



DR. CURTIS A. BATES
Superintendent/Principal/Curriculum

Boxborough Public School District

BLANCHARD MEMORIAL SCHOOL
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DR. KAREN TOWER, Interim Asst. Principal
CLARE JEANNOTTE, Business Manager

July 31, 2013

Dear Community Member,

As we move through the summer months and approach the 2013 – 2014 academic year, it becomes clear that the demand for off-hour school facility use will be great and that conflicts are bound to exist. We will make every effort to meet the needs of various organizations as equitably as possible.

Applications for 2013 – 2014 off-hour facility use will start being accepted on August 12th at the Blanchard Memorial School office. The facility use form is available on both the Blanchard School and Town website for you to download, fill out and bring to the school office. Applications are approved on a “first come, first serve” basis, while reviewing and considering questions of residency, organization status and the reasonableness of the request. Of course we try to mitigate schedule conflicts as we see problems unfolding during the application process and thereafter.

The needs of the Blanchard Memorial School, local student-centered organizations and the Boxborough Recreation Commission occupy the greatest portion of the available time and space. For example, just prior to the February vacation the gymnasium will not be available for two weeks because of a special school physical education program. During the winter months, youth basketball requires significant gymnasium time. In May, Annual Town Meeting closes the building from all other off-hour uses.

It is important to note that the facility use schedule follows the school calendar, that is, during school vacations the building is closed.

If any adult who will be supervising children during your activity has not had a CORI check through your organization, then they need to have one done. Please have them come to the school’s main office to complete a CORI request form. Under new state regulations they are required to appear in person and have her/his driver’s license.

Please note: the Boxborough Public School District will become part of the Acton-Boxborough Regional School District on July 1, 2014. As soon as the process and requirements for facilities use, under the direction of the Acton-Boxborough Regional School District, have been determined we will make sure all current Blanchard Memorial School facilities users are notified.

If you have any questions about the facility use approval process, please contact Corinne DiPietro at (978) 263-4569 on extension 100.

Respectfully,

Dr. Curtis A. Bates
Superintendent/Curriculum Director

CB:cd/facility use

BLANCHARD MEMORIAL SCHOOL
BOXBOROUGH, MA

Application for Facility Use

Date of request: _____

1. Name of Group/Organization: _____

Check if
Recreation Dept.

2. Person in Charge of Activity:

Name: _____ Email: _____

Address: _____

Home Telephone: _____ Work Telephone: _____

3. Space Requested _____

(Note: The following rooms are available for community use: gym, library, art room*, science lab, cafeteria (after 6:30 P.M.). *Art room users must use caution regarding exhibits and/or projects in progress.)

4. Date(s) facility is to be used _____

(Note: Date requests must coincide with school calendar. Building will not be open if school is canceled due to inclement weather.)

5. Time needed: From: _____ To: _____

(Note: Building use must conclude by 9:30 p.m. to allow time for the custodian to secure the building.)

6. Equipment to be brought into the building (explain):

7. Facility equipment to be used:

8. Purpose of use of the facility (explain – **include if children are involved in this activity**):

9. The signing of this application by a responsible adult constitutes an agreement to abide by all the rules and regulations governing the use of Blanchard Memorial School and to accept full responsibility for any damage to or loss of school property.

Print Name: _____ Signature: _____

Address: _____ Email: _____

Home Telephone: _____ Work Telephone: _____

FOR OFFICE USE ONLY

Approved: _____

Dr. Curtis A. Bates
Superintendent/Curriculum Director

Not Approved: _____

USE OF BLANCHARD MEMORIAL SCHOOL

The Boxborough School Committee agrees to make the Blanchard Memorial School facility available to community groups and non-profit organizations subject to the following stipulations:

