



Town of Hanover Facilities Department

273 Cedar Street, Hanover, MA 02339, 781-857-5706

USE OF FACILITIES, GROUNDS & EQUIPMENT RENTAL FEES & REQUIREMENTS

The Town of Hanover recognizes that buildings and grounds under its jurisdiction provide large and diversified meeting places within the community. These facilities and grounds represent a significant capital investment and the costs of operation and maintenance, including utilities, take an ever-increasing amount of limited funds available to the Town of Hanover.

All organizations wishing to use Town facilities or grounds will be expected to share in these costs. School events take priority in scheduling any use of school facilities or grounds, followed by Town elections and voting, school affiliated programming, other town government activities, and Town based groups. Generally, scheduling will be done on a first come, first served basis; however needs of the school and/or Town government will take precedence and the Town reserves the right to bump groups if needed, e.g. rescheduling of cancelled games or unanticipated events.

To facilitate the processing of facilities or grounds usage requests, the following categories have been created for the purpose of charging fees.

GROUP DEFINITIONS	
Group	Membership
1	Hanover Schools <ul style="list-style-type: none">- School District, including School Committee and school organizations- Student Councils, teams and clubs- School advisory groups
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 <ul style="list-style-type: none">- 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

FORMS: Reservation application forms must be submitted at the main office of the facility where use is being applied for. (The Athletic Director shall review all requests for use of athletic facilities and gyms.)

All groups must submit the documents listed below fourteen (14) days prior to the anticipated use of buildings or grounds. Additional lead time is required for large activities.

- Building Use Application Form, fully completed
- Certificate of Insurance carrying \$1 million in public liability insurance naming the Town of Hanover as “Additional Insured”; and Workers Compensation Insurance in accordance with Massachusetts General Laws. The Town of Hanover also reserves the right to require that groups



using the Hanover Public Schools provide an endorsement or a rider to indicate that the Town of Hanover and the Hanover Public Schools are, in fact, named as “Additional Insured” on the group’s insurance policy.

- Any and all required deposits.

BUILDING RESERVATIONS BY PARENT GROUPS

During their evening shifts, custodians are responsible for cleaning very large areas of the school in a limited amount of time. To do their jobs effectively, they are not generally available to provide services for other activities in the school. If custodian services are needed by the activity during its event, the custodian providing the service will often have to work overtime at the end of his shift to complete his normal work. Also, after an activity ends, the custodians must insure that the areas used by the activity are restored and cleaned to department standards prior to the start of the new school day and this also may require that the custodian work overtime. When custodians perform overtime due to an activity, the organizer of the activity is required to pay the overtime cost, which is billed at \$40/hr (quarter hour increments). It is possible for organizers of events to limit their custodial charges by limiting the amount of services that are needed, either by providing their own manpower for the event (e.g. to control child behavior during the event) or by performing some of the cleanup work for their event.

Please indicate the level of support expected from Custodial Services for your event:

Situation 1: Weekday Event While Custodians Are In the Building.

- No special custodial support expected. Applicant will set up and manage their event on their own and clean up after themselves. Custodian services will be charged only for overtime needed for doing any necessary cleaning after event and for time lost by custodian due to services provided during the event (whether requested or not). *
- Applicant requests the following custodian services for their event. *
 - ___ Setup & breakdown assistance
 - ___ Ongoing support during event
 - ___ Cleanup
 - ___ Other, Describe: _____

[* Note: The town reserves the right to assign a custodian to any event, chargeable to the applicant and without advance notice, if it is believed to be needed to protect the interests of the town (e.g. liability, safety, security, protection of facility, bathroom maintenance, etc.)]

Situation 2: Weekend Event.

- Custodian opens the building, provides services for the activity, cleans up and closes up. In this situation, the custodian must remain on duty throughout the event and stay beyond the event for as much time as needed to complete cleanup. During the event, the custodian will insure that basic facility services are maintained, including HVAC, bathroom cleanliness, cleaning of spills, and removal of a reasonable amount of trash, although his primary function is to monitor the event to look out for the concerns of the Town.



