

Hopkinton Public Schools Community Use of Facilities

User Manual

**Adopted September 23, 1999
Amended October 30, 2003
Amended March 3, 2005
Amended May 15, 2008**

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Hopkinton School Committee Policy Community Use of School Facilities

Adopted September 23, 1999

Amended March 1, 2001

It is the school committee's desire that the citizens of Hopkinton enjoy use of school property. It is the committee's intent that such use should take place with proper regard to the safety of the participants and with respect for the preservation of the property for school program use.

After-school* and weekend use of school buildings and other school facilities by organizations will be permitted only when an educational, recreational, social, civic or philanthropic purpose will be served, and when such use will not interfere with the use of such buildings or facilities for school purposes. Any grant of permission to use the facilities does not constitute an endorsement by the school district of any person, organization or religion, nor of any ideas or beliefs that that person or organization represents.

School buildings and other school facilities may be used only with permission of the superintendent of schools or his/her designee. Permission for use of school facilities will be granted for a period of time not extending beyond the school year. During the summer months when school is not in session, use of the school facilities is limited to recreational activities organized for Hopkinton youth and adults.

The Superintendent will establish administrative procedures and regulations to implement this policy and will recommend to the School Committee a fee schedule for use of school facilities by non-school community groups.

In all cases, permission to use the buildings and grounds is granted with the understanding that the use shall be subject to cancellation for school activities, school related functions, and Hopkinton town meetings and elections.

No access to elementary classrooms by non-school groups will be allowed at any time.

Requests for use of school facilities will be considered in the following order of priority:

1. Hopkinton public school activities and school-related functions;
2. Hopkinton town meetings and elections;
3. Events sponsored by school-related organizations;
4. Events sponsored by organized recreational leagues that are open to all Hopkinton youth;
5. Events sponsored by organized recreational leagues that include teams comprised solely of Hopkinton youth selected on a try-out basis;
6. Events sponsored by organized recreational leagues that are open to all Hopkinton adults;
7. Events sponsored by organized recreational leagues that are open to Hopkinton youth on a try-out basis;
8. Events of an educational, recreational, social, civic or philanthropic purpose sponsored by Hopkinton-based organizations where at least half of the organization's members are Hopkinton residents;
9. Events of an educational, recreational, social, civic or philanthropic purpose sponsored by all other organizations.

Hopkinton School Committee Policy Community Use of School Facilities

The superintendent will establish sign-up periods to allow for scheduling of facilities according to the priority list. Any organization requesting on-going, regular use of school facilities must apply during these times, in order to ensure consideration of its request in accordance with the priority list stated above. After these sign-up periods, use of facilities will be granted on a first-come, first served basis.

Applicants for use of school buildings and other school facilities must follow the procedures outlined in the Application for Use of School Facilities available at the superintendent's office and at every school's main office. School facilities must be used according to the regulations and rental fee schedules recommended by the superintendent and approved by the school committee.

*** After School:**

School buildings and facilities are available for Community Use following the closing bell in the afternoon and in the evenings, provided such use does not interfere with the use of such buildings or facilities for school purposes. School facilities will not be available for community use prior to school opening each day, except that the new High School Athletic Center may be open to the public before school opening each day, subject to such procedures as the Superintendent may deem prudent.

The Town of Hopkinton can use the Hopkinton Public Schools during school hours for the purpose of local, state and federal elections, votes and referenda questions.

With the permission of the Building Principal, staff is allowed to use the school facilities on weekdays during the school year to provide private tutoring or instrumental music lessons for Hopkinton Students.

Hopkinton Public Schools
Procedures for Community Use of School Facilities
Revised March 3, 2005

Applications for the use of Hopkinton Public School buildings, grounds, and/or equipment are subject to the following.

