for all.

Please sign the line below verifying you have read and understand the rules and procedures for the Milton High School Copeland Field House, Brooks Field and all Milton Public School's facilities.

This completed form must accompany your original rental application before a permit to rent a MPS facility will be issued.

Signature

Date

RULES GOVERNING THE USE OF MILTON HIGH BROOKS FIELD

1. All events must be formally permitted through the rental coordinator
2. Groups are requested to leave the field as they found it to avoid additional custodial charges
3. Individuals participating must be associated with a recognized organization or sponsor
4. A supervisor of each participating organization must be present before the group is admitted, and will be responsible for adequate supervision during the entirety of each rental
5. Lessees are responsible for the cleanliness of the field upon completion of their use
6. No spiked cleats or any spikes, or any metal equipment is allowed on the field surface at any time
7. Cars are not allowed anywhere near the gate, all cars must be parked in the allotted parking lots near the field
8. Participants are responsible for their own valuables
9. Advance arrangements must be made for the use of any equipment, (lights, scoreboard, sound system) extra charges may apply
10. **No** grills, propane tanks, barbecues or any other gas, electric or fire cooking devices are allowed
11. No food or drink may be sold on the premises. Arrangements must be made in advance with the Milton High Booster Organization if your group would like the concession stand open for the event. The Milton High Booster Organization is the **ONLY** group allowed to sell food and drink on the premises.

Initial

Date

RULES GOVERNING THE MILTON HIGH SCHOOL AUDITORIUM

1. **No** food or drink is allowed in the auditorium (water only). Arrangements for refreshments in locations other than the auditoriums foyer must be made in advance
2. The time specified on the permit shall be strictly enforced. **All recital invoices will include an extra hour of clean up for each custodian assigned to the event.**
3. All special equipment including the lighting and sound system may be used/operated only by Milton Public School authorized personnel. Extra fees apply for technical staff
4. Events requiring lighting and sound equipment (mikes, podium, etc) must make arrangements in advance of the event. Only Milton Public School personnel are allowed in the sound/lighting booth (extra fees apply for technical staff) This regulation will be strictly enforced
5. All equipment/props/scenery brought in by the renting group must be removed immediately after the performance. All staging and riggings must be put back to the original state
6. Events larger than 300 people require additional custodial coverage, arrangements must be made in advance

Initial

Date

MILTON PUBLIC SCHOOLS RENTAL FEES – FY 2017

*effective June 2017

<i>FACILITY</i>	<i>INTOWN/ NON-PROFIT RATES</i>	<i>OUT OF TOWN RATES</i>
MHS FIELD HOUSE 3 HR MIN	\$175.00 PER HOUR	\$250.00 PER HOUR
MHS BROOKS FIELD 3 HR MIN	\$125.00 PER HOUR	\$175.00 PER HOUR
BROOKS LIGHT FEE *light fee automatically applied to invoice after 7pm during school year	\$210.00 PER HOUR	\$300.00 PER HOUR
ELEMENTARY GYMS 3 HR MIN	\$105.00 PER HOUR	\$150.00 PER HOUR
PIERCE GYM 3 HR MIN	\$105.00 PER HOUR	\$150.00 PER HOUR
MHS AUDITORIUM 3 HR MIN	\$225.00 PER HOUR	\$310.00 PER HOUR
PIERCE AUDITORIUM 3 HR MIN	\$180.00 PER HOUR	\$260.00 PER HOUR
CAFETERIA 3 HR MIN	\$85.00 PER HOUR	\$100.00 PER HOUR
CLASSROOM FEE 3 HR MIN	\$63.00 PER HOUR	\$90.00 PER HOUR
LIBRARY 3 HR MIN	\$70.00 PER HOUR	\$100.00 PER HOUR
TECH FEES 3 HR MIN	\$62.00 PER HOUR	\$62.00 PER HOUR
CUSTODIAL FEES 3 HR MIN	\$58.00 PER HOUR	\$58.00 PER HOUR
CAFÉ WORKER FEES 3 HR MIN	\$42.00 PER HOUR	\$42.00 PER HOUR
Holidays	Will include an extra custodian fee.	Will include an extra custodian fee.

- **ALL FEES ARE BASED ON A 3 HOUR MINIMUM**
- **MILTON SCHOOL GROUPS ARE REQUIRED TO PAY CUSTODIAL FEES ONLY**