



GROTON-DUNSTABLE REGIONAL SCHOOL DISTRICT

348 Main St □ Groton, MA 01450-0729 □ Tel.: 978.448.0398 □ Fax: 978.448.1202

Facility Use Agreement

General Guidelines and Information

All use of facilities within the Groton-Dunstable Regional School District (GDRSD) that occurs outside of regular school hours must be requested and approved in advance.

Facility use requests must include:

- All requested spaces and areas.
- All doors that need to be unlocked.
- Contact information for the event organizer(s) who will be on-site during the event.

Providing complete information helps prevent scheduling conflicts and ensures that all necessary District personnel are notified. Organizations are strongly encouraged to submit requests **at least two weeks in advance** to maximize the likelihood of approval.

Building access is monitored and logged for security purposes. No person may enter a District building without prior approval, and no person may enter portions of a building that have not been approved for the event.

Requirements

All organizations using District facilities must comply with the following requirements:

- All activities must be conducted under the supervision of competent adults.
- Participants and event organizers must limit their use of the facility to the spaces approved for the reservation and the associated restrooms. Custodians assigned to an event are not authorized to approve or provide access to additional spaces.
- Custodial staff must be promptly notified of any significant spills or urgent cleaning needs.
- Any equipment or supplies needed for the event must be provided by the renting organization. District-owned equipment and supplies may not be used unless specifically authorized in advance.

- District furniture must be returned to the condition and location in which it was found at the beginning of the event setup, unless otherwise approved by the building's custodial lead.
- All trash and materials generated by or for the event must be picked up before departure. This includes cleaning surfaces and sweeping floors. Custodial staff will empty trash receptacles and may be consulted regarding the disposal of larger items.
- Facilities must be left in a safe, orderly, and generally clean condition, ready for use by another group or for school operations, with no more than routine trash removal and restroom cleaning required of custodial staff following the event.
- Organizations that damage or misuse District property or equipment, or that fail to provide appropriate supervision, may be denied future facility-use requests and may be held financially and/or legally responsible for resulting costs or damages.
- Appropriate liability insurance is required for all organizations granted permission to use District facilities.

Facility Use Associated Fees

Facility Rental

Facility rental fees apply to the entire period during which event organizers have access to the facility, including setup and breakdown time. Additional charges may apply when organizers request earlier access for setup or require additional time for breakdown.

- Facility rental fees may be waived for School District Organizations and School District Parent Associations when requests are submitted and approved in advance and sufficient setup and breakdown time is included in the request.
- District Town Departments will not be charged facility rental fees for town meetings, elections, or first-responder training when requests are submitted and approved at least one week in advance.
- Facility rental fees may apply at the Community Organization rate for other types of District Town Department events.
- Fees associated with District personnel, as well as any calculable costs incurred by the District as a result of facility use—including supplies, utilities, maintenance, and damage repairs—apply to all groups and events regardless of whether facility rental fees are waived.

Custodial Services

Custodial services are required for the full duration of all indoor facility use. Custodial services will be billed at the applicable rate for all custodial hours that are not otherwise regularly scheduled, including evenings, weekends, vacations, and holidays. Regularly scheduled custodial hours may vary by school building and are subject to change.

- Custodial services for events occurring outside regularly scheduled custodial hours will be billed for no fewer than two hours, or the minimum specified in the applicable collective bargaining agreement, and will include 30 minutes before and 30 minutes after the scheduled event time.
- Custodial service rates are subject to change as necessary to remain in compliance with the applicable collective bargaining agreement.

AV Technician Services

A District-trained audio-visual (AV) technician is required whenever a District Performing Arts Center, auditorium, or equivalent lighting or sound system is used.

- School District Organizations and Community Organizations may request a participating technician who has been trained and approved by a District AV technician to satisfy this requirement for specific events, provided that no programming, wiring changes, or secure system access is required.
- District AV Technician time required for training, event preparation, unanticipated support, or returning AV systems and equipment to their pre-event condition will be charged at the applicable hourly rate.
- AV Technician rates are subject to change as necessary to remain in compliance with the applicable collective bargaining agreement.

Facility Supervisor

A District Facility Supervisor may be required at the District's discretion. A Facility Supervisor may be required for large or complex events, events requiring on-site coordination or unusual facility access, or events organized by groups that are unfamiliar with District facilities.

Kitchen Supervisor

A kitchen supervisor from District or District-contracted food service staff is required for all use of a District kitchen facility to ensure compliance with ServSafe requirements. The applicable rate will be based on the current hourly wage established under the District's food service contract.

Payments

All checks must be made payable to the **Groton-Dunstable Regional School District**.

Mail payments to:

GDRSD
P.O. Box 426
Groton, MA 01450

Digital payments must be processed through the District-selected facility-use management application.

Hourly Rates

All published personnel rates are hourly and are subject to change based on applicable contracts and District requirements.

Service	Rate
Custodial Services — Monday–Friday	\$58.00 or current contract rate
Custodial Services — Saturday & Vacations	\$58.00 or current contract rate
Custodial Services — Sunday & Holidays	\$71.00 or current contract rate
AV Technician	\$40.00 or current contract rate
Facility Supervisor	\$40.00 or current contract rate
Kitchen Supervisor	\$40.00 or current contract rate

A minimum of two custodial service hours applies to Saturday, Sunday, vacation, and holiday events, or the minimum required by the applicable collective bargaining agreement.