Applications may be picked up at the office of the Hopkinton School District's Director of Building & Grounds (currently located in the Middle School) and completed applications shall be delivered to that office. All applicants must have on file with the Hopkinton School District's Director of Building & Grounds (or must submit with its application)

- (i) a certificate of insurance issued by the insurance carrier of the individual/group filing the application that provides evidence of the existence of the coverage required below and lists the Hopkinton Public Schools as an additional insured,
- (ii) a Standard Hold Harmless and Indemnity Clause form signed by the individual, or such person as is authorized by the group,
- (iii) if students are involved, a Hazing Acknowledgement (MGL Chapter 269),
- (iv) a certificate or other evidence that the applicant is a non-profit individual or group, and
- (v) if the applicant is a group, a certification as to the percentage of Hopkinton residents in that group,

all of which are current and are dated during the school year for which the application is submitted.

The Hopkinton School District's Director of Building & Grounds will promptly advise any applicant as to any information in any application that is incomplete. The file date for any application shall be the date that the complete application is received.

Comprehensive form general liability insurance is required, at a minimum, in the amount of \$300,000, each occurrence, and \$600,000, aggregate, bodily injury and property damage combined.

Three (3) sign up periods are established in order to equitably assign space to applicants, within the guidelines provided by the Use of Schools Facilities Policy. These sign up periods are as follows:

Athletic Fields

June 1 – 15	For use from September through January
November 1 – 15	For use from February through June
May 1 – 15	For limited summer use

Gym/Other

September 1 - 15	For entire school year
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Applications may also be made at any time during the school year, but all applications received prior to or during any sign-up period will be considered received on the same day. All applications received after the applicable sign up period will have lower priority than those received during the sign-up period and will then be considered on a first come,-first served basis.

Applications made after the listed sign up periods must be received a minimum of twenty one (21) days prior to the requested use date to assure it can be processed, although the Director of Building & Grounds will endeavor to fill applications on shorter notice if possible. Any requests for use tentatively granted before the end of the sign-up period for the requested dates are not guaranteed and are subject to change following the open sign-up period.

Specific requests for equipment and/or services must be in writing and accompany the use application.

Upon receipt of a complete use application, the Director of Buildings & Grounds or his/her designee shall review the request with the applicable building principal. Applications denied by the Director of Buildings & Grounds will be returned to the applicant stating the reason for such denial. AT THE TIME OF THE DENIAL, THE DIRECTOR OF BUILDING & GROUNDS WILL ENDEAVOR, TO THE EXTENT PRACTICAL, TO SUGGEST alternative times or facilities that might be available to meet the applicant's needs.

Charges for fees and personnel assignments associated with the requested use shall be made in accordance with the enclosed Fee Schedule.

An approved application will be returned to the applicant, and will include any modifications or restrictions. Notice of cancellation of an event by the applicant must be made to the Director of Buildings & Grounds immediately upon the decision to cancel.

A reasonable effort shall be made to accommodate applications and process them in a timely manner. In the event a conflict arises for a particular date and venue, use shall be granted in accordance with the Use of School Facilities Policy. Neither the Director of Buildings & Grounds nor the Facility level administrators SHALL BE LEGALLY responsible for locating or coordinating potential use dates in the event of a denial of a permit.

Applications including a request for use of school kitchen facilities, equipment and/or cafeteria staff must include sufficient detail for review by the Food Service Director. All determinations as to personnel requirements will be in accordance with the Association of Cafeteria Workers contract.

At the discretion of the Hopkinton Public Schools, and in conjunction with the Hopkinton Police Department, a detail officer(s) may be required for a particular use. The cost of this service shall be borne by the individual/group making the application at such rate as is determined by the Hopkinton Police Department. Payment for detail officers are not collected by the Hopkinton Public Schools and arrangements should be made (by the use applicant) directly with the Hopkinton Police Department.

Hopkinton Public Schools
General Regulations for Facilities Use

Revised March 3, 2005

Amended – 2/2/06

Amended 5/15/08

1. General

- A. The use of Hopkinton Public School facilities is permitted in accordance with the policy set forth by the Hopkinton School Committee.
- B. The guidelines set forth in these regulations shall govern all use.
- C. The Superintendent of Schools reserves the right to amend these regulations from time to time as circumstances warrant.
- D. Summer use of all facilities is limited and shall be granted in accordance with guidelines prescribed in the Facilities Use Policy.
- E. Community use of elementary classrooms is prohibited.

