

**TO: ALL USERS OF THE PARKERVILLE SCHOOLHOUSE**  
**FROM: PARKERVILLE SCHOOLHOUSE COMMITTEE & FRIENDS**  
**SUBJECT: PARKERVILLE SCHOOLHOUSE RULES OF USE**

The Parkerville Schoolhouse Committee is charged by the Town of Westford to oversee the use and maintenance of the building. As Friends of Parkerville Schoolhouse, we are a non-profit organization. In allowing the community use of the building, we have set the following rules. Failure to obey these rules will jeopardize a group's future use of the schoolhouse.

1. **Scheduling** – In order to minimize schedule conflicts, the following procedures have been established:
  - Make all schedule requests through Heidi Hatke (978-392-6827).
  - Submit a completed "Building Usage Application" and your check.
  - Groups and clubs who use the schoolhouse on a regular basis must annually reconfirm their usage schedule.
2. **Fees** – A fee of \$40 for the use of the schoolhouse is used for the upkeep of the building. In some instances, such as Scouts and 4-H Clubs, the fee may be substituted by community service.
3. **Building Key** – The building key is available from Heidi Hatke. Please call Heidi to arrange key pick-up. **THE KEY IS NOT TO BE DUPLICATED.** Please return the key within a day of use.
4. **Building use:**
  - Commercial or private business activities are strictly prohibited.
  - If liquor is to be served, a license permit must be obtained from Town Manager/Board of Selectmen (requires advance notice).
  - NO SMOKING.
  - Antique school desks may be moved to center or sides of the room, if necessary, but please slide them carefully to avoid scratching the floor.
5. **Building Clean-up:**
  - PLEASE NOTE that all cleaning equipment and supplies, trash bags and paper goods are stored in the closet by the sink.
  - Sweep or vacuum and damp mop floors, as needed.
  - Return cleaned tables and chairs and antique school desks to their original locations.
  - Be sure that sinks and toilet are left clean and that no water is running.
  - If needed, replace paper towels over both sinks, and put a spare roll of toilet paper in bathroom.
  - Empty trash bins and replace with new trash bags, and **TAKE ALL TRASH HOME WITH YOU.**
  - Turn down thermostat to 65 degrees during the winter months or to 55 degrees during the spring and fall months.
  - Turn off all lights.
  - Close and lock windows and doors, including the interior and exterior door in the ell. Double check the front entrance door to make sure it is closed and locked as it sticks.

**IMPORTANT INFORMATION**

A **First-Aid Kit** is located under the sink.  
Note the location of the three **fire extinguishers** – one in front entry, one at both the top and the bottom of the cellar stairs.  
The **telephone** is located in hall of the ell. Use for local calls only. Dial 9 and then the 10-digit local number. The phone number at the schoolhouse is 978-692-5510.  
Please report any **building problems** when you return the key to Heidi.  
During winter months, please do not unplug or move the heat sensitive alarm lamp in front of the window. It alerts us if the heat goes off.

*Thank You! Enjoy your use of Westford's historic Parkerville Schoolhouse*