TOWN OF HANOVER

Rules and Regulations for Reservation and Use of Facilities, Equipment, Fields, Grounds and/or Concession Stand

1. All Users are required to fully complete the Building/Facilities Use Application Form. The applicant, if granted the requested usage, shall assume full liability for any loss or damage to Town property or equipment. The Town requires prior assurance that there will be adequate and responsible adult supervision. Failure to provide adequate adult supervision and control during an event shall be cause to terminate the event and the user shall remain liable for all anticipated charges for the event.
2. Permits will not be issued to minors or to any individuals or groups unable to assume full liability. The applicant agrees to defend, indemnify and hold the Town of Hanover and the Hanover Public Schools, together with their boards, commissions, committees, agents, employees, designees, successors, and assigns harmless from and against any and all claims, including but not limited to claims for personal injury or property damage, suits, demands, actions, damages, losses, liabilities, proceedings, litigation costs and expenses, without limitation of attorney's fees that may arise out of, are in connection with, or in any way relate to the Applicant's use of school facilities, grounds, and equipment. Users must provide a certificate of insurance naming the Town of Hanover and the Hanover Public Schools as "Additional Insured."
3. Facilities will not be available when there is any conflict with school activities or during school closings due to shutdowns, holidays or other needs of the Hanover Public Schools or the Town of Hanover. In the case of school cancellation, unplanned dismissal or cancellation of school due to weather or other emergency, all scheduled activities will also be cancelled. The Town reserves the right to assign a different room or facility than the one requested when in the best interest of the Town. In such case, the applicant will be duly notified at the earliest opportunity.
4. No firm commitment of dates for school usage will be made before October 1st in order to allow schools to submit and reserve their schedules.
5. The Town may require police coverage for any event in the interest of public safety, as determined by the Chief of Police. Non-school events expecting greater than 200 attendees will require a police detail. Fire details may also be required as determined by the Hanover Fire Department. The user must contact the Hanover Police and the Hanover Fire Departments directly for arrangements and fees. The Town will require evidence that any and all details have been secured if required.
6. Any event scheduled for a time when a building is closed will require a custodian to be in attendance with cost borne by the applicant at the published rate for custodial details. Events during times when buildings are open or staffed may, and typically are, also charged for custodial details, although the charge is occasionally waived, at the discretion of the Facilities Manager, if the activity is small and is not expected to require supervision or custodial services.
7. Any events utilizing a school kitchen will require a school department's kitchen worker to be in attendance. Arrangements must be made separately (and invoiced separately) with the Director of Food Services for the school department.



8. Any events requiring the use of school equipment will normally require that a school technician be in attendance at the published rate for a technician.
9. Users may not prohibit representatives of the Town of Hanover administration from entering any room or other location on Town property at any time during the event.
10. The user is granted access to, and use of, only the areas at the date/times specified on the application. Failure to vacate the premises by the appointed time may result in additional fees. Unauthorized use of other areas will result in additional fees. If the renter refuses to leave when requested by Town personnel, the Town may contact the Hanover Police and may refuse future use of Town facilities and/or grounds.
11. Per Massachusetts General Laws, there shall be No Smoking, No Alcoholic Beverages or Controlled Substances in any facility or on any grounds belonging to the Town of Hanover.
12. Decorations must be fireproof, must be approved by the Facilities Department and/or Fire Department and must be affixed in a manner as to not be destructive to the facilities or grounds and in compliance with all local fire regulations. Use of tape on walls or other surfaces must be approved by the Facilities Department.
13. Children must be supervised by adults at all times. Children will not be allowed into a facility when there is no supervising adult in attendance. If children are out of control or not supervised properly, the event will be suspended immediately, with the user incurring all associated costs.
14. Permission for use of school buildings and grounds does not constitute an endorsement of any organization, the beliefs of an organization or group, the expression of any opinion regarding any political candidate or the expression of any opinion concerning any issue.
15. The Town of Hanover reserves the right to decline any and all requests for use of school buildings or grounds and to revoke or deny such privileges for failure to comply with any rules and regulations or for any other reasonable legally permissible reason.
16. There shall be no subletting or splitting of rental space between two or more parties.
17. Users must leave the facilities and grounds in the same condition in which they found them. Users are liable for all cleanup costs, repairs and custodian and maintenance fees relating to their event. Users shall be charged the cost for the custodial detail to clean the areas of the facility, including bathrooms, that are utilized by the event to restore the cleanliness and condition of the facility that existed prior to the event.
18. Cancellation of use or revisions to time of use must be made directly to the Facilities Department, in writing, and delivered not less than **forty-eight (48) hours** before the start of the scheduled usage, exclusive of weekends and holidays. However, cancellation of an auditorium reservation must be at least one month in advance of the activity date.
19. Notification of cancellation or time change must be made to the Facilities Department not less than **forty-eight (48) hours** prior to the start of an event, exclusive of weekends and holidays, if a custodian, maintenance worker or other support staff is required.
20. The Town reserves the right to enter into alternative contract arrangements and/or extended agreements or to waive any otherwise applicable fees.