2. Conditions of Use

- A. A school department employee must be on site for all requested uses.
- B. During school session, the custodian(s) and/or maintenance personnel on duty shall be considered the Superintendent's assignee for overseeing the use. School session shall be defined as the usual and customary hours of operation for the custodial and maintenance staff.
- C. The application must be presented and signed by the individual responsible for the supervision and execution of the event. This individual shall be responsible for the conduct of all attendees. All activities must be conducted with adult supervision and shall be confined to the specific area requested for use. Individuals or groups may not assign their permit for a school facility to any individual or group not authorized under the original application. Doing so will result in the revocation of the applicant's permit to use school facilities.
- D. Violation of facilities use regulations, or any misrepresentations in any materials submitted in connection with an application for facilities use, may result in cancellation or termination of approved facilities use. The Superintendent reserves the right to cancel such granted use.
- E. No school department equipment may be used by an individual/group without the prior written consent of the school principal.
- F. Individuals and/or groups using any facility are responsible at all times for the observance of fire and safety requirements. *As part of these safety requirements, individuals and/or groups are responsible for providing their own first aid equipment and/or supplies.*
- G. The Hopkinton Public Schools reserves the right to limit attendance in conjunction with an approved use as may be necessary to comply with occupancy limits for a particular site.
- H. No amendment, alteration or addition shall be made to any facility's system components (electrical, lighting, network wiring, heating, doors, etc.) by any individual or group. Requests for such work may be made to the Director, Buildings & Grounds.
- I. At the discretion of the Hopkinton Public Schools, and in conjunction with the Hopkinton Police Department, a detail officer(s) may be required for a particular use. The cost for this service will be borne by the individual/group making application, at such rate as is determined by the Hopkinton Police Department.
- J. All equipment, furniture, accessories, decorations and other materials brought into the facility by a use applicant is done at the applicant's peril and the Hopkinton Public Schools accepts no responsibility for the security, care or integrity of such items. Any such items shall be removed from the facility immediately upon the completion of the use and all affected areas shall be returned to pre-use condition.

- K. Costs associated with any use shall be the responsibility of the use applicant at such value as is determined in association with the attached fee schedule. The Hopkinton Public Schools reserves the right to bill for additional time/services should an event/use extend beyond the requested time. Failure to remit payment to the Hopkinton Public Schools for the use of school facilities will result in the revocation of the individual's or group's permit to use school facilities.
- L. Requested kitchen facilities and equipment use shall be coordinated with the Hopkinton Public School's Food Service Director. Charges will apply and be assessed the use group in conjunction with the determination of the Food Service Director as to required staffing, equipment use, etc. All food and beverages shall be served from the kitchen/cafeteria and consumed therein.
- M. The Hopkinton Public Schools' custodial staff shall have no responsibility to a use group beyond coordinating access and assisting in the location of electrical outlets, light switches, etc. Custodial services requested/required beyond the above limits shall be billable at the rates in the attached fee schedule. Required services shall include cleaning beyond the usual scope of custodial duties related to general work.
- N. The Hopkinton Public Schools reserves the right to cancel any approved use that, due to unforeseen circumstances, conflicts with a school program.
- O. Parking is limited to designated spaces in the lots. Parking will not be permitted on grass, travel lanes, emergency access lanes or areas required for fire/safety access. Violations of this provision will be enforced by the Hopkinton Police Department in accordance with the applicable traffic laws.
- P. All individuals/organizations using school facilities shall be subject to Mass. General Laws, Chapter 269, as amended, prohibiting the practice of hazing.
- Q. The use of tobacco products within school facilities or on school grounds is prohibited. No alcoholic beverages or illegal substances are permitted in school facilities or on school grounds.
- R. Gambling in any form is prohibited within school facilities and on school grounds.
- S. Keys will not be given any individual or group using school facilities. All facilities must be secured by school personnel.
- T. No individual/organization beyond those whose specific mission is the support of the school district shall use any school facility as a mailing address.
- U. No individual/organization not associated with the school district may post signs on school property.
- V. All individuals/organizations using school facilities and grounds shall be responsible for any damage incurred by or as a result of their use. All facilities must be left in reasonable condition as established by pre-use condition.
- W. Any group otherwise provided by law to conduct CORI checks, must provide evidence to the school district that they have been completed.

