



## Non-school Use of LPS Facilities Terms and Conditions

Per [Lawrence Public Schools' policy for the Non-school Use of Facilities](#), the District may allow use of certain school facilities by individuals and entities under the terms, conditions and procedures contained herein. Regulations outlined here apply to all organizations and parties wishing to use any Lawrence Public Schools buildings. Applicants for the use of any facility are required to acknowledge receipt and understanding of the conditions under which they will use the facility and for which they will be held accountable.

Parties wishing to reserve any school facility should email a completed [Facility Use Application Forms](#) to [LPS.Rentals@Lawrence.k12.ma.us](mailto:LPS.Rentals@Lawrence.k12.ma.us) at least **45 days** prior to the event date. It will be forwarded to the District governing body for consideration for final approval, with the understanding:

- The person whose name and signature appears on the Facility Use Application Form certifies that they have been duly authorized to enter into this agreement on behalf of the applicant organization, and will be considered by LPS to be responsible for its actions during the rental period.
- Applicants are required to carry and maintain insurance as a condition of their rental or use of any District facility.
- No outside events will be considered which take place during normal school operating hours of 7am-4pm during the academic year, or which conflict or interfere with educational activities or school-related functions. Weekday rentals (Monday-Thursday) shall not extend beyond 10pm.
- Event reservations will be considered tentative until confirmed in writing by the District's designee.
- No rental agreements may be transferred to any individual or organization other than the original applicant(s). Any attempts to circumvent this guideline will result in immediate cancellation of the reservation and agreement.
- The District assumes no responsibility for any property or equipment used by the applicant, members, guests or other parties. The District also reserves the right to approve the use of any equipment on LPS premises.

- Unless otherwise agreed to with the applicant, use of LPS facilities does not include access to or use of any LPS equipment, or storage space for applicant equipment.

### **Event Cancellation**

- Applicants must provide at least 10 days written notice of event cancellation notice, or risk forfeiture of any collected fees and responsibility for any outstanding costs incurred by the District.
- Per policy, the District or its governing body reserve the right to revoke a use permit at any time. The District will provide as much advance notice as possible should it deem it necessary to terminate an agreement and effectively cancel or postpone an event.
- If emergency conditions necessitate the closing of school facilities, all use and rental of facilities will be automatically canceled or postponed.

### **Safety and Conduct**

- Applicants will ensure that only the spaces specifically reserved will be used, and the times designated will be observed as indicated on the application.
- Adult supervision of the facilities will be provided at all times on site by the applicant, and failure to do so may result in delay or cancellation of the event. At no time before, during or after the event will LPS personnel be responsible for the supervision of participants.
- Applicant organizations renting any school facilities are expected to observe all laws and regulations at all times, including but not limited to those pertaining to nondiscrimination and health and safety.
- Profane language, confrontational behavior or other conduct deemed inappropriate or unsafe by District staff could result in immediate expulsion from the facility, and future rental prohibition for the applicant and/or organization.
- LPS schools are a smoke free environment. Smoking is prohibited in all facilities and the applicant agrees to have its members and guests strictly observe this policy. Violation of this policy will result in the immediate termination of the applicant's rental agreement.
- Alcoholic beverages, recreational drugs and tobacco products are strictly prohibited on all school department property.
- At no time will any food or beverages be sold, brought into, or consumed in the auditoriums or their adjacent areas. Licenses for refreshments to be sold and consumed in approved areas of the building must be made to the City of Lawrence, and evidence provided that such license has been granted.

- Applicants are advised that the auditorium lobbies and hallways are under video surveillance.
- City of Lawrence parking regulations are in effect on LPS properties. Vehicles must not block fire lanes or park in unauthorized areas. Vehicles committing a violation may be ticketed and/or towed.
- All decorations that are used, including sets and scenery, must be flame retardant and adhere to local and state fire codes. No open flames will be allowed in any school facility without special permission and proper fire department staff present.

**Custodial, Safety Officer, Technical and Supervisory Staff**

Recognizing proper school department personnel services are essential for all school facilities rentals, rental applicants agree to the following:

- Use of any LPS facility is conditional upon the availability of appropriate staff, as defined here. The District reserves the right to cancel or amend any facilities use agreement accordingly.
- The applicant organization will agree to the assignment of continuous custodial duty throughout the agreed-upon duration of the event. The District designee will determine the number of custodians on duty (one per 150 expected attendees), reflecting the size of the event, the day of the week, and the number of spaces used. Furniture/equipment setups may require additional custodial staff. The applicant agrees to fund the costs of the custodial staff as outlined in the schedule below:
  - Custodial charges are to be at the current contract rate. The user is entitled to services of the assigned custodian for the appropriate custodial services. Custodians shall not be responsible for the supervision or conduct of the participants in the user's program.
  - There is an additional two-hour charge for a custodian to cover one hour before and after the event.
- The District designee will determine what if any School Safety Officer (SSO) personnel is required for the safety and security of any given event. The applicant agrees to fund the costs of SSO personnel as outlined in the schedule below:
  - School Safety Officer (SSO) charges are to be at the current contract rate. The user is entitled to services of the assigned SSO for the appropriate services. SSO shall not be responsible for the supervision or conduct of the participants in the user's program. SSO's shall be paid for a minimum of four (4) hours, with an hourly rate charged beyond the initial four hours.
- The District designee will determine what if any support from the Lawrence Police or Fire departments is required. If it is determined such support is necessary, the applicant will be

responsible for arranging and paying for appropriate police and/or fire detail coverage, and provide verification to the District prior to the event that such arrangements have been made.

