

# MANSFIELD PUBLIC SCHOOLS

## APPLICATION FOR FACILITIES USE

**Facilities Department.**  
**250 East Street, Mansfield, MA 02048**  
**Phone: (508) 261-7540 x33114**  
**Fax: 508-261-7413**  
**Email: Facilities@mansfieldschools.com**

### Procedure of Facility Rental Agreement

1. Completion of this form with insurance documentation attached.
2. Submittal to the Facilities Department **via email to:** Facilities@mansfieldschools.com.
3. Information accepted and entered into district facility rental scheduler (SchoolDude Facility Scheduler).
4. Approval by Athletic Director (fields and gyms).
5. Approval by Food Service Director (kitchen use).
6. Approval by Facilities Supervisor (all schedules) with email of approval generated by Facilities Department to the organizations contact on form (you may need to check spam settings). Estimate of charges can be generated upon request.
7. Activation of schedule once all documentation and information approved by Facility Supervisor. An email with permit will be generated by Facilities Department to the organizations' contact on form (you may need to check spam settings).
8. **If Fire or Police detail is required, then it is your responsibility to contact:**  
Mansfield Police: 508-261-3000 or Mansfield Fire: 508-261-7492.

## IMPORTANT INFORMATION

### ALL DISTRICT BUILDINGS & FIELDS:

- **\*\*CERTIFICATE OF INSURANCE\*\***: A Certificate of Insurance with \$1 Million liability coverage naming the Mansfield Public Schools, 2 Park Row, Mansfield, MA as additionally insured **must** be submitted with your applications.
- The attached Participant Release Form must also be completed and submitted with request.
- All events within buildings require custodial presence (unless deemed otherwise by the district). Staff coverage hours begin one half-hour before organization arrives through the final custodial clean up and sanitization of all areas used. All staff requirements determined by Facility Supervisor.
- **Fees/Billing:**
  - Staff fees within document.
  - A deposit/prepayment may be required for an event.
  - Invoice payment 60 days past due will be charged a late fee of 5% of total invoice.
  - Due to contractual agreements, a 4-hour minimum charge will apply when custodians are normally not on duty or as agreed at sole discretion of Mansfield School Department. In general this is after 11:00 pm on weekdays and all hours on Saturdays, Sundays and on holidays. Please discuss specific dates and time when making your request. Any change or cancellation in event MUST be given 48 hours in advance to allow district to make necessary adjustments.
- **Alumni turf field and track** rules & regulations:
  - Track and field closed from 11PM till 6AM
  - USE is by permit only
  - NO pets allowed
  - NO glass containers of any kind within the field/fence perimeter
  - NO food or drinks beyond the gate (water in plastic bottles is permitted)
  - NO gum or seeds inside fenced area
  - NO smoking on school property
  - NO bicycles, scooters or unapproved vehicles in fenced area
  - NO skateboards
  - NO sharp objects beyond the gate (ex. tent stakes, arrows, corner flags, etc.)
  - NO chairs inside the gate unless on the paved walkway
  - NO shoveling, plowing or snow removal on the surface
  - NO golf
  - NO metal spikes are allowed on the turf field
  - Only coaches on field/no unauthorized personnel

## MANSFIELD PUBLIC SCHOOLS

### SCHOOL-COMMUNITY RELATIONS INFORMATION

1.1. Submittal date for the **seasonal** use of the facilities (please submit NO EARLIER than these dates):

- |                              |         |
|------------------------------|---------|
| 1. Fall (Sept, Oct, Nov)     | July 1  |
| 2. Winter (Dec, Jan, Feb)    | Sept 1  |
| 3. Spring (March April, May) | Jan 1   |
| 4. Summer (June, July, Aug)  | March 1 |

All **other requests** must be submitted no later than 10 days prior to event date.

1.2. School Department-assigned personnel may be compensated for duties requested beyond their regular full-time assignment for services rendered to outside organizations. The School Department shall be reimbursed by the outside organizations for the actual costs incurred in accordance with current collective bargaining agreements.

1.3. If two or more groups are using the same facility at the same date and time and can be serviced by the same school department personnel, the actual cost will be shared between the groups.

1.4. The School Committee reserves the right to revise any and all fees that are included on the above fee schedule.

1.5. **Cancellations:** The Administration reserves the right to cancel or review previously approved requests. In the event of weather related school closure/early release all scheduled events for that day will be cancelled.

