



Hitchcock Free Academy

Educational, Recreational and Cultural Programs

Instructor Room Use Request

Consultants are responsible for registering students and taking payment from students. A room rental fee will be charged based on a % of the fee charged to students and the number of participants in a class. Instructor should complete this form and submit it to the Director for scheduling classes.

1. Request Date: _____
2. Instructor Contact Info:
Name _____
Address _____ Town _____ Zip _____
Phone # _____
Email _____
3. Name of Class to be taught: _____
4. Requested Date(s), Day(s) of the week and start & end times (include set up & clean up time) for room use. For ongoing classes, will there be any dates you will not be holding a class?

5. What method(s) will you be using to collect money? Please include details on payment: Cash, Check (who to make the check out to, credit card method,) payment due date... We will post this information and a link for payment on your class description page on Hitchcock's website.

6. **Share details** of how you want students to contact you by phone, text, email, or through a website?

7. Please email **photos** you want to use and write a **course description** (we can use info from past classes) we can use to help promote your class:

8. Room rental fees are calculated per student. Details to be worked out with the Executive Director and described here:

9. Attendance for each class should include you as the instructor as well as the number of students you have. That attendance should be reported on the weekly schedule posted in the office or on the door message board if the office is closed. We need this information for our IRS reporting.



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10. Room use rent is due on the 1st of the month or the last day of the session, and may be paid by check, cash or credit card through Hitchcock's website. A link for each instructor will be issued for to pay rent via credit card payment.
11. Please include a copy of your certificate of insurance, naming Hitchcock Academy as additionally insured. The insurance company can email this directly to Susan Gregory sue@hitchcockacademy.org
12. Hitchcock Academy staff will promote classes through the website, on Facebook, through press releases, printed flyers and posters, email blasts, chamber of commerce calendar postings, and other social media. Any information you wish to share with us will help us make your class more successful.
13. Hitchcock wants to be sure all consultants are aware of the MA WISP law to protect the personal identity of all program participants.

(For office use)

Desk charted___ Insurance received ___ Expiration date_____ Amount rent paid_____
Website description___ Website calendar___ Room use credit card payment _____

HITCHCOCK RULES AND REGULATIONS

Hitchcock Academy is available to the people of Brimfield, Holland, Wales, Sturbridge and other towns for social, educational, cultural and recreational activities, subject to the following rules:

1. Use of the facilities requires the expressed written permission of the Director. You must calculate setup and cleanup time within this time.
2. The Charles Athletic Field is open from dawn to dusk.
3. In case of inclement/unsafe weather conditions, HFA is closed at discretion of the Director. Cancellations are put on Hitchcock's answering machine, Facebook & website.
4. The group leader must contact the Director as soon as possible to cancel a reservation.
5. By court decree or vote of the Trustees, each of the following is enforced:
 - a. No political or religious activities may be promoted.
 - b. Hitchcock may not be used for personal profit.
 - c. No illegal gambling is allowed on the premises.



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- d. No smoking, no alcoholic beverages or illegal substances are allowed on the premises, including the Charles Athletic Field and the parking lot.
 - e. No equipment may be removed from the premises.
6. Kitchen facilities are available for coffee or tea. The kitchen is not a Board of Health approved kitchen for serving food to the public. All Board of Health regulations will be enforced when serving the public. All dishware must be disposable. Groups using the kitchen are responsible for keeping it clean.
 7. Limited storage space is available to organizations with permission of the Director. All food must be stored in airtight containers. Items not put away properly will be discarded at the discretion of the Director.
 8. All groups must stay in their assigned area of the building and display respect for others using the facility.
 9. Youth groups may meet only under adult supervision, with a minimum of 1 adult to 10 students. Those adults must ensure that student participants are to be escorted directly to and picked up from the program leaders. Students should not be dropped off or leave unescorted.
 10. All groups are expected to leave the building as they find it. Rearrangements of furniture are the responsibility of the group unless other arrangements have been made in advance of the meeting. Please report any concerns to the staff.
 11. Group leaders are required to report ATTENDANCE to the HFA staff or post attendance via a message on the bulletin board. This is required for our IRS annual reporting.
 12. Hitchcock Academy is not responsible for personal injury or property loss in permitting the use of its facilities

Violations of these rules may mean that the use of the facility may be denied.

We hope you appreciate and enjoy the use of the facilities. Please contact the office with any questions or concerns.

-Board of Trustees 2018