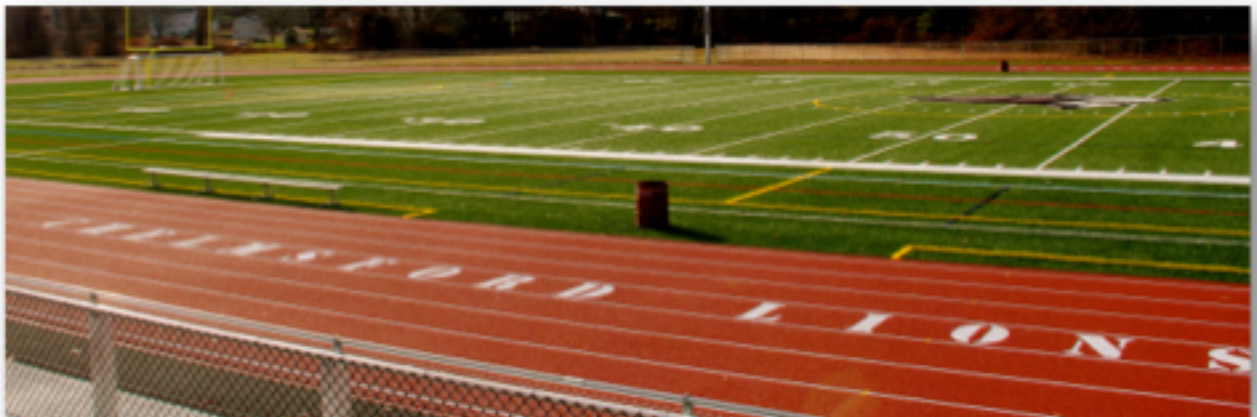


Chelmsford Public Schools

Handbook for Use of Natural Surface Fields and Outside Facilities in Chelmsford



**Chelmsford High School Athletic Department 200 Richardson Road North
Chelmsford, MA 01863 P: 978-251-5131 || F: 978-251-5117**

Web: <http://www.chelmsford.k12.ma.us/athletics> Twitter: @CHSAthletics_

Rates and Insurance

Location	Chelmsford N-Profit	Chelmsford F-Profit Non-Chelmsford N-Profit	Non-Chelmsford F-Profit
All Natural Surface Fields	\$40/hour	\$80/hour	\$120/hour
Track/Multi Purpose Areas	\$25/hour	\$50/hour	\$75/hour
Game Administrator	\$35/hour	\$50/hour	\$65/hour
Custodial/Maintenance	\$38/hour	\$38/hour	\$50/hour
Summer Camps/Clinics	Free	15% of tuition	\$300 per day

LONG TERM RENTALS WITH CHELMSFORD YOUTH PROGRAMS - \$15 PER REGISTRANT or PARTNERSHIP AGREEMENT.

- The facility will not be reserved until the rental coordinator has received 50% payment of the fees.
- Additional clean-up fees will be charged if the space is not left in the same condition as upon arrival.
- Full liability for any damages to District property or injuries to persons, whether in District buildings or on the grounds, shall be assumed by the renter.
- Employees of the District, or its representatives, shall be held free from any and all liabilities which might result from the renter's use of the buildings and/or grounds. The renter agrees to take the utmost care in the use of school property and to make good on any damage or loss to District property.
- **For all events, a minimum \$1,000,000 insurance binder naming Chelmsford Public Schools as an additional insured must be submitted to the District prior to final approval.**