1.6. The Mansfield Public School Department buildings and grounds are first and foremost for the education and enrichment of our students. Secondly, they serve as a valuable community asset for educational, governmental, civic, cultural and recreational activities of the citizens of Mansfield. Non-school groups should recognize that the Mansfield Public Schools are not a private conference or recreational center and are not staffed or equipped as such. The following provisions and fees are intended to best maintain the facilities for the students and community

1.7. Use of facilities may be granted to recognize educational, governmental, civic, cultural or recreational organizations as well as local businesses. Groups will be requested to provide a Certificate of Insurance with \$1 Million liability coverage naming Mansfield Public Schools, 2 Park Row, Mansfield, MA 02048 as additionally insured.

1.8. Use of school facilities is intended for cultural, educational, recreational and other civic uses. They are not intended to be used by profit-making organizations for purposes of commerce. Applications for the purpose of fundraising by an outside for profit group will be reviewed individually. *(continued)*

**MANSFIELD PUBLIC SCHOOLS  
SCHOOL-COMMUNITY RELATIONS INFORMATION (continued)**

1.9. Classifications of organizations desiring the use of school facilities and priority of use.

**Tier I:**

**School-sponsored activities** – No Charge

**Municipal use** – No Charge – Meetings of the Mansfield Town Departments or State Department of Education

**School-Related** – Any educational activity sponsored by a documented nonprofit and deemed by the Administration for the welfare of the community shall be exempt from rental charge if either the organization makes no charge of such activity or the entire net proceeds goes exclusively to the Mansfield Public Schools or for a scholarship fund for the Mansfield Public School pupils.

**Tier 2:**

**Community Youth Groups** – Any youth group activity sponsored by a documented nonprofit Mansfield organization or group consisting of 70% or more of Mansfield residents and deemed by the Administration for the welfare of the community shall be exempt from room rental fees, if the organization makes no charge for the activity. If the intent of the activity is fund raising, the organization will pay for all related charges. **Seasonal field rentals will be charged a maintenance fee of \$200.**

**Mansfield Citizen Community Use-** Any community, philanthropic or recreational activities sponsored by a documented nonprofit Mansfield organization or group and deemed by the Administration for the welfare of the community will not be charged room rental fees, but the organization sponsoring the activities must pay for all related charges.

**Tier 3:**

**Non-Community and For Profit Use** – Any society, organization or individuals desiring to rent a school facility of any nature, or who use the facility for their own non-public recreational or entertainment purposes will be charged.

Staff Fees

TIME	SUPERVISOR	CUSTODIAL	KITCHEN	COMPUTER LAB TECHNICIAN	AUDIO/VISUAL TECHNICIAN
WEEKDAYS & SATURDAYS	\$50/HR	\$47/HR	\$30/HR	\$45/HR	\$40/HR
SUNDAYS & HOLIDAYS	\$75/HR	\$60/HR	\$40/HR	\$60/HR	\$45/HR

\*Overhead

**MANSFIELD PUBLIC SCHOOLS**  
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**Facilities Department**  
**250 East Street, Mansfield, MA 02048**  
**Phone: (508) 261-7540 x33114**  
**email: Facilities@mansfieldschools.com**

**TODAY'S DATE:** \_\_\_\_\_ **EVENT DATE:** \_\_\_\_\_

**ORGANIZATION INFORMATION:**

**ALL information must be completed before approval granted**

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

Billing Address of Organization: \_\_\_\_\_

Phone Number of Organization: \_\_\_\_\_

Organization's Event Name: \_\_\_\_\_  
(ex: practice, game, recital)

