

Amherst Public Schools and Amherst Pelham Regional Schools Facility and Fields Rental

Many of our facilities are available for rent when they are not in use for our programs. To rent a facility, complete a rental application and pay the appropriate fee.

Rental applications are available in the Facilities Scheduling Office in the Middle School or online at arps.org. You may mail your request to Facilities Use Coordinator, 170 Chestnut Street, Amherst, MA 01002 or e-mail it to Facilities@arps.org. For questions please call (413) 362-1856. Rental fees vary according to function and group designation.

Facility Use Rules and Regulations

I. General Regulations

- A.** Priority for use of school facilities after school hours is given to school sponsored activities, followed by programs sponsored by the Town of Amherst, Amherst Leisure Services/Supplementary Education Department or other Town agencies, and then for other purposes.
- B.** Use of facilities during non-school hours is coordinated by the Facilities Use Office. Fields/gymnasiums use applications are immediately forwarded to the Athletic Department and LSSE for their review.
- C.** No permit will be granted without a clear and legible completed facility request form, submitted a minimum of two weeks prior to the event. If needed, add an attachment for all information.
- D.** Fees—Please see fee schedule. All payments in full are to be made by the organization directly to the Amherst Pelham Regional School District no more than 30 days following the event.
No requests will be accepted if any fees are unpaid from a previous request by any organization.
- E.** A certificate of insurance (including liability and workers' compensation if applicable) is required to be attached to this application. The school district must be named as an additional insured on the certificate.
- F.** Groups using facilities agree to hold the Amherst Public, Amherst Regional Schools, the Town of Amherst, its employees and agents harmless for any injuries of those taking part in or attending the program.
- G.** If the permit is granted the holder will be subject to the Rules and Regulations of the School Districts, Town of Amherst codes and ordinances, and Massachusetts general laws.
- H.** The Amherst Public School District and Amherst Regional School District are not responsible for any accidents or injuries to persons or property resulting from the issuance of this permit.
- I.** The Amherst Public School District, Amherst Regional School District, and Facilities Use Office reserve the right to change the rules, regulations and/or fees as deemed necessary.

II. Regulations Governing Facility Users

- A.** Adequate supervision must be guaranteed, particularly during events involving youth. We require a ratio of one adult to every 20 people under the age of 18.
- B.** All materials used in your program must be supplied by your organization. Please do not use school materials even if they are in evidence and available. This puts undue pressure on the budgets and planning of our departments. If used you will be charged.
- C.** All school equipment that is authorized to be used must be returned to its original location following use. See fee schedule for specifics.
- D.** Situations that need immediate attention (spills, accidents etc.) should be taken care of by contacting one of our custodians on duty.
- E.** Children participating in programs should not be allowed to roam a building freely, but rather remain in the area designated for use.
- F.** Equipment that may breakdown during use should be tagged and identified so that the staff becomes aware and we may have it serviced promptly.

- G. Groups using school facilities do so at their own risk and will be held financially responsible for any damage and/or theft occurring to facilities and/or equipment in the course of their occupancy including supervision of parking and fire lanes.
- H. Non-school groups are also responsible for liability of participants, both active and as an audience, in any program taking place in school facilities or on school property including parking lots and fire lanes.
- I. Use of alcoholic beverages, tobacco products and illegal substances are prohibited on school property. Activities involving any form of gambling (e.g., Casino Nights) are also prohibited.
- J. Using groups will be subject to school department decisions regarding school staff being on duty for the protection and the opening and securing of buildings and equipment. Groups with less than 25 will be charged regular rate. Groups larger than 25 are subject to school departments decision regarding school staff being on duty.
- K. Permit holder is responsible for the preservation of order and responsible to pay for any damage or loss to school or Town property that may occur during use period. Any damage or loss resulting from the use by the permittee will be billed accordingly for repair, replacement or cleaning of damaged property. This may also be defined as an area left in an unclean condition, including bathrooms.
- L. The bearer of the permit must insure that all participants and spectators abide by all above regulations.
- M. Any violation of the policies or regulations for use of facilities may result in the termination of the agreement or loss of future use.
- N. The Amherst Public School District and Amherst Regional School District reserve the right to require CORI checks prior to the final approval of a scheduled event.
- O. Any fee charges to the District by an outside agency as a result of the users will be billed directly to the user. (Example: false alarm, inspection, waste management fees).

III. Request Procedures

- A. Requests for facility use shall be directed to the Facilities Scheduling Office in writing. No confirmations will be made until requestor successfully completes the request form, signs the "Acceptance of Responsibility Statement.", includes proper fees and certificate of insurance.
- B. A copy of the "Facility use Rules and Regulations" will be given to each requestor. Also available on the arps.org website.
- C. Within ten (10) days of receipt of the request, an administrative decision will be made and the requestor will be informed of the school department's decision, pending any school/town priorities.

IV. Fees

A. The following is a classification scale used to determine fees:

GROUP 1	School and Town groups (operated under school or town governance only)	No administrative fee Facilities fees at Facility Office discretion based on event.
GROUP 2	Non-profit groups (must provide proof of non-profit [501c(3)] status)	Facility fee Administrative Fee: \$30 per event*
GROUP 3	All other groups Administrative fee charged	Facility fee Administrative Fee: \$60 per event*

(*Administrative fees are non-refundable)

Note: Actual fees invoiced may be different than Facility Request form estimate due to receipt of submitted hours/time.