3. **Priority of Requests**

All requests for uses of school facilities will be granted in accordance with the order of priority established in the Hopkinton School Committee Policy on Community Use of School Facilities, following the procedures for sign up periods established in the Hopkinton Public Schools Procedures for Community Use of School Facilities. The Superintendent shall have the authority, in his/her sole discretion, to resolve conflicts among conflicting uses in the same priority category. In exercising that authority in connection with the use of gymnasiums and fields for athletic events, the Superintendent will give preference to an in-season sport over an out-of-season sport.

Hopkinton Public Schools
Community Use of Facilities
Fee Schedule

Effective July 1, 2007

Amended June 2007

Amended 5/15/08

Fees for use of the Hopkinton Public School facilities are established by the Administration and shall be periodically reviewed and approved by the School Committee.

Approved applicants shall receive a permit indicating the estimated cost associated with the requested use upon return of an approved use form. An invoice will be generated and mailed shortly thereafter, except that high volume users who qualify for an installment payment plan approved by the Superintendent, in his/her discretion, will not receive an invoice at the time of the issuance of such a permit. The Hopkinton Public Schools reserve the right to bill the applicant for additional time/services should a use extend beyond the requested time.

Payment, in the form of a check, money order or cashier's check made payable to the **Hopkinton Public Schools** and indicating the **Use Permit number** on the face of the check, must be received by the Business Office at least seven (7) days prior to the granted use date(s) or seven (7) days after the receipt of an invoice for such use, if later. However, the Superintendent, in his/her discretion may negotiate fees with high volume users and may grant high volume users of school facilities the right to use facilities upon compliance with a payment schedule based on expected usage, in which case the Hopkinton Public Schools or such user, as the case may be, will make an adjustment payment to the other at the end of the applicable season to reflect actual usage. In addition, the Superintendent may, in his/her discretion, also provide a credit to a user of the Hopkinton Public School facilities in amount equal to the value of the donations of goods and/or services to the Hopkinton Public Schools approved by the Superintendent, as an offset against fees otherwise due hereunder. The Superintendent reserves the right of final determination in all cases.

Facility Fee Schedule:

1. Events sponsored by the Hopkinton Public Schools and non-profit organizations whose mission is to support and benefit the Hopkinton Public Schools shall not incur any use fees. Personnel fees shall be assessed as described herein.
2. The following town events are exempt from user fees: Meetings of town boards, commissions, or departments; town meetings; elections; referenda votes; and other official town government functions.
3. Events sponsored by non-profit individuals/groups comprised of at least 75% Hopkinton residents shall be assessed use fees as follows unless the event falls into category 4 below:

Gymnasium	\$10/hr.	Cafeteria	\$10/hr.
Auditorium	\$10/hr.	Kitchen	\$10/hr.
Fitness Area	\$10/hr.	Library	\$10/hr.
Athletic Field/Court	\$10/hr.	Classroom	\$10/hr.
Track	\$10/hr.	Special Classroom	\$10/hr.

4. Events sponsored by non-profit individuals/groups comprised of at least 75% Hopkinton residents where revenues are generated from special events such as tournaments, camps, and regional competitions shall be assessed use fees as follows:

Gymnasium	\$20/hr.	Cafeteria	\$20/hr.
Auditorium	\$20/hr.	Kitchen	\$20/hr.
Fitness Area	\$20/hr.	Library	\$20/hr.
Athletic Field/Court	\$20/hr.	Classroom	\$15/hr.
Track	\$20/hr.	Special Classroom	\$15/hr.