Event Contact Name: \_\_\_\_\_

Cell Phone of Contact : \_\_\_\_\_

Email of Contact: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

**NUMBER OF PARTICIPANTS (REQUIRED): ADULTS: \_\_\_\_\_ CHILDREN: \_\_\_\_\_**

**MANSFIELD PUBLIC SCHOOLS**  
**APPLICATION FOR FACILITIES USE**

**EVENT DATE & TIME INFORMATION:**

\*Event time is the actual event/production/meeting start and end time

**INDIVIDUAL EVENT DATE:** \_\_\_\_\_

Event Start time: \_\_\_\_\_ AM/PM      Event End Time: \_\_\_\_\_ AM/PM

Set-up Start time: \_\_\_\_\_ AM/PM      Breakdown End time: \_\_\_\_\_ AM/PM

Additional event dates with same times as above: \_\_\_\_\_  
\_\_\_\_\_

**INDIVIDUAL EVENT DATE:** \_\_\_\_\_

Event Start time: \_\_\_\_\_ AM/PM      Event End Time: \_\_\_\_\_ AM/PM

Set-up Start time: \_\_\_\_\_ AM/PM      Breakdown End time: \_\_\_\_\_ AM/PM

Additional event dates with same times as above: \_\_\_\_\_  
\_\_\_\_\_

**INDIVIDUAL EVENT DATE:** \_\_\_\_\_

Event Start time: \_\_\_\_\_ AM/PM      Event End Time: \_\_\_\_\_ AM/PM

Set-up Start time: \_\_\_\_\_ AM/PM      Breakdown End time: \_\_\_\_\_ AM/PM

Additional event dates with same times as above: \_\_\_\_\_  
\_\_\_\_\_

**RE-OCCURRING EVENTS:**

**Occurrence:**    **M**    **T**    **W**    **TH**    **F**    **S**    **Su**            **Daily / Weekly / Monthly**

Event Start time: \_\_\_\_\_ AM/PM      Event End Time: \_\_\_\_\_ AM/PM

Set Up Start time: \_\_\_\_\_ AM/PM      Breakdown End time: \_\_\_\_\_ AM/PM

**MANSFIELD PUBLIC SCHOOLS**  
**APPLICATION FOR FACILITIES USE**

**Fields Available for Rental**

**Note:** Fields must be cleaned after event or a custodial charge will apply

<b><u>Fields Available:</u></b>		<b><u>Select</u></b>	<b><u>Field Needs (Nets, Field Lining, Etc.)</u></b>
<b>Mansfield High School Fields:</b>			
Alumni Field	\$125/Hr	_____	_____
			(Event Supervisor necessary)
Alumni Field Lights	\$50/Hr	_____	(Staff necessary)
Alumni Field Washrooms	\$50/Hr	_____	(Staff necessary)
Concession Stand	\$40/Hr	_____	(Staff necessary/Serv-Safe Certification necessary)
Press Box	\$25/Hr	_____	(Staff necessary)
Track	\$75/Hr	_____	_____
Field Hockey Field	\$75/Hr	_____	_____
 <b>Qualters Middle School Field:</b>			
JV Softball Field	\$75/HR	_____	_____
 <b>East Street Fields:</b>			
Varsity Baseball Field	\$75/Hr	_____	_____
JV Baseball Field	\$75/Hr	_____	_____
Varsity Softball Field	\$75/Hr	_____	_____
Soccer Field	\$75/Hr	_____	_____
 <b>Jordan Jackson Fields:</b>			
Baseball Field side of building (small)			
	\$25/Hr	_____	_____
Field left side of building	\$25/Hr	_____	_____
 <b>Robinson School Field:</b>			
Baseball Field (small)	\$25/Hr	_____	_____

**MANSFIELD PUBLIC SCHOOLS  
APPLICATION FOR FACILITIES USE**

**Mansfield High School Building Spaces Available for Rental:**

**No food or drink in any space besides cafeteria**

Note the staff necessary and costs associated on certain rentals

AUDITORIUM	\$125/HR
AUDITORIUM LIGHTS/SOUND	\$50/HR
GYM	\$60/HR
LOCKER ROOMS	\$25/HR
CAFETERIA	\$60/HR
KITCHEN OF CAFETERIA	\$50/HR
LIBRARY	\$50/HR
COMPUTER LAB	\$100/HR
CLASSROOM	\$25/HR
AUDIO/VISUAL EQUIPMENT	\$15/HR

**Auditorium** \_\_\_\_\_ Full: 550 seats – 750 total occupancy

(AV technician necessary for set-up, breakdown and monitoring at the discretion of the district)  
(Stage alterations/backdrops etc. need to be approved beforehand and worked on by MPS staff)

Set-up needs: (microphones/podium, etc.): \_\_\_\_\_

Diagram attached

**Gym** \_\_\_\_\_ Full: 1000 total occupancy

Set-up needs: (basketball hoops, nets, etc.): \_\_\_\_\_

Diagram attached

**Locker Room** \_\_\_\_\_ Boys \_\_\_\_\_ Girls (Custodial staff necessary)

**Cafeteria** \_\_\_\_\_ Full: 400 total occupancy

Set-up needs: \_\_\_\_\_  Diagram attached

**Kitchen of Cafeteria**

(Approval of Food Service Director/kitchen staff necessary/must have caterer contact us)