**Requests for a total of under \$500.00 are due in full with the request form.
Requests for a total of over \$500.00 half is due with the request form.**

B. Facility fees per hour:

Art Room	\$20	Gymnasium	\$30
Auditorium	\$35	Library	\$20
Band Room	\$20	Classrooms	\$20
Chorus Room	\$20	Fields	\$25
Cafeteria	\$25		
Computer Lab	\$20		

Recurring use: Day/week rates are available for recurring use such as a camp where a facility is used consecutively for all days for a period of time, several weeks or more. Rate to be set by Facility Office.

C. Additional Service Fees:

All facilities (including gymnasiums)

Custodians \$35 per hour - per person (3 hour minimum per person)

Auditoriums

Site Supervisor: \$50 for one day event
\$100 - \$250 for multiple performances

Cafeterias

Cafeteria Staff: \$25 per hour – per person

Fields

Field Preparation	\$20 per hour
Site Supervision	\$20 per hour
Lights	\$15 per hour
Tournament Administration	\$25 per hour
Game Officials	\$30 per hour

Gymnasiums

Equipment Set-up	\$20 per hour
Equipment Rental	Varies (see menu)
Site Supervision	\$20 per hour
Tournament Supervision	\$25 per hour
Game Officials	\$30 per hour

Equipment Fees

Additional fees apply for rental of A/V Equipment.

- Microphones \$25.00 each per day
- TV / VCR/DVD \$25.00 each per day
- Sound System \$25.00 per day
- Piano \$65.00 per day
- Lighting \$25.00 per day
- Data Projector \$25.00 per day

**No reservation
is confirmed
until you
receive written
notification!**

AMHERST - PELHAM *Regional* SCHOOL DISTRICT
AMHERST, MASSACHUSETTS

Facilities Request Form

Date of Request: _____ Name of Event: _____ Event Date(s): _____

Name of Group/Organization: _____ Event Time(s): _____

Name of Contact Person: _____ Telephone #: _____

Billing Address: _____ Email: _____

Group Designation: (check one): School/Town: _____ Non-profit(*): _____ Other: _____
(Please explain)

School Requested: _____ # of people expected: _____ Admission Fee: _____

Check all that apply	Facility Needed	Fee	# of Hours	Total
	Art Room	\$20 per hour		
	Auditorium	\$35 per hour		
	Band Room	\$20 per hour		
	Chorus Room	\$20 per hour		
	Cafeteria	\$25 per hour		
	Computer Lab	\$20 per hour		
	Gymnasium	\$30 per hour		
	Library	\$20 per hour		
	Classroom(s): [specify room numbers or names]	\$20 per hour		
	Fields	\$25 per hour		
Check all that apply	Equipment Needed	Fee	# Days	Total
	TV	\$25 each per day		
	VCR	\$25 each per day		
	DVD Player	\$25 each per day		
	Data Projector	\$25 each per day		
	Sound System	\$25 per day		
	Microphone(s)	\$25 each per day		
	Lighting	\$25 per day		
	Piano	\$65 per day		
	Other: [Please specify]			
Check all that apply	Personnel Required	Fee	# of Hours/Days	Total
	Site Supervisor	Varies according to facility		
	AV Technician	\$35 per hr.		
	Custodian(s) (3 hour minimum each)	\$35 per hour		
	Cafeteria Worker(s)	\$25 per hour		
	Tournament Administrator(s)	\$25 per hour		
	Game Official(s)	\$30 per hour		
<input checked="" type="checkbox"/>	Administrative Fee	\$0,\$30,\$60 per event		

Date _____	Total Amount Due	\$ _____
Check # _____	Under \$500.00 pay in full	-\$ _____
Check # _____	Over \$500.00 half deposit	-\$ _____
	ESTIMATED BALANCE DUE	\$ _____
Office Use Only: CORI Checks Necessary ____ Yes ____ No		

Use of Facilities Acceptance of Responsibility

As an official representative of the _____, I am empowered
Name of Organization

to guarantee that this organization will fully comply with the regulations and guidelines governing this use of school facilities. I further agree that my organization will be responsible for any facility use costs and any costs caused by damages incurred during our use of the facilities. Also, on behalf of the organization I waive claim to any liability of the Amherst Public School District and/or the Amherst-Pelham Regional School District, its officers and employees.

Signature: _____ Date: _____

Print Name: _____ Position: _____

Home Phone: _____ Cell Phone: _____

E-Mail: _____

Facilities Request Form, Acceptance of Responsibility form, insurance certificate & deposit /fee
must be returned to:

Facilities Use Coordinator
Amherst-Pelham Regional School District
170 Chestnut Street, Amherst, MA 01002
Telephone #: (413) 362-1856 ♦ Fax: (413) 549-9890

Amherst Elementary and Amherst Pelham Regional School Committee policy of non-discrimination will extend to students, staff, the general public, and individuals with whom it does business; and will apply to race, national origin, religion, sex, economic status, political party, age, handicap and other human differences.