

# SMITH VOCATIONAL AND AGRICULTURAL HIGH SCHOOL

80 Locust Street, Northampton, MA 01060

Smith Vocational and Agricultural High School facilities are available for rent when they are not in use for our programs. To rent a facility, complete a rental application, provide an insurance certificate if required, and pay the appropriate fees.

The rental application may be downloaded from our website [www.smithtec.org](http://www.smithtec.org), and is also available in the Business Office of the school. You may mail your completed request to Smith Vocational and Agricultural High School, Business Office, 80 Locust Street, Northampton, MA 01060; fax it to: (413) 587-1405; or e-mail it to [facilities@smithtec.org](mailto:facilities@smithtec.org). Please e-mail questions to [facilities@smithtec.org](mailto:facilities@smithtec.org). Rental fees vary according to function and group designation.

## Facility Use Rules and Regulations

### I. General Regulations

- A.** Priority for use of school facilities after school hours is given to school sponsored activities, followed by programs sponsored by the City of Northampton, Northampton Recreation Department or other city agencies, and then for other purposes.
- B.** Use of facilities during non-school hours is coordinated by the Business Office.
- C.** No request will be approved without a legibly completed facility request form, submitted a minimum of two (2) weeks prior to the event. If needed, add an attachment for all information (including diagrams for seating/tables set up).
- D.** Fees—Refer to fee schedule. All payments are to be made by the organization directly to Smith Vocational and Agricultural High School no more than 30 days following the invoice date.
- E.** A \$1,000,000 certificate of liability insurance is required to be attached to the application for all non-city related groups. The school and the City of Northampton must be named as additional insured on the certificate.
- F.** Groups using the facilities agree to hold harmless and indemnify Smith Vocational and Agricultural High School and the City of Northampton, its' employees and agents with respect to any claim of loss, injury, or damage for participants or those attending the event.
- G.** Internet access, computer labs, and vocational shops are not generally available for public use.
- H.** If the request is approved, the user group will be subject to the Rules and Regulations of the School, the City of Northampton codes and ordinances, and Massachusetts general laws.
- I.** Smith Vocational and Agricultural High School reserves the right to change the rules, regulations and /or fees as deemed necessary.

### II. Regulations Governing Facility Users

- A.** Adequate supervision must be guaranteed, particularly during events involving youth. We require a ratio of one (1) adult to every twenty (20) young people.
- B.** All materials and equipment used in your event must be supplied by your organization (including first aid supplies). Unauthorized use of school supplies or equipment will be invoiced at the school's discretion, and could result in denial of future use requests.
- C.** All school equipment that is authorized to be used must be returned to its original location following use. See fee schedule for specifics.
- D.** Situations that need immediate attention (spills, accidents, etc.) should be taken care of by contacting the custodian on duty at (413) 588-1702.
- E.** Participants in programs are not allowed to roam the buildings/grounds freely, but must remain in the area designated for use.

Adopted May 15, 2012  
Adopted March 18, 2014  
Amended October 16, 2018  
Amended May 16, 2023

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- F. Equipment that may breakdown during use should be tagged and identified so that the staff becomes aware and we may have it serviced promptly.
- G. Any group/organization approved for an event that anticipates more than 100 attendees or cars may be required to hire a police officer.
- H. All groups using the facilities are responsible for the attendees' parking on school grounds and must enforce the "No Parking" areas for the safety of all on-campus activities.
- I. Groups using the school facilities do so at their own risk and will be held financially responsible for any damage and/or loss occurring to facilities and/or equipment in the course of their occupancy. Any damage or loss resulting from the use will be billed accordingly for repair, replacement or cleaning of damaged property. This may also be defined as an area needing extraordinary cleaning due to unacceptable behavior, including bathrooms.
- J. Non-school groups are also responsible for liability of participants, both active and as an audience, in any event taking place in school facilities or on school property.
- K. No food or drinks are allowed in classrooms, the library, or the gymnasium.
- L. Use of alcoholic beverages, tobacco products and illegal substances are prohibited on school property including the parking lots.
- M. All groups using the school facilities will be subject to school department decisions regarding school staff being on duty for the protection and the opening and securing of buildings, equipment, and grounds.
- N. In the case of school cancellation, early dismissal, or unplanned/emergency dismissal, the facilities will not be available for use and an alternate date will be arranged. Emergency dismissals and closures will be posted on the school website - [www.smith.tec.ma.us](http://www.smith.tec.ma.us)
- O. Everyone using the facility must insure that all participants and spectators abide by all the above regulations.
- P. Any violation of the policies or regulations for use of facilities may result in the termination of the agreement.
- Q. Smith Vocational and Agricultural High School reserves the right to require CORI checks prior to the final approval of a scheduled event.
- R. The user group must designate an onsite contact person who will be available to manage any problems or situations that arise. The contact person must remain on site for the duration of the event and until all participants and spectators have left the school grounds.

