

Harvard Public Schools
39 Massachusetts Avenue
Harvard, MA 01451
(978) 456-4140
sschmidt@psharvard.org

BUILDING USE APPLICATION

ALL REQUESTS MUST BE SUBMITTED A MINIMUM OF 20 WORKING DAYS IN ADVANCE
NOTIFICATION OF STATUS WILL BE MADE WITHIN 5-8 DAYS OF WRITTEN REQUEST

Organization: _____ Activity: _____
Date: _____ Anticipated Attendance: _____
Set Up Time: _____ AM/PM Tear Down Time: _____ AM/PM
Contact Person: _____ Contact Phone: _____
Mailing Address: _____

PLEASE NOTE THAT SCHOOL FUNCTIONS HAVE PRIORITY FOR BUILDING USE SCHEDULING.

Please check appropriate school building and circle room requested.

The Bromfield School

Harvard Elementary School

Cafeteria (\$125-\$225)

Fishbowl (\$65/\$85)

Kitchen** (\$125-\$250)

Classroom # _____ (\$65/\$85)

Grounds (TBD)

Library (\$75/\$150)

Cronin Auditorium* (\$200/\$325)

Gymnasium (\$100-\$250)

Staff Lounge (\$65/\$85)

* Requires Technical Services

** Requires Kitchen Staff Member

STAFF NOTES: Staff and/or student groups are required to clean up after use of any school facilities. Any school groups using space for fundraising events on school nights (i.e. dances, flea markets, etc.) will be charged a flat rate of \$50.00.

Services required: Custodial (\$30.00 per hour with a four (4) hour minimum)
 Technical (\$35.00 per hour with a four (4) hour minimum)
 Kitchen (\$25.00 per hour with a four (4) hour minimum)

Equipment/Special Requests (if available):

A meeting with the Facilities Manager may be required prior to the event. Please contact Mark Force at 978-456-4152, Ext. 523 to set up a mutually convenient time.

Custodial coverage is mandatory for each event. Custodial Fees are billed at \$30.00 per hour per custodian with a four (4) hour minimum. Special requests (i.e. holidays, etc.) will be charged at two times the hourly rate. Please note that custodians will arrive ½ hour prior to event and remain until event has been cleaned up; custodial fees will be billed accordingly. The number of custodians required will be determined by the Facilities Manager.

Police Coverage may be required. If so, please contact the Harvard Police Department at 978-456-1212.

PLEASE NOTE: By law, smoking, alcoholic beverages and weapons are not permitted anywhere within the school buildings or on school grounds.

I have read and understand the "Regulations and Fees covering the use of Harvard School Buildings," published by the Harvard School Committee, and I agree that my organization will abide by them fully.

It is mandatory that the room(s) utilized for this event be returned to their original condition and set up.

Signature: _____ Date: _____

For Office Use Only

Request Approved _____

Request Denied _____

Approval with exception (s):

Approved by:

Sharon Schmidt, Building Use Coordinator

Date: _____

School/Staff functions must have a Building Principal's signature:

Building Principal

Date: _____

Room Rental Fee:		\$ _____
Custodial Fee:	_____ # hours X \$30.00/hour	\$ _____
Technician Fee:	_____ # hours X \$35.00/hour	\$ _____
Kitchen Staff Fee:	_____ # hours X \$25.00/hour	\$ _____
TOTAL DUE:		\$ _____

Make checks payable to: Harvard Public Schools, 39 Massachusetts Avenue, Harvard, MA 01451.