5. Events sponsored by non-profit individuals/groups comprised of at least 50% Hopkinton residents (but less than 75% Hopkinton residents) shall be assessed use fees as follows unless the event falls into category 6 below:

Gymnasium	\$20/hr.	Cafeteria	\$20/hr.
Auditorium	\$20/hr.	Kitchen	\$20/hr.
Fitness Area	\$20/hr.	Library	\$20/hr.
Athletic Field/Court	\$20/hr.	Classroom	\$15/hr.
Track	\$20/hr.	Special Classroom	\$15/hr.

6. Events sponsored by non-profit individuals/groups comprised of at least 50% Hopkinton residents (but less than 75% Hopkinton residents) where revenues are generated from special events such as tournaments, camps, and regional competitions shall be assessed use fees as follows:

Gymnasium	\$100/hr.	Cafeteria	\$100/hr.
Auditorium	\$100/hr.	Kitchen	\$100/hr.
Fitness Area	\$100/hr.	Library	\$100/hr.
Athletic Field/Court	\$100/hr.	Classroom	\$50/hr.
Track	\$100/hr.	Special Classroom	\$50/hr.

7. Events sponsored by all other groups shall be assessed use fees as follows:

Gymnasium	\$100/hr.	Cafeteria	\$100/hr.
Auditorium	\$100/hr.	Kitchen	\$100/hr.
Fitness Area	\$100/hr.	Library	\$100/hr.
Athletic Field/Court	\$100/hr.	Classroom	\$50/hr.
Track	\$100/hr.	Special Classroom	\$50/hr.

8. A cancellation fee of \$15 per hour may be charged to users who fail to give adequate notice of intent not to use facilities previously reserved. This fee may be assessed at the sole discretion of the Superintendent.
9. Each user group shall receive a credit against future fees for any fees paid (i) to use any facility for an event that is cancelled because the schools are closed due to inclement weather or for any other reason or (ii) to use any athletic field or court where such use is cancelled due to inclement weather.

Personnel Fees

Custodial/Security Fees:

1. No personnel fee shall be assessed for custodial/security coverage when a use coincides with the regularly scheduled shift for the staff at the respective facility.
2. A personnel fee of thirty-one dollars per hour, minimum 4 hours, (\$31.00/hr.) shall be assessed all successful use applicants for custodial/security coverage on Saturdays and for all hours and portions thereof where access is required beyond a regularly scheduled shift. This fee is subject to change based on changes in the collective bargaining agreement with the Hopkinton School Custodians' Union.
3. A personnel fee of forty-two dollars per hour, minimum 4 hours, (\$42.00/hr.) shall be assessed all successful use applicants for custodial/security coverage on Sundays and Holidays. This fee is subject to change based on changes in the collective bargaining agreement with the Hopkinton School Custodians' Union.

Cafeteria Staff

1. The cafeteria staff is unavailable Monday through Friday when school is in session.
2. A personnel fee in accordance with the Hopkinton Schools Cafeteria Association contract shall be assessed all successful use applicants requiring cafeteria staffing for an event on Saturday or a non-school weekday. A determination of minimal use may reduce this charge if such determination is made by the Food Service Director.
3. A personnel fee in accordance with the Hopkinton Schools Cafeteria Association contract shall be assessed all successful use applicants requiring cafeteria staffing for an event held on a Sunday or holiday. A determination of minimal use may reduce this charge if such determination is made by the Food Service Director.

Personnel fees are subject to a four (4) hour minimum charge assessed individually or severally, depending on concurrent use.

Hopkinton Public Schools Application for Use of School Facilities

Please Note: Organizations/Individuals requesting use must obtain a complete Facilities Use Packet from the facility where use is requested. This application must be received at the Building & Grounds Office (21) days prior to the requested use date (outside of the designated sign-up periods).