- Appropriate technical staff will be required for access to and use of audio, visual and lighting equipment contained in District auditoriums.
  - For use of the Performing Arts Center, a minimum of two District technical support personnel will be required for all events.
  - For any other District auditoriums, a minimum of one District technical support staff will be required for all events.
  - The applicant agrees to fund the costs of technical personnel as outlined in [Facility Rental Costs](#).
  - Technical equipment in the PAC is available for use. A qualified technician, selected by the PAC Facilitator, shall be employed to provide technical and operational assistance for events, with the cost to be borne by the applicant. Under no circumstance will the applicant or anyone on their behalf handle technical equipment unless given explicit permission by the District.
  
- A representative of the applicant organization and a District designee will conduct a “walk-through” of the school facility in advance of the event to determine any pre-existing conditions for which the organization will or will not be held accountable.

### **Payment Procedures**

- An invoice will be generated for the event and full payment must be received 10 business days prior to the rental date. The District shall not consider any event formally scheduled until payment is received in full.
  
- All payments should be sent to:  
Lawrence Public Schools  
Central Office  
237 Essex Street  
Lawrence, MA 01840
  
- All checks should be made payable to the Lawrence Public Schools. Should the event be canceled by the District, any payments received will be returned.
  
- Applicants shall be held financially responsible for any and all property loss or damage to the facility during or as a result of the rental. Appropriate school department personnel will determine the cost of repairs and/or replacement and notify the applicant, who will fully reimburse the District within 30 days of notice.
  
- Any charges incurred beyond the invoice will be billed to the applicant immediately following the event.

## **Additional Terms and Conditions for Use of the Lawrence High School Performing Arts Center**

- In addition to the above Terms and Conditions, all applicants requesting use of the Performing Arts Center must comply with the following:
- Rental rates include the use of the PAC First and Second Floor Lobby (if number of audience exceeds capacity eight hundred seventy-five (875), the Third Floor Lobby will be opened at no extra charge), Main Stage (which includes stage and seating), backstage and offstage spaces, and nearest toilet facilities (if balcony is opened third floor bathrooms will be opened at no additional charge). Also included are the following:
  - Lighting equipment currently on-site.
  - Audio equipment, including sound reinforcement system; speakers, microphones, and projector system are also available.
  - Other equipment currently on site including chairs, tables and lectern.
- Persons and organizations renting the PAC are restricted to the specific area(s) approved. All other rooms and areas of the Lawrence High School campus, unless specifically addressed in the applicant agreement, are off limits.
- Entry into the PAC will not be allowed until the adult supervision is present – as required above to be provided by the applicant – as well as the presence of the PAC Facilitator or their designee/s.
- Per LPS policy use of the PAC shall not be allowed while school is in session. However examination of the PAC may be conducted while school is in session, provided prior arrangements are made to do so with the District.
- No sets or scenery shall be left set up on the stage during the week without the written approval of the District.
- If food or beverages are approved to be sold and/or consumed per the requirements above, they will be restricted to the PAC's first floor lobby.
- Established capacities shall not be exceeded under any circumstances. The seating capacity of the PAC is one thousand three hundred (1,300), including handicapped seats. Several areas for wheelchairs are also available on the first floor, second floor, balcony, and stage area.
- The following rules and regulations shall be strictly enforced:
  - Curtains shall not be altered, removed or attached without prior approval of the PAC Facilitator.
  - Tape used to mark the stage floor shall be specific spiking tape. This can be made available upon request. Masking and duct tape are not to be used. At the conclusion of the use, all tape and other alterations to the stage must be removed.

- The seating should be used properly which does not include sitting inappropriately in seating areas, standing on seating units, or stepping over seating through seating aisles.
  - The stage shall be returned to its original condition immediately following the final performance or event.
  - During general rehearsals stage lighting will not be allowed to be used. House lighting and work lights are acceptable for general rehearsals. This excludes dress rehearsals or prior focusing for events.
  - No balloons are allowed inside the auditorium.
  - No alterations or changes shall be made to the stage counterweight system.
  - No alterations or changes shall be made to the cables on the stage fly bar units.
  - No alterations or changes shall be made to the lighting system.
  - No alterations, changes or attachments shall be made to the sound system.
  - All questions regarding the use of the PAC are to be directed to the Facilities and Plant Management Office for the PAC Facilitator.
- 
- If a performance requires rehearsals, the rehearsals shall not begin before 4:00 p.m. on weekdays unless special permission is given by the Lawrence Public Schools.
  - PAC parking lots are part of the Lawrence High School campus. Often, several extracurricular events run concurrently at the High School and parking lots fill up quickly. Please keep this in mind for rehearsals and for your guests.



Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

Name of Sponsoring Group or Organization: \_\_\_\_\_

Organization is:  Profit  Private  Non-Profit (copy of 501c3 required)

Facility Requested:

- Arlington  Frost  Guilmette  LHS Campus
- Parthum  North Common Complex  South Lawrence East  Wetherbee
- PAC (*Requires completion of additional forms*)  Other (*specify*): \_\_\_\_\_

Area Requested:  Auditorium  Gymnasium  Cafeteria

Date Requested: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Practice Date (*if needed*): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ Admission fee or donation for event:  Yes  No

Purpose of Rental (*please provide specific details*):

---



---



---



---

Special Conditions or Requests:

---

The party or group desiring use of the facilities agrees to indemnify and hold harmless the School Department from all liability which may arise from the use of said facility and to reimburse the School Department for any damages to the building, facilities, or equipment in the event that damages occur during the use of the facility rather than normal wear.

As representative of this applicant, the undersigned agrees to the use of the above listed school facilities in accordance with the attached Terms and Conditions.

**Full payment is required two weeks prior to the date of use. Checks should be made payable to the Lawrence Public Schools.**

I acknowledge that I have read and understand the use of Lawrence Public Schools Facilities Terms and Conditions.

I have sent proof of required insurance to [LPS.Rentals@lawrence.k12.ma.us](mailto:LPS.Rentals@lawrence.k12.ma.us)

Applicant's Signature: \_\_\_\_\_ Date received by Facilities Office: \_\_\_\_\_



**Only complete this section if your request is to use the PAC at the Lawrence High School.**

Purpose of request: \_\_\_\_\_

Facility Requested:

- Main                       Dressing Room                       Balcony Seating (*for overflow*)  
 Concession Area                       Other (*specify*): \_\_\_\_\_

Please indicate equipment needed:

- Lights                       Podium                       Video Screen                       Projector  
 Sound (Includes microphone + speakers)                       Other (*specify*): \_\_\_\_\_

Please Indicate Special Effects being brought in (i.e. Marley Dance Floor, Fog, Lighting, Sound, Video, etc.):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please check technical support needed:

- Light Board Operator                       Sound Board Operator

**\* No outside personnel are allowed to operate the equipment being provided for the renter's function without explicit approval through the PAC Manager.**

**Stage Setup:** Please indicate in the box below how your desired set up will be situated.

Notes for performance:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Lawrence Public Schools  
Lawrence, Massachusetts**

**Facility Rental Rates and Fees – Effective July 1, 2024**

**Lawrence-based Groups and Organizations**

	<b>Non-Profit Organization</b>	<b>For-Profit Organization</b>
Facility Usage Fee (per day; four-hour minimum)	\$100.00	\$200.00
Technicians (AV equipment and lighting)	\$77.65	\$77.65
Safety Officers **	\$42.50	\$42.50
Custodial Services (per person on.-Sat.)**	\$41.00	\$41.00
Custodial & Safety Services (per person Sun. & Holidays)***	\$60.00	\$60.00

**Non Lawrence-based Groups and Organizations**

	<b>Non-Profit Organization</b>	<b>For-Profit Organization</b>
Facility Usage Fee (per day; four-hour minimum)	\$300.00	\$600.00
Technicians (AV equipment and lighting)	\$77.65	\$77.65
Safety Officers **	\$42.50	\$42.50
Custodial Services (per person Mon.-Sat.)**	\$41.00	\$41.00
Custodial & Safety Services (per person Sun. & Holidays)***	\$60.00	\$60.00

**Performing Arts Center at Lawrence High School (PAC)**

**Lawrence-based Groups and Organizations**

	<b>Non-Profit Organization</b>	<b>For-Profit Organization</b>
PAC Usage Fee (per day; four-hour minimum)	\$300.00	\$600.00
Technicians (AV equipment and lighting)	\$77.65	\$77.65
Safety Officers **	\$42.50	\$42.50
Custodial Services (per person Mon.-Sat.)**	\$41.00	\$41.00
Custodial & Safety Services (per person Sun. & Holidays)**	\$60.00	\$60.00

**Non Lawrence-based Groups and Organizations**

	<b>Non-Profit Organization</b>	<b>For-Profit Organization</b>
PAC Usage Fee (per day; four-hour minimum)	\$500.00	\$800.00
Technicians (AV equipment and lighting)	\$77.65	\$77.65
Safety Officers **	\$42.50	\$42.50
Custodial Services (per person Mon.-Sat.)**	\$41.00	\$41.00
Custodial & Safety Services (per person Sun. & Holidays)***	\$60.00	\$60.00

\*\* Number of Facilities & Safety Personnel based upon estimated audience size.

\*\*\* Rate quoted is for double time for Sundays and Holidays.