

HARVARD PUBLIC SCHOOLS

www.psharvard.org

39 Massachusetts Avenue • Harvard, Massachusetts • 01451
(978) 456-4140 • FAX (978) 456-8592

Joseph J. Connelly, Ed. D.
Interim Superintendent

OFFICE USE ONLY

Date Rec'd: _____

Date Entered: _____

By: _____

BUILDING USE APPLICATION

Submit to: Sharon Schmidt, Building Use Coordinator, at above address

ALL REQUESTS FOR USE OF SCHOOLS BEYOND THE SCHOOL DAY
MUST BE SUBMITTED A MINIMUM OF 2 WEEKS IN ADVANCE.
SCHOOL FUNCTIONS HAVE PRIORITY FOR BUILDING USE SCHEDULING.

Organization: _____ Activity: _____

Date(s) requested: _____ Anticipated Attendance: _____

Set Up Time: _____ AM/PM Tear Down Time: _____ AM/PM

Contact Person: _____ Contact Phone: _____

Billing Address: _____ Contact email: _____

Building Requested: _____ The Bromfield School _____ Hildreth Elementary School

Room(s) Requested _____

Please note the following fee schedule:

Weekday: Monday-Friday

_____ I. Meetings for School-sponsored & Community groups, Town committees: FREE

_____ II. Dances, Concerts/Coffeehouses, other school supported fund-raising activities: \$50 flat fee

_____ III. All other users (private groups/businesses/non-school sponsored groups): room rental fee & hourly custodial fees

Weekend: Saturday & Sunday

_____ I and II above: hourly custodial fees (including any additional time for set up/clean up)

_____ III above: room rental fee & hourly custodial fees

Long Term Use of Space: organizations who desire a long-term/recurring use of space may negotiate a fee with the superintendent or his/her designee. (examples: HAA; private sports teams; Boy Scouts)

Room Fees

Cafeteria\$150
Classroom...\$75
Cronin Auditorium...\$300

Library.....\$100
Gym.....\$150
Kitchen.....\$150

Faculty Room...\$75
Grounds.....TBD

Technical Services: \$35/hour

Kitchen Staff: \$25/hour

Custodial Services: \$35/hour

(OVER)

Custodial coverage is mandatory for each event. Custodial Fees are billed at \$35.00 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.

Is Food being served? Yes No

Please note: use of Cronin Auditorium requires Technical Services. Use of either cafeteria does not include use of the kitchen – use of a kitchen requires written permission of the Food Service Director/Chef. Both of these may involve additional staff costs.

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.

Liability Insurance may be required.

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 “Community Use of School Facilities,” published by the Harvard School Committee, and I agree that my organization will abide by them fully. (This policy can be found on our website)

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

Signature: _____ Date: _____

SchoolStaff/Student functions must have a Building Principal’s signature:

_____ Date: _____
Building Principal

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

Questions? Contact Sharon Schmidt 978-456-4140 ext 108 or sschmidt@psharvard.org