

## TOWN OF HANOVER

273 CEDAR STREET HANOVER, MASSACHUSETTS 02339 Website: www.hanover-ma.gov Telephone:(781) 857-5706Facsimile:(781) 857-5710

## **REQUEST FOR USE OF FACILITIES**

SUBMIT COMPLETED FORM TO THE MAIN OFFICE OF THE SCHOOL OR TOWN BUILDING WHERE THE DESIRED EVENT IS TO BE HELD. INCOMPLETE APPLICATIONS WILL NOT BE APPROVED.

NAME OF APPLICANT	NAME OF C	NAME OF ORGANIZATION (required)			
COMPLETE MAILING ADDRESS			BEST PHONE #		
LOCATION REQUESTED: HS MS SY	CN CD	THCOA	LIBPD		
DATE(S) REQUESTED: Please list all dates (attach list if needed)	_ DAY(S) OF WEE Please list all (att	K: tach list if needed)			
ENTRANCE TIME TO FACILITY:		M FACILITY:			
TIME ACTIVITY STARTS:	TIME ACTIVITY	/ ENDS:			
DESCRIBE NATURE OF ACTIVITY:					
ESTIMATED NUMBER OF PEOPLE ATTENDING:		PRICE OF ADMISSIO	N:		
USE OF PROCEEDS:					
* PLEASE CHECK OFF ON PAGE TWO (2) ALL AREA					
SIGNATURE OF AUTHORIZED APPLICAN <u>POLICE CERTIFICATION</u> : I hereby certify that arranger Signature, Authorized member of the Hanover Police Depar <u>FIRE CERTIFICATION</u> : I hereby certify that arrangement	nents have been made for the p rtment: ts have been made for the prese	resence of a uniformed pol	s function.		
Signature, Authorized member of the Hanover Fire Departm	nent:				
FOR OI	FFICIAL USE ONLY				
APPROVAL OF PRINCIPAL OR BUILDING MANAG	ER DATE		IRED: Yes No QUIRED: Yes No		
Yes No   Athletic Director Yes No   (when applicable) (when applicable)	Yes No Food Service Manager (when applicable)				
Yes No FA	CILITIES MANAGER		DATE		
ESTIMATED CHARGES: Rental Eq	uipment Rental	Maintenance/Custodi	al Fees		
Kitchen Staff Fee (separate) Technician Fees	_ TOTAL ESTIMATED CO	DST:DE	POSIT DUE:		
Deposit Group School Maint AD	Food Svc Tech/CAM	Billed Paid	Final Bill Final Pmt		

	Check Here	Groups 1 & 2	Groups 3 & 4 (Half/Full Day)	Group 4a (Half/Full Day)	Group 5 (Half/Full Day)
Elementary					
Gym			\$25/\$50		\$75/\$150
Cafeteria			\$20,000		\$75/\$150
Kitchen					\$75/\$150
Auditorium					\$75/\$150
Classroom					\$50/\$100
Library					\$75/\$150
Computer Room			\$25/\$50	\$25/\$50	\$75/\$150
			\$257\$50	\$257\$50	\$757\$150
Middle School					
Gym			\$25/\$50		\$75/\$150
Cafeteria					\$75/\$150
Kitchen					\$75/\$150
Auditorium					\$75/\$150
Classroom					\$50/\$100
Library					\$75/\$150
Computer Room			\$25/\$50	\$25/\$50	\$75/\$150
High Cabaal					
<u>High School</u>			\$25/\$50		\$100/\$200
Gym A			\$25/\$50		\$100/\$200
Gym B Locker Rooms			\$23/\$30		\$100/\$200
Exercise Room					
					\$150/\$300
Cafeteria					\$250/\$500
Kitchen					\$250/\$500
Auditorium					\$250/\$500
Classroom					\$50/\$100
Library			<b># 2 5</b> ( <b># 5</b> 0	\$ <b>25</b> /\$50	\$100/\$200
Computer Room			\$25/\$50	\$25/\$50	\$100/\$200
Multi-Purpose Room *			\$50/\$100	\$50/\$100	\$300/\$500
Outdoor Sound System			\$75/\$150	\$75/\$150	\$250/\$500
Equipment					
TV			\$15	\$15	\$50
DVD Player			\$15	\$15	\$50
Data Projector			\$15	\$15	\$50
Sound System			\$25	\$25	\$100
Microphone(s)			\$15	\$15	\$50
Lighting			\$25	\$25	\$100
Piano			\$25	\$25	\$100
Other			\$15	\$15	\$50

## Fees

Half-day rental fees are for up to a maximum of four (4) hours. Full day charges will apply for time frames in excess of four (4) hours. In addition to the above listed fees, the Applicant is typically subject to a custodian fee of forty dollars (\$40.00) per hour for a minimum of four (4) hours. The technician fee is forty dollars (\$40.00) per hour, as needed. Use of a school kitchen is managed and invoiced separately through the Director of Food Services who will receive a copy of this application if the kitchen box is checked. A kitchen cannot be opened to <u>any</u> Applicant unless arrangements have been made with the Director of Food Services and a kitchen staff person is physically in the kitchen. All fees are subject to charge. A twenty-five percent (25%) deposit will be required for events with anticipated fees in excess of five-hundred dollars (\$500.00). (\* *There will be no charge for the Multi-Purpose Room for eligible Cable Access users.*) Requirement for Police and/or Fire Details at your event are solely at the discretion of the Chiefs. Should a Detail be required, as noted on this completed form, the Applicant is solely responsible for making the Detail arrangements with the Police and/or Fire Departments and associated payments prior to the event.



	Check Here	Groups 1 & 2	Groups 3 & 4 (Half/Full Day)	Group 4a (Half/Full Day)	Group 5 (Half/Full Day)
Elementary					
Softball Field			\$25/\$50		\$50/\$100
Middle School					
Upper Softball Field			\$25/\$50		\$50/\$100
Lower Softball Field			\$25/\$50		\$50/\$100
Baseball Field			\$25/\$50		\$50/\$100
Lacrosse/Soccer Field			\$25/\$50		\$50/\$100
High School					
Field Hockey/Practice Field			\$50/\$100		\$100/\$200
Softball Field			\$100/\$200		\$150/\$300
Baseball Field			\$100/\$200		\$150/\$300
Artificial Turf Field			\$250/\$500		\$500/\$1,000
Tennis Courts			\$50/\$100		\$150/\$300
Track			\$75/\$150		\$250/\$500
Concession Stand			\$100/\$200		\$500/\$1,000
OTHER (special needs & inforn	nation):				

	GROUP DEFINITIONS	
Group	Membership	
1	Hanover Schools	
	- School District, including School Committee and school organizations	
	- Student Councils, teams and clubs	
2	Town of Hanover departments, including Board of Selectmen, Committees, and	
	official town events such as Town Meeting and elections.	
3	Organizations related to Hanover Schools	
	- HPTA, HFEE, HPMC	
	- Boosters	
4	Town of Hanover sports programs and activities.	
	Also, town civic organizations.	
4a	Town sports programs with contractual annual fee.	
5	All other organizations	