1. An Application for Facility Use must be completed. All applications must be approved by the Superintendent/Curriculum Director prior to the date of use.
2. The facility may be used only on the date(s), the time, the place specified, and for the purposes named in the approved application. No other areas may be used or freely visited. Applicants must use their own equipment unless the user is given permission by the Superintendent/Curriculum Director to use school equipment and it is so stated on the application.
3. At no time will children be left unsupervised in the Blanchard Memorial School.
4. Nothing shall be sold, given away, or exhibited, on school property without prior permission of school authorities.
5. It is expected that nothing shall be left from the activity, which will interfere with the conducting of school the next day. All spaces must be returned to their original condition of cleanliness.
6. If, at any time, the fire alarm goes off or, if for any reason, the building is to be evacuated, participants using the facility are required to comply.
7. Organizations unable to use the facility on the day or time requested on the application form must inform the school as soon as reasonably possible.
8. It is understood that school functions will take precedence over community use of the school. School personnel will notify the group affected.
9. Alcoholic beverages and smoking in the school building or on school premises are strictly prohibited.
10. Blanchard Memorial School restricts the use of products containing latex. Example: Balloons, "Koosh" Balls and sports balls containing latex are not allowed on this site.
11. Unless prior arrangements have been made with the school, use of the gymnasium will not be authorized after 9:30 p.m. to allow time for the custodian to clean up.
12. Groups using school facilities will be financially responsible for any damages to the school facilities incurred during the time that the group was using the facility. The responsible adult who has signed the application shall agree to honor any such damage assessment and agrees to payment in full whenever applicable. Any applicant, individual or organization may be required to present evidence that they carry insurance to include, in their enrollment or membership forms, signed statements holding the School Department and Town harmless with respect to any liability for injuries or other harm or damage arising out of the applicant's supervision or conduct of programs and activities on school premises.
13. The School Committee reserves the right to reject any Application for Facility Use if it is felt that to do so would be in the best interests of the Town of Boxborough. The intent of the facility use policy is to support the Town of Boxborough's educational, recreational, community, and/or governmental missions. Any applications that could be construed to be more for individual profit or benefit than community profit or benefit fall outside of this facility use policy and will be denied.
14. Only those rooms designated on the application form may be requested for use.
15. Night set back temperature settings will be in effect in the building for all areas and all events not considered regular school activities.
16. Application for Facility Use must be submitted by an adult (at least 21 years of age), and the responsible adult must be present at all times.
17. Wearing of only non-scuffing, soft-soled sneakers shall be permitted on the gym floor for athletic events.
18. Only Acton/Boxborough groups and/or residents of the Town are to use the school facility. Applications will be accepted for use from a group consisting of a majority of Acton/Boxborough residents.
19. Groups using a master key to enter the building are not, under any circumstances, to duplicate and/or distribute the key to another group without authorization from the Superintendent/Curriculum Director.
20. When weekend use of the facility is granted, custodial coverage will be provided by the school department for school, town government and quasi-governmental groups. Other groups using the facility on weekends will need to hire a school custodian to supervise and secure the building.
21. Applications for facility use at the Blanchard Memorial School are available on August 15th of each calendar year, applicable to the academic year beginning in September.
22. Use of the Blanchard Memorial Field: The Boxborough Recreation Commission will issue permits to those groups or organizations wishing to use the Memorial Field for outdoor group activities. These permits may be issued to recognized Boxborough organizations of a non-commercial nature upon application. Groups or organizations using this area without permits are subject to removal by the Boxborough Police Department.

Approved by the Boxborough School Committee: 6-6-06
(Date)

over→

IF YOU USE THE LIBRARY.....

- ✓ NO FOOD OR DRINK IS ALLOWED.
- ✓ PLEASE DO NOT USE ANY OF THE LIBRARY'S EQUIPMENT OR SUPPLIES THIS INCLUDES THE SMART BOARD, PROJECTOR, MARKERS, ETC.
- ✓ IF YOU MOVE ANY FURNITURE, PLEASE MOVE IT BACK TO ITS ORIGINAL LOCATION.
- ✓ PLEASE DO NOT REMOVE BOOKS FROM THE SHELVES.
- ✓ PLEASE HELP TO KEEP THE READING TERRACE CLEAN AND IN GOOD CONDITION BY NOT USING PENCILS, PENS, MARKERS, ETC. ON THE TERRACE.
- ✓ PLEASE SUPERVISE STUDENTS AND SIBLINGS AT ALL TIMES.

IF YOU USE THE KITCHEN.....

- ✓ NO CHILDREN ARE ALLOWED IN THE KITCHEN UNSUPERVISED
- ✓ CLEANING SUPPLIES ARE ON THE SHELF TO THE LEFT OF THE SINK.
- ✓ THOROUGHLY WIPE DOWN ALL COUNTERS.
- ✓ WASH DISHES AND LEAVE ON SHELF NEXT TO SINK.
- ✓ WIPE/DRY SINKS.
- ✓ SHUT OFF OVENS AND TURN TO LOWEST TEMP.
- ✓ CHECK FREEZER AND REFRIGERATOR DOORS TO BE SURE THEY ARE SHUT TIGHT.
- ✓ SHUT OFF ALL LIGHTS (inc. freezer).
- ✓ EMPTY TRASH (if needed) & REPLACE BAG (under work counter).
- ✓ PLEASE LEAVE THE KITCHEN AS CLEAN AS YOU FOUND IT.