### III. Request Procedures

- A. Requests for facility use shall be directed to the Business Office in writing with a non-refundable \$25.00 deposit if a facility fee applies. No confirmations will be made until requestor completes the request form and signs the "Acceptance of Responsibility Statement".
- B. Please be sure to note the time you need access to our facility on the request.
- C. No reservation is confirmed until you receive written notification!

### IV. Cancellation Procedure

- A. Minimum of 48 hours notice required for cancellation of an event after receiving a confirmation. If minimum notice is not given, users will be responsible for all fees (including custodial, cafeteria, technology and administrative).
- B. Emergency cancellations should be reported ASAP to (413) 587-1414 ext. 3460 and e-mailed to [facilities@smithtec.org](mailto:facilities@smithtec.org) .

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## V. Fees

### A. The following is a classification scale used to determine fees:

|                |   |   |
|----------------|---|---|
| <b>GROUP 1</b> | School and City groups<br>(operated under school or<br>City governance only)  | No facility fee<br>No administrative fee            |
| <b>GROUP 2</b> | Non-profit groups *<br>(must provide proof of<br>Non-profit [501c(3)] status) | Facility fee<br>Administrative Fee: 10% of all fees |
| <b>GROUP 3</b> | All other groups *  | Facility fee<br>Administrative Fee: 15% of all fees |

**(\*NON-REFUNDABLE \$25.00 DEPOSIT REQUIRED)**

### B. Facility Use Fees per day\*\*:

|                            | <u>Group 1</u> | <u>Group 2</u> | <u>Group 3</u> |
|----------------------------|----------------|----------------|----------------|
| Athletic Field             | \$.00          | \$25.00        | \$150.00       |
| Cafeteria                  | \$.00          | \$25.00        | \$150.00       |
| Classroom                  | \$.00          | \$25.00        | \$ 50.00       |
| Computer Lab*(min 3 hours) | \$.00          | \$25.00*       | \$ 25.00*      |
| Gymnasium                  | \$.00          | \$25.00        | \$150.00       |
| Library                    | \$.00          | \$25.00        | \$100.00       |
| Parking Lot                | \$.00          | \$25.00        | \$100.00       |
| Restaurant                 | \$.00          | \$25.00        | \$100.00       |

### C. Additional Service Fees\*\*:

#### Custodians:

\$55.00 per hour – per person (3 hour minimum per person)

#### Cafeteria Kitchen Staff:

\$27.00 per hour - per person (3 hour minimum per person)

#### IT Staff:

\$38.25 per hour - per person (3 hour minimum per person)

#### Field Preparation:

\$50.00 per event

\$30.00 per field light usage/event

### D. Equipment Fees:

|                   |                      |
|-------------------|----------------------|
| Microphones       | \$25.00 each per day |
| Smartboard        | \$25.00 each per day |
| Sound System      | \$25.00 per day      |
| Time Clock in Gym | \$25.00 per day      |
| Table Rental      | \$ 5.00 each         |

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## E. Administrative Fees:

### Group 1

None

### Group 2

10% of all fees

### Group 3

15% of all fees

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