

WHITMAN-HANSON REGIONAL SCHOOL DISTRICT

610 Franklin Street, Whitman, Massachusetts 02382
 (781) 618-8834 • FAX (781) 618-7091
 Web: www.whrsd.org • TTY (781) 618-7402



REQUEST FOR USE OF FACILITIES

SUBMIT COMPLETED FORM TO BUILDING USE c/o District Operation, 600 Franklin St., Whitman, MA 02382

Name of Applicant _____ Event _____ Name of Organization (required) _____
 Complete Mailing Address _____ Group (See Below) _____ Best Phone No. _____

Location Requested: _____

Date(s) Requested: _____ **Day(s) of Week:** _____
 Please list all dates (attach list if needed) Please list all days (attach list if needed)

Entrance Time to Facility: _____ **Exit Time from Facility:** _____

Time Activity Starts: _____ **Time Activity Ends:** _____

Describe Nature of Activity: _____

Estimated Number of People Attending: _____ **Price of Admission:** _____

I have read the "Use of Facilities, Grounds, and Equipment Fees and Requirements" and accept the responsibility For the group/organization, for payment of bills and the observation of all regulations, terms and conditions of such use and compliance with any and all Massachusetts General Laws. Incomplete applications will not be approved.

SIGNATURE OF AUTHORIZED APPLICANT **DATE** **EMAIL ADDRESS (required)**

| GROUP DEFINITIONS | |
|-------------------|--|
| Group | Membership |
| 1 | Whitman Hanson Regional School District <ul style="list-style-type: none"> School District, including School Committee, and school organizations, Parent Council, PTA/PTO, student councils, teams and clubs Towns of Hanson and Whitman departments: Board of Selectman, committees, and official town events |
| 2 | Towns of Whitman and Hanson sports programs and activities <ul style="list-style-type: none"> Youth sports programs and activities, town civic organizations, and registered non-profits, churches and religious organizations, YMCA (proof must be provided) |
| 3 | Non-Profits not Whitman or Hanson based (proof is needed with each application) |
| 4 | All other organizations |

If an organization in Group 2 uses their funds to directly support the students of Whitman Hanson Regional School District They will only be subject to custodial and technician fees

Whitman-Hanson Building Use Rental Fees

| Space Requested | WHRSD Group Class I | | Town Sports/Activities Class II | | Outside Group For Non Profit Class III | | All Other Groups Class IV | |
|---|------------------------|-------------------|------------------------------------|-------------------|--|-------------------|------------------------------|-------------------|
| | Hourly Rate | Minimum Charge | Hourly Rate | Minimum Charge | Hourly Rate | Minimum Charge | Hourly Rate | Minimum Charge |
| Please Circle Request | | | | | | | | |
| Custodial Fee (In addition to rental charge) | No Charge | N/A | \$45.00 | \$90.00 | \$45.00 | \$90.00 | \$45.00 | \$90.00 |
| Administrative Fee (Non-Refundable flat fee) | No Charge | N/A | \$20.00 | N/A | \$35.00 | N/A | \$35.00 | N/A |
| Utility Fee | No Charge | N/A | \$30.00 | \$30.00 | \$35.00 | \$35.00 | \$35.00 | \$35.00 |
| Classrooms | No Charge | N/A | No Charge | N/A | \$40.00 | \$80.00 | \$50.00 | \$200.00 |
| Cafeteria | No Charge | N/A | No Charge | N/A | \$80.00 | \$160.00 | \$100.00 | \$200.00 |
| Gymnasiums | No Charge | N/A | No Charge | N/A | \$100.00 | \$200.00 | \$125.00 | \$250.00 |
| Auditoriums | No Charge | N/A | No Charge | N/A | \$100.00 | \$200.00 | \$125.00 | \$250.00 |
| Computer Labs | No Charge | N/A | No Charge | N/A | \$65.00 | \$130.00 | \$75.00 | \$150.00 |
| Library | No Charge | N/A | No Charge | N/A | \$55.00 | \$110.00 | \$75.00 | \$150.00 |
| WHRHClassrooms | No Charge | N/A | No Charge | N/A | \$65.00 | \$130.00 | \$75.00 | \$150.00 |
| WHRHS Auditorium | No Charge | N/A | No Charge | N/A | \$200.00 | \$400.00 | \$250.00 | \$500.00 |
| WHRHS Gymnasium | No Charge | N/A | No Charge | N/A | \$150.00 | \$300.00 | \$200.00 | \$400.00 |
| WHRHS Computer Labs | No Charge | N/A | No Charge | N/A | \$100.00 | \$200.00 | \$125.00 | \$250.00 |
| WHRHS Sm. Lecture Hall | No Charge | N/A | No Charge | N/A | \$125.00 | \$250.00 | \$150.00 | \$300.00 |
| WHRHS Library | No Charge | N/A | No Charge | N/A | \$75.00 | \$150.00 | \$100.00 | \$200.00 |
| WHRHS Turf Stadium | No Charge | N/A | No Charge | N/A | \$125.00 | \$250.00 | \$150.00 | \$300.00 |
| WHRHS Turf Stadium Field w/lights | No Charge | N/A | No Charge | N/A | \$150.00 | \$300.00 | \$200.00 | \$400.00 |
| WHRHS Soccer Fields | No Charge | N/A | No Charge | N/A | \$100.00 | \$200.00 | \$125.00 | \$250.00 |
| WHRHS Baseball Fields | No Charge | N/A | No Charge | N/A | \$100.00 | \$200.00 | \$125.00 | \$250.00 |
| WHRHS Softball Fields | No Charge | N/A | No Charge | N/A | \$85.00 | \$170.00 | \$100.00 | \$200.00 |
| WHRHS Outdoor Track | No Charge | N/A | No Charge | N/A | \$85.00 | \$170.00 | \$100.00 | \$200.00 |