Fields and Facilities Use Regulations

1. The school administration will, at their discretion, require Police Officer coverage at the cost of the renter. Police coverage will be charged at the current Police Department rates with a 4-hour minimum per officer. ***CONTACT POLICE DEPT. DIRECTLY TO SCHEDULE COVERAGE: 978-251-2521***
2. Members of the School Administration, or their representatives, must be permitted to attend the event and be present on District property at any time during the event.
3. The renter is granted access to, and use of, only the areas and date/times specified on the application. Additional space may not be used.
4. Failure to vacate the premises by the appointed time or unauthorized use of other areas may result in additional fees. If the renter refuses to leave when requested by District staff, the local Police will be called.
5. Decorations, posters and other items may not be affixed to any part of the property except those requested at the time of the application. All must comply with school committee policy 1700.
6. No storage facilities are available. All equipment must be delivered after school hours on the day of use and removed not later than after school hours the following day. The District is not responsible for any property left on the premises.
7. The use of school apparatus or equipment not included in the use of the facility, unless specifically noted on the application.
8. The buildings and grounds must be left in substantially the same condition as before their use. Any damage must be reported to the onsite District contact person.
9. **Turf fields:** No food, no gum chewing, no spitting, no pets, no drinks other than water, and no tobacco products. **McCarthy and Carson Track:** same as above and no cleats on the track.
10. District staff will be responsible for supervision of lights, PA, scoreboard and other equipment. Only authorized personnel shall use equipment unless agreed upon.
11. In the case of school cancellation or early dismissal, the facilities may not be available for use.
12. The renter contact person must check out with the District contact person at the end of the event (when applicable) (or each day for multiple day events) to review any problems/issues that may have occurred and to verify the space is returned to its original condition. Failure to check out as described above will result in the loss of the right to dispute or appeal District decisions regarding additional cleaning fees or other fees charged related to damages or facilities use.

13. The school administration expressly reserves the right to revoke for any good and sufficient reason permission for use previously granted and shall not be responsible either directly or indirectly for any, or all, loss or expenditures incurred by the applicant.

14. No subletting or splitting rental space between two parties/activities in the same area is permitted. Extenuating circumstances may be considered by the Administration.

Supervision/ Contacts

The renter must designate an onsite contact person who will be available to manage any problems or situations that arise. This contact person should not be a coach or active participant in the activity and must remain on site for the duration of the event.

1. The rental contact person must check in with the district contact person upon their arrival. They will need to provide a cell phone number in order to contact the district contact person in the event of emergency or other problems.
2. The rental and district contact persons, together, will review the facility that will be used and ensure that it is in ready condition for the event. The District contact person will indicate what other facilities may or may not be used (bathrooms, etc.).
3. In the event the rental contact person does not appropriately address any problem or issue during an event, the District contact person will end the event and require all attendees and guests to vacate.
4. At the conclusion of the event, the rental contact person will contact the District contact person to inspect the facilities to ensure that it is returned in substantially the same condition as it was when the group arrived. They will also review any problems or issues that may have occurred
5. A checklist/exit form will be completed and signed by the rental contact person and submitted to the District contact person (when applicable).

**APPLICATION FOR USE OF CHELMSFORD
SCHOOL FACILITIES**

**(This application must be received seven days before the event is scheduled.)
For All Non-School Functions Please Submit The Indemnification Agreement,
As Well As An Insurance Policy With This Use Of Facilities Application**

Profit ____ Non-Profit ____ PTO ____ Partnership Agreement ____

1. Name of Organization: _____
2. Person(s) in Charge of Activity: _____
3. Address: _____
4. Telephone (day): _____ Cell: _____
5. E-Mail Address: _____
6. Billing Information: _____
7. Sport and type of event (explain): _____
8. Admission charge or assessment charge of any type: _____ None: _____
9. Facility Requested: _____

Additional Amenities Requested	Please Check all that apply
Maintenance/Custodial	
Field Lining	
Game Administrator	

10.

Date of Event		Event Start time	
Number of People Expected		Event Ending time	
Expected time for set up		Expected time to vacate venue	

11. Insurance Information:

Company: _____ Company Policy #: _____
Coverage: _____ Coverage Dates: _____

IMPORTANT INFORMATION

The signing of this application shall constitute an agreement to abide by all the rules and regulations governing the use of school buildings and to accept full responsibility for any damage to or loss of school property.

Date: _____ Signature: _____
(Applicant)

____ # Police required ____ # Other (please specify)

**(CONTACT POLICE DEPT. DIRECTLY TO SCHEDULE COVERAGE: 978-251-2521)
(SEND COMPLETED APPLICATION TO SCOTT MOREAU - ATHLETIC OFFICE)**