Haverhill Public Schools
Use of Facilities Form

Please Print

Name of Organization:	Name of Representative:
Address:	Phone Number: Email:
Date Requested	Arrival Time: Start Time of Event: End Time of Event:

Please check: ( ) Profit Making Group   ( ) Non-Profit Group   #_____

Please check off the location requested and attach list of equipment to be brought into the facility.						
Gym	**# of Classroom(s)**	**Cafeteria**	**Auditorium**	**Library**	**Fields**	**Computer Lab**
Expected Number of Participants: #				**Type of Event:**		

Item	Base Fee	Hours	Sub Total	Total	Additional information
Rental Fee	$		$	$	
Security	$		$	$	
Custodial	$		$	$	*Custodial staff work 30 minutes before and after event.*
Utilities	$		$	$	
Lighting Panel	$		$	$	
Cafeteria	$		$	$	
	$		$	$	
	$		$	$	

Signature of Representative *Date Requested*	

Subtotal:	
Processing Fee:	**$10.00**
Miscellaneous:	
Balance Due:	

Principal to complete:

Authorization: Approved ( )   Denied   ( )   _____

                                                          Signature of Principal

Superintendent to complete:

Authorization: Approved ( )   Denied   ( )   _____

                                                          Signature of Superintendent

HPS FACILITIES	PHONE	FAX	WEB
4 Summer Street, Haverhill, MA	978-374-5725	978-374-2376	haverhill-ps.org

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Haverhill Public School activities receive priority over other organizations for the use of buildings. Scheduled activities may be preempted by the Haverhill Public School activities, provided a notice of no less than 72 hours is given to the permitted organization.

It is understood by the individual/organization that the use of the school is provided at user's risk. User shall assume responsibility for all damages to the real and personal property of the school.

There are certain restrictions upon the use of our schools. The user is solely responsible for the fulfillment of the regulations of the following:
   A.   State Department of Public Safety
   B.   State and Local Fire Laws
   C.   State and Local Police Laws
   D.   State Laws Relating to the Rental of School Facilities

In addition, the building user is responsible for damage to the school property and may be required to provide police and/or fire protection.

Charges and Fees

All non-school affiliated organizations shall be required to pay, at a minimum, custodial overtime charges (plus 30 minutes prior and after event), and security officer charges currently in effect for each hour that the custodians and/or security officers are assigned to open and provide appropriate security for the school facility.

All non-school affiliated organizations shall be required to pay for utilities as well. In addition, in the case of extra lighting and/or kitchen facilities, additional costs may be added to provide supervision and assistance.

Location/Service**	Fee Per Hour – Profit Based	Fee Per Hour Non-Profit Based
Gym	$50	$50
Classroom (Each)	$35	$35
Cafeteria	$35	$25
Auditorium	$50	$50
Library	$50	$50
Fields	$50	$50
Computer Lab	$50	$50
Security (Each)	$15	$15
Custodial (Each)*	$30/$45	$30/$45
Utilities	$20	$20
Auditorium Lighting Panel w/ Staff	$35	$30
Cafeteria Staff	$25	$25

* Custodian $45.00 per hour if overtime
** The School Department may enter into long-term agreements for the use of facilities and negotiate rental fees that differ from those above.