Date of Application _____

School/Facility _____ Alternate School/Facility _____

Field (be specific) _____ Alternate Field _____

Site Cafeteria___ Library___ Gym___ Auditorium___ Ath. Field___
 Kitchen___ Classroom___ Special (describe)_____

Requested Use Date(s) _____

Time From _____ a.m./p.m. To _____ a.m./p.m.

Nature of Use _____

Will refreshments be served? _____ Will admission be charged? _____

Estimated Attendance _____

 Organization/Individual Requesting Use e-mail address

 Authorized Signature* Telephone Number

 Number/Street Fax Number

 Town State Zip Code

*Must also sign the attached STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE & CHAPTER 269 FORMS

See REVERSE SIDE for approval and fees

Office Use Only

Copy to: Principal___ Superintendent___ B & G___ Custodian___ Food Service___ Applicant___

*****TO BE COMPLETED BY BUILDINGS & GROUNDS OFFICE*****

Request Denied Reason Denied _____

Request Approved _____

Forms Attached _____

- Standard Hold Harmless
- Chapter 269, Amended
- Insurance Certificate
- Percentage Certification

Use fees apply (see attached invoice)

No use fees apply

Director of Buildings & Grounds

Date

Approved Use Permit will be forwarded to Applicant prior to the event.

**Hopkinton Public Schools
MGL Chapter 269**

AN ACT increasing the penalties for hazing. Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by striking our sections 17 to 19, inclusive, and inserting in place thereof the following three sections;

Section 17:

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The Term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18:

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19:

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of

copy of sections seventeen and eighteen and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and section seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents, and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

ACKNOWLEDGEMENT

On behalf of _____
(name of student, group, team, or organization)

I _____
(designated officer)

certify I have received a copy of M.G.L. Chapter 269; Sections 17 – 19, An Act Prohibiting the Practice of Hazing, and have distributed a copy of the law to its members, plebes, pledges, and applicants for membership; and that the

(name of student, group, team, or organization)

understand and agrees to comply with the law.

Date: _____ Signed: _____
(designated officer)

**HOPKINTON PUBLIC SCHOOLS
STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE**

_____ ITS OFFICERS AND MEMBERS ALL,
NAME OF LESSEE

THROUGH THE SIGNING OF THIS DOCUMENT BY AN AUTHORIZED PARTY OR AGENT, INDEMNIFY, HOLD HARMLESS AND DEFEND THE HOPKINTON PUBLIC SCHOOLS AND THEIR AGENTS AND EMPLOYEES FROM ALL SUITS AND ACTIONS, INCLUDING ATTORNEY'S FEES AND ALL COSTS OF LITIGATIONS AND JUDGMENTS OF EVERY NAME AND DESCRIPTION BROUGHT AGAINST THE HOPKINTON PUBLIC SCHOOLS AS A RESULT OF LOSS, DAMAGE OR INJURY TO PERSON OR PROPERTY BY REASON OF ANY ACT OR FAILURE TO ACT BY _____ ITS AGENTS, SERVANTS, OR EMPLOYEES.

NAME OF LESSEE

AUTHORIZED AGENT: _____

DATE: _____

**HOPKINTON PUBLIC SCHOOLS
HOPKINTON RESIDENT PERCENTAGE CERTIFICATION**

ON BEHALF OF _____, I _____,
(NAME OF GROUP, TEAM, OR ORGANIZATION) (NAME OF DESIGNATED OFFICER)

CERTIFY THE PERCENTAGE OF HOPKINTON RESIDENTS IN THE
_____ IS _____%. I UNDERSTAND THIS
(NAME OF GROUP, TEAM, OR ORGANIZATION)

PERCENTAGE IS USED FOR FEE DETERMINATION IN ACCORDANCE WITH THE FEE SCHEDULE
AND ANY MISREPRESENTATION MAY RESULT IN LOSS OF FACILITY USE PRIVILEGES.

DESIGNATED OFFICER: _____

DATE: _____