Set-up needs: \_\_\_\_\_

**Library** \_\_\_\_\_ Full: 150 total occupancy

Set-up needs: \_\_\_\_\_  Diagram attached

**Computer Lab** \_\_\_\_\_

(Computer lab technician necessary for set-up, breakdown and monitoring at the discretion of the district)

Set-up needs: \_\_\_\_\_

**Classroom** number of rooms: \_\_\_\_\_ approx 30 seats

Specific Classrooms requested by room number: \_\_\_\_\_

**Audio/Visual Equipment:** TV/VCR/DVD /PROJECTOR

(A.V. staff necessary to set up, monitor and take down)

Set-up needs: \_\_\_\_\_  Diagram attached



**MANSFIELD PUBLIC SCHOOLS  
APPLICATION FOR FACILITIES USE**

**Qualters Middle School Building Spaces Available for Rental:**

**No food or drink in any space besides cafeteria**

Note the staff necessary and costs associated on certain rentals

AUDITORIUM	\$125/HR
AUDITORIUM LIGHTS/SOUND	\$50/HR
GYM	\$60/HR
LOCKER ROOMS	\$25/HR
CAFETERIA	\$60/HR
KITCHEN OF CAFETERIA	\$50/HR
LIBRARY	\$50/HR
COMPUTER LAB	\$100/HR
CLASSROOM	\$25/HR
AUDIO/VISUAL EQUIPMENT	\$15/HR

**Auditorium** \_\_\_\_\_ Full: 535 seats – 700 total occupancy

(AV technician necessary for set-up, breakdown and monitoring at the discretion of the district)  
(Stage alterations/backdrops etc. need to be approved beforehand and worked on by MPS staff )

Set-up needs: (microphones/podium, etc.): \_\_\_\_\_

Diagram attached

**Gym** \_\_\_\_\_ Full: 500 total occupancy

Set-up needs: (basketball hoops, nets, etc.): \_\_\_\_\_

Diagram attached

**Locker Room** \_\_\_\_\_ Boys \_\_\_\_\_ Girls (Custodial staff necessary)

**Cafeteria** \_\_\_\_\_ Full: 550 total occupancy

Set-up needs: \_\_\_\_\_

Diagram attached

**Kitchen of Cafeteria**

(Approval of Food Service Director/kitchen staff necessary/must have caterer contact us)

Set-up needs: \_\_\_\_\_

**Library** \_\_\_\_\_ Full: 225 total occupancy

Set-up needs: \_\_\_\_\_

Diagram attached

**Computer Lab** \_\_\_\_\_

(Computer lab technician necessary for set-up, breakdown and monitoring at the discretion of the district)

Set-up needs: \_\_\_\_\_

**Classroom** number of rooms: \_\_\_\_\_ approx 30 seats

Specific Classrooms requested, by room number: \_\_\_\_\_

**Audio/Visual Equipment:** TV/VCR/DVD /PROJECTOR

(A.V. staff necessary to set up, monitor and take down)

Set-up needs: \_\_\_\_\_

Diagram attached

**MANSFIELD PUBLIC SCHOOLS  
APPLICATION FOR FACILITIES USE**

**Jordan/Jackson Elementary School Building Spaces Available for Rental:**

**No food or drink in any space besides Cafeteria.**

Note the staff necessary and costs associated on certain rentals

MULTI-PURPOSE ROOM	\$50/HR
GYM	\$60/HR
CAFETERIA	\$60/HR
1/2 CAFETERIA	\$30/HR
KITCHEN OF CAFETERIA	\$50/HR
LIBRARY	\$50/HR
COMPUTER LAB	\$100/HR
CLASSROOM	\$25/HR
AUDIO/VISUAL EQUIPMENT	\$15/HR

**Multi-Purpose Room**

\_\_\_\_\_ Full: 437 total occupancy

\_\_\_\_\_ Half with Stage      \_\_\_\_\_ Half without Stage

(AV technician necessary for set-up, breakdown and monitoring at the discretion of the district)

(Stage alterations/backdrops etc. need to be approved beforehand and worked on by MPS staff)

