

# Northfield Elementary School

## Facility Usage Agreement for Cafeteria, Kitchen, and Gymnasium

Revised 2/1/2005 (formatting only updated 4/23/24)

### Procedure for Scheduling

1. Organizations or their agent are required to initiate requested use through the Northfield Elementary School (NES) Principal to inquire if date and space are available along with required personnel staffing and rates. If requested date, time and space are available, complete this form, and take to the Principal at NES.
2. The Principal will clarify understanding of rules and regulations. Upon completion of the contract and signing by a member of the Board of Selectmen, the rental fees, in a check payable to the Town of Northfield, and fees for required personnel, in a check payable to PVRSD, should be turned in to the Principal.
3. Duration of programs may need to be limited to accommodate a variety of programming.
4. A certificate of insurance is required for all non-municipal, non-school functions other than business meetings, listing the Town as co-insured.
5. Any disagreement with, or clarification of the requirements, will be first discussed with the School Use Committee. If no agreement is reached, the Board of Selectmen will have final authority.

Requested User or Organization	
Address of User or Organization	
Contact Person	
Address of Contact Person	
Telephone	
Email	
Date(s) and Time(s) Requested	
Describe Intended Use of Facilities: Gymnasium, Cafeteria, Kitchen	
Describe responsibility of organization, inclusive of security measures & traffic control needs	
Total Rental Fee payable to Town of Northfield	

### Personnel Fees

Custodian \_\_\_\_\_ Hourly Rate \_\_\_\_\_ x hours = \$ \_\_\_\_\_  
Custodian Alternate \_\_\_\_\_ Hourly Rate \_\_\_\_\_ x hours = \$ \_\_\_\_\_  
Kitchen Staff \_\_\_\_\_ Hourly Rate \_\_\_\_\_ x hours = \$ \_\_\_\_\_

### **Total Personnel Fees payable to PVRSD**

Describe agreed responsibility of assigned support staff person (s):

The leasing organization will be held financially liable for any damage to building or equipment attributed to their use. The lessee agrees to indemnify and hold harmless the lessor against any and all claims for loss liability or damages arising out of the use of the premises hired or reserved by reason of the conditions of the premises or by the reason of management control or operation thereof. This indemnity shall apply to all persons upon premises reserved by invitation of the lessee, its agent or assignees.

\_\_\_\_\_  
Signature of Representative for Organization

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of NES Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Northfield Board of Selectmen or Representative

\_\_\_\_\_  
Date

# **Participants Rules and Regulations for Use of Northfield Elementary School Gymnasium, Kitchen, Cafeteria and Bathrooms**

*Revised 2/1/2005 (formatting only updated 4/23/24)*

## **Fees-Facilities**

- A. There is a \$25 base rental fee.
- B. In addition, organizations will be charged as follows for use of the facilities. The Town of Northfield can adjust Rental Fees at any time.

	Admission Charged	NO Admission Charged
Gymnasium	\$ 60.00	\$ 30.00
Kitchen & Facilities	\$ 30.00	\$ 15.00
Kitchen for serving only	\$ 15.00	\$ 15.00
Cafeteria	\$ 30.00	\$ 15.00

- C. School, Town of Northfield associated groups, and local non-profit organizations are exempt from rental charges in sections A. and B. above.

## **Personnel Required**

- A. If kitchen facilities are used, one or more staff cafeteria workers shall be hired by the organization, via the school, to serve in an advisory capacity & represent the school's and the town's interest.
- B. If the kitchen and cafeteria are used, a custodian shall also be hired.
- C. A custodian is also required if facilities are used when a custodian is not already on duty.
- D. Police coverage will be determined by town policy. Refer questions to the Chief of Police.
- E. Applicable Hourly Rates - dependent on personnel hired
  - Cafeteria Worker & Custodian: as per current hourly rate (contact NES Principal)
  - Police: contact Police Chief at 413 498-5118 for current rates
- F. The applicant may present alternative custodial plans, (containing the provision that a school staff member, committee member or person approved by the committee will bear total responsibility for opening, closing, the condition of, and final security of the facility area in use) and if followed through in acceptable manner will receive a refund of custodial fees.

## **Facility Rules**

1. There will be NO possession of alcohol, drugs or tobacco products in these facilities.
2. No food or drink in the gymnasium
3. Sneakers must be worn for athletic events in the gym. Dances held where shoes will be worn are to be held in the cafeteria
4. All events will end by 10:00 pm unless the committee has granted prior approval
5. Any violations of the above will result in revoking of the privilege of using the school facilities which fall under this set of rules and regulations for two years.
6. Please be aware that because you are renting space in a public building there can be no guarantee of privacy.