Additional personnel may be required at the discretion of the Facility Use Manager based on the size, complexity, and type of event.

Cancellations Due to Weather or Unforeseen Circumstances

If school is canceled due to weather conditions or other unforeseen circumstances, all facility-use events and activities scheduled for that day will also be canceled. Event organizers may submit a request for an alternative date.

If snow or icy conditions are predicted on non-school days, the District may cancel events when snowfall is predicted to reach a plowable amount, typically more than one inch, or when icing is expected to create unsafe conditions.

Events scheduled within **two hours before predicted snowfall** and up to **three hours after weather conditions are predicted to end** may be canceled. Some variation may occur depending on the specifics, timing, and certainty of the weather forecast.

Group Classification Definitions

School District Organizations

District- and school-sponsored groups, including District extracurricular programs and athletics.

School District Parent Associations

Parent associations established to support the District, including PTOs, SEPAC, Boosters, scholarship foundations, and Project Graduation.

District Town Departments

Town of Groton and Town of Dunstable events and town-funded departments, including town meetings and elections.

Community Organizations

Community, nonprofit, and noncommercial organizations focused on student activities, education, community service, or community culture. This may include qualifying organizations based in local towns whose services are available to District students.

Community organizations providing student activities and educational programming that are based in District towns may receive scheduling priority over other community organizations.

Other Groups and Organizations

Any group or organization seeking to use District facilities that does not meet the definition of one of the classifications above.

Superintendent Implementation Discretion

The Superintendent reserves the right to:

- Determine costs for District space rentals or services that are not otherwise specified within District policy, based on equivalent facilities and services specified in the policy.
- Adjust, increase, or decrease the fee schedule when circumstances associated with a specific event warrant such consideration.
- Adjust rates annually or as needed to comply with contractual obligations, inflation, or other changing costs.
- Assign a designee to make such decisions on the Superintendent's behalf.

Agreement and Indemnification

By signing this agreement, I acknowledge that I have read and agree to abide by the GDRSD **Community Use of School Buildings, Grounds, and Facilities Policy and Regulations**.

My organization agrees to pay all applicable fees no later than fourteen (14) days after receipt of an invoice.

My organization agrees to indemnify and hold harmless the School District, School Committee, and their employees from all loss, damage, claims, and liabilities relating to or arising from the use of District property or facilities by my organization.

Signature: _____

Date: _____

Event Information and Fee Schedule

Event Information

Organization: _____

Contact Person: _____

Email Address: _____

Telephone: _____

Billing Address: _____

Activity/Event: _____

Date(s): _____

Time — Start to Finish: _____

Estimated Number of Participants: _____

Desired Location(s): _____

Organization Category

Check all that apply.

- ☐ GDRSD Organization _____
- ☐ School District Parent Association _____
- ☐ Groton- or Dunstable-based nonprofit organization _____
- ☐ Other Organization: _____

Federal Tax Identification Number (if applicable): _____

Room Rental Fees

Facility/Space	Hours Requested	Rate/Hour	Total
Cafeteria		\$30.00	

Choral Room	\$35.00
Classrooms	\$30.00
Computer Room	\$45.00
Fields — Without Lights	\$55.00
Fields — With Lights	\$75.00
Gyms	\$40.00
PTYC	\$55.00
Kitchen (+ Staff)	\$30.00
Library	\$30.00
Parking Lots	\$20.00

Total Rental Costs: \$_____

Personnel Services / Other Required Costs

Service	Hours	Rate/Hour	Total
Custodial — Monday–Friday		\$58.00	
Custodial — Saturday/Vacations		\$58.00	
Custodial — Sunday/Holidays		\$71.00	
Cafeteria/Kitchen Staff		\$40.00	
Facility Supervisor		\$40.00	
AV Technician		\$40.00	
Police Detail		At Director's discretion*	

Total Labor Costs: \$_____

*Police detail rates are determined in accordance with the applicable town contract.

Camp Fees

For camps operated during school vacations or summer breaks that take place Monday through Friday during normal custodial hours, a fee equal to **25% of gross camp revenue** will be assessed. This fee replaces the applicable space rental and custodial fees.

If the program takes place outside normal custodial work hours, applicable custodial fees will be added to the 25% camp fee.

Additional Charges

Charges may be incurred following an event if the facility is not left in an acceptable condition or if damage occurs. Such charges will be determined by the Director of Buildings and Grounds and the Director of Community Education.

Acknowledgement Signatures: To be completed by GDRSD

Required Approval	Signature/Initials	Date
Custodian in Charge	_____	_____
Food Service Director	_____	_____
Athletic Director	_____	_____
Building Principal	_____	_____
Director of Community Services	_____	_____

Note: The Director of Community Services will assign the appropriate personnel as required.

**** Custodial charges will begin 30 minutes before and continue for 30 minutes after the scheduled event time to allow for facility opening and securing.**

Important Facility Rules

NO FOOD OR DRINK MAY BE BROUGHT INTO ANY CLASSROOM.

NO LATEX PRODUCTS ARE ALLOWED IN ANY DISTRICT BUILDING.