WHITMAN HANSON REGIONAL SCHOOL DISTRICT TECHNOLOGY – AV FEES

| Quantity Requested | Item | Price Per Item Per hour | Each Additional Per Hour |
|---------------------------|--|--------------------------------|---------------------------------|
| | A/V Technician | \$35.00 | \$30.00 |
| | Intercom | | |
| | Wired Intercom/Clearcom System with 1 pair belt pack | \$100.00 | N/A |
| | Wired Intercom Headset/Beltpack | \$25.00 | N/A |
| | Microphone | | |
| | Wireless hand held or lavalier (clip on/over ear) | \$50.00 | \$25.00 |
| | Wired hand held or desk top | \$15.00 | \$15.00 |
| | Tap | \$25.00 | N/A |
| | Lighting System* | EACH | EACH ADD'L |
| | Hanson Middle School* | \$100.00 | N/A |
| | Whitman Hanson Regional Performing Arts Center | \$250.00 | N/A |
| | Spotlight-Multicolor; (2 @ WHRHS; 2@ HMS) | \$75.00 | \$75.00 |
| | Sound | | |
| | PAC House Digital Sound Board/System* | \$150.00 | N/A |
| | PAC House Sound System* | \$100.00 | N/A |
| | Hanson Middle Sound System – 16 Channel* | \$100.00 | N/A |
| | Portable Sound (Mackie) Mixer – 6 Channel | \$25.00 | N/A |
| | Video | | |
| | Screen Built in with Projector (Data/Video)* | \$100.00 | N/A |
| | Other A/V Technical Services | | |
| | Internet Access – Network use of internet w/computer <i>Guest User Network Agreement Required</i> | \$25.00 | \$10.00 |
| | Projector (Data/Video) | \$100.00 | N/A |
| | Computer for Data Projection System | \$50.00 | N/A |
| | DVD Player | \$15.00 | \$15.00 |
| | Audio Distribution Amp | \$15.00 | N/A |

* WHRSD TECHNICIAN REQUIRED FOR THESE ITEMS, EVIN IF YOU BRING IN YOUR OWN TECH TO RUN IT.

FEES: ALL FEES ARE SUBJECT TO CHANGE WITH CONTRACT RATES DO. IF A FORM IS FILLED OUT PRIOR TO JULY 1 THE RENTER WILL BE REQUIRED TO PAY THE NEW ANNUAL RATE

Upon signing the renter agrees to pay custodial and tech fees based on the time indicated on the form. If a change needs to be made it **must** be reported to the building use department one week prior to prevent incurring additional fees as our workers are scheduled in advance.

In addition to the above listed fees, the applicant is typically assessed a custodian fee per hour of: \$45.00, Sunday rate is \$52.00, holiday rate is \$59.00 per hour for a minimum of four (4) hours. A kitchen cannot be opened to **any** applicant unless arrangements have included on this form. **All fees are subject to change at the discretion of the Superintendent.** A twenty-five percent (25%) deposit will be required for events with anticipated fees in excess of five-hundred (\$500). Requirement for Police and/or Fire Details at your event are solely at the discretion of the Superintendent. Should a detail be required, the applicant is solely responsible for making the detail arrangements with the Police and/or Fire Departments and any associated payments prior to the event.

Upon receipt of approval and confirmation of this request, THIS FORM WILL BECOME A BINDING CONTRACT.

Make checks payable to WHRSD. Please list event date and invoice number in memo line on check. Multiple checks will not be accepted for the same event, please submit one check.