

**MELROSE PUBLIC SCHOOLS - Melrose, Massachusetts**  
**BUILDING RENTAL APPLICATION/CONTRACT FOR SCHOOL FACILITIES**

Name of Organization: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Purpose: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Facility To Be Rented: \_\_\_\_\_

Date(s) of use: \_\_\_\_\_

Time(s) From: \_\_\_\_\_ To: \_\_\_\_\_

**RENTAL TERMS**

1. Organizations desiring to use school buildings should apply to the Office of the Business Manager of Schools, 360 Lynn Fells Parkway, Melrose, MA 02176, Attention: Business Manager.
2. Smoking and use of alcoholic beverages in school buildings or on school grounds is forbidden by law.
3. No marking, driving of nails or other defacing of a school building or its contents will be permitted.
4. Consumption of food and beverage is not allowed in gymnasium or auditorium areas.
5. Gym equipment and school stage use needs approval from the Business Office.
6. Equipment brought into or out of schools must be removed outside of school hours and within twenty-four hours after the rental. No animals, electronic or projectile devices are allowed in gymnasiums or auditoriums. No hazardous materials or pyrotechnics may be allowed in buildings at any time.
7. The regulations of the Internal Revenue Service of the Treasury Department with respect to admissions, tickets, and signs must be complied with.
8. Policemen are to be engaged by the person or organization using the facility when required by the Ordinances of the City of Melrose. All other City permits must be obtained and presented before rental.
9. A custodian must be present whenever a school facility is rented. The number of custodians required shall be determined by the Business Manager in consultation with the Superintendent.
10. The use of the school facility shall terminate no later than twelve o'clock on all nights.
11. Bleacher use requires 24-hour advance notification.
12. A certificate of general liability with a minimum of \$1,000,000, naming City of Melrose/Melrose Public Schools as an additional insured, must be submitted to the Business Office at least five (5) days prior to the event. All dates of rental must be covered by the insurance policy.
13. When applicable all other City permits must be obtained and presented before rental.

**RENTAL FEES\* RATES AS FOLLOWS: Minimum 2 Hour Rental. \* (Does not include custodial charge)**

Facility	Maximum No. People	Hourly Rental Fee	Utility and Operations Fee
Classroom	30	\$30.00	\$15.00 per hr.
Elementary School All Purpose Room	200-400	\$30.00	\$15.00 per hr.
Middle School Gymnasium (Middle School Gymnasium will be rented as 3 individual sections)	500	\$30.00	\$15.00 per hr.
Middle School and High School Cafeteria (Use of the kitchen facilities in either of the above prohibited.)	700/500	\$30.00	\$15.00 per hr.
Marcoux Gymnasium	605	\$30.00	\$15.00 per hr.
Lincoln/Roosevelt Gymnasiums	580/468	\$30.00	\$15.00 per hr.
Middle School Auditorium	900	\$175.00	\$15.00 per hr.

**By City Ordinance, a police officer may be required based on the number of people and the event. Please contact the Melrose Police Department at 1-781-665-1212 to make these arrangements.**

PAYMENT MUST BE RECEIVED PRIOR TO THE USE OF A FACILITY UNLESS OTHERWISE AGREED UPON BY THE BUSINESS OFFICE. CHECKS MUST BE MADE PAYABLE TO **MELROSE PUBLIC SCHOOLS**. IF THE FACILITY IS TO BE RENTED FOR THE SEASON, YOU MUST ATTACH A SCHEDULE TO THIS CONTRACT.

**CANCELLATION WITHOUT FULL CHARGE REQUIRES AT LEAST 24 HOURS NOTICE. FOR CANCELLATIONS CALL 1-781-979-2295**

I/We agree to abide by the School Committee Regulations covering the use of the school facilities as outlined on this application form. The renter agrees to hold the Melrose School Committee, Melrose Public Schools and the City of Melrose including their agents and employees harmless and indemnify them from all loss, injury or damage claims while on rental premises.

⇒ Signed \_\_\_\_\_ For: \_\_\_\_\_ (Name of Organization)

SCHOOL DEPARTMENT APPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**INVOICE**  
**MELROSE PUBLIC SCHOOLS**

GROUP: \_\_\_\_\_ DATE: \_\_\_\_\_

RENTAL FEE: \_\_\_\_\_ CUSTODIAL FEE: \_\_\_\_\_ UTILITY AND OPERATIONS FEE \_\_\_\_\_  
 (\$35.00 per hour - 2-hour minimum charge)

**TOTAL COST:** \_\_\_\_\_