Set-up needs: (microphones, podium, etc.): \_\_\_\_\_

Diagram attached

**Gym**

\_\_\_\_\_ Full Gym: 340 total occupancy

\_\_\_\_\_ ½ Gym: 170 total occupancy

Set-up needs: (bball hoops, nets, etc.) \_\_\_\_\_

Diagram attached

**Cafeteria**

\_\_\_\_\_ Full: 382 total occupancy

\_\_\_\_\_ ½ Cafeteria: 191 total occupancy per side

Set-up needs: \_\_\_\_\_

Diagram attached

**Kitchen of Cafeteria**

(Approval of Food Service Director/kitchen staff necessary/must have caterer contact us)

Set-up needs: \_\_\_\_\_

Diagram attached

**Library**

\_\_\_\_\_ Full: 144 total occupancy

Set-up needs: \_\_\_\_\_

Diagram attached

**Computer Lab**

(Computer lab technician necessary for set-up, breakdown and monitoring at the discretion of the district)

**Classroom** # of rooms: \_\_\_\_\_ approx 30 seats

Specific Classrooms Requested, by room number: \_\_\_\_\_

**Audio/Visual Equipment: TV/VCR/DVD**

(A.V. staff necessary to set up, monitor and take down)

Set-up needs/attach diagrams: \_\_\_\_\_

Diagram attached

**MANSFIELD PUBLIC SCHOOLS**

**APPLICATION FOR FACILITIES USE**

**Robinson Elementary School Building Spaces Available for Rental:**

**No food or drink in any space besides Cafeteria**

Note the staff necessary and costs associated on certain rentals

CAFETORIUM	\$60/HR
1/2 CAFETORIUM	\$30/HR
KITCHEN OF CAFETERIA	\$50/HR
GYM	\$60/HR
LIBRARY	\$50/HR
COMPUTER LAB	\$100/HR
CLASSROOM	\$25/HR
AUDIO/VISUAL EQUIPMENT	\$15/HR

**Cafetorium** \_\_\_\_\_ Full: 350 total occupancy  
 \_\_\_\_\_ Half with stage: 175 total occupancy \_\_\_\_\_ Half without stage: 175 total occupancy  
 (AV technician necessary for set-up, breakdown and monitoring at the discretion of the district)  
 (Stage alterations/backdrops etc. need to be approved beforehand and worked on by MPS staff)  
 Set-up needs/diagrams: (microphone/podium, etc.)  Diagram attached

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**Kitchen of Cafeteria**  
 (Approval of Food Service Director/kitchen staff necessary/must have caterer contact us)  
 Set-up needs: \_\_\_\_\_

**Gym** \_\_\_\_\_ Full Gym: 215 total occupancy  
 \_\_\_\_\_ ½ Gym: 107 total occupancy  
 Set-up needs: (BB nets, etc.) \_\_\_\_\_  Diagram attached

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**Library** \_\_\_\_\_ Full: 350 total occupancy  
 Set-up needs: \_\_\_\_\_  Diagram attached

**Computer Lab** \_\_\_\_\_  
 (Computer lab technician necessary for set-up, breakdown and monitoring at the discretion of the district)

**Classroom** # of rooms: \_\_\_\_\_ approx 30 seats  
 Specific Classrooms Requested, by room number: \_\_\_\_\_

**Audio/Visual Equipment: TV/VCR/DVD**  
 (A.V. staff necessary to set up, monitor and take down)  
 Set-up needs: \_\_\_\_\_  Diagram attached



# Mansfield Public Schools

## Facilities Department

250 East Street, Mansfield, MA 02048 Tel: (508) 261-7540 x33114 Fax: (508) 261-7413

### PARTICIPANT RELEASE FORM

In consideration of the said Mansfield Public Schools allowing the undersigned to participate in the use of a facility, I/we release the said Mansfield Public Schools, its representatives, agents, employees, principals, successors and assigns from all claims, demands, suits, damages, actions, causes of action and liabilities whatsoever of every name and nature, both in law and equity, on account of or in any way resulting from injuries sustained while present at or participating in any activity at the said School Department facilities except in the event such injuries are sustained due to the sole negligence of the said Mansfield Public Schools; and further, I/we release the said Mansfield Public Schools, its representatives, agents or employees from any and all duties and responsibilities for the care of our group members while at the School Department facilities.

Facility: \_\_\_\_\_

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

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

Group's Liability Insurance Coverage:

Company: \_\_\_\_\_

Policy #: \_\_\_\_\_