

NORTHBRIDGE PUBLIC SCHOOLS

POLICY FOR USE OF SCHOOL FACILITIES

School grounds and buildings are maintained for school purposes. School programs have precedence over all others. The Director of Operations shall approve such use. Fees for the use of facilities may be charged as indicated in the policy attached. If police coverage is necessary according to this policy, all organizations must pay those fees directly to the Northbridge Police Department.

School grounds and buildings may be used by individuals and associations for activities of an educational, recreational, social, civic, philanthropic and like purposes as may be deemed for the interest of the community. The affiliation of any association with a religious organization shall not disqualify such association from being allowed use for such a purpose.

Renting organizations will be responsible for:

The proper use of the facilities and the adult supervision of their own activities

Payment for damage or breakage

If applicable, groups agree to comply with M.G.L. c.6 section 172G and obtain all available criminal offender record information and juvenile data for all employees or volunteers prior to employment or volunteer service in conjunction with use or lease of school facility.

Police protection and supervision may be required for your event. It is the organization's responsibility to contact the Police Department to ask if service is required.

Organizations which misuse property or equipment or which fail to provide proper supervision risk refusal on future applications.

Alcohol beverages are not allowed on school premises.

No smoking in or on any school property per State Law.

Lotteries or other money-raising schemes, which do not have approval of State Law, are forbidden in or on any school building or grounds.

The use of decorations in any way dependent or affixed to walls, ceiling fixtures, windows, casings, doors, etc., is prohibited unless approved by the Principal or the Director of Operations.

Organizations wishing to bring equipment into school buildings must make arrangements at the time the application is made.

Persons bringing equipment into the school do so at their own risk. Such equipment shall be removed immediately when its use is concluded so as not to conflict with school use of area. Custodians should be notified of plans for removal.

When a contract is issued for a specific time, organizations concerned will not be allowed in the building before the time stipulated and should be out of the building no later than the stated time.

Soft drinks may be sold in those areas specifically designated by the custodian.

The custodian in charge shall report any abuse of school property to the Maintenance Office.

Cafeteria and kitchen equipment may be used only under the direction of school employees directly connected with the usual operation of such equipment.

All persons using school property are prohibited from bringing or using knives, pistols, guns or dangerous weapons of any kind. Only Town, State and Federal Law Enforcement Personnel are allowed weapons on school property.

The person signing the application must be present or provide acceptable adult supervision before entry is allowed into the building. The organization using school property shall be responsible for controlling the behavior or discipline of persons using or attending the buildings or grounds.

Children must be supervised at all times. There will be a minimum of one (1) adult chaperone for each 20 children present at youth activities.

Custodians and/or cafeteria personnel shall be paid from the time of their arrival, which is a minimum of ½ hour before the event is to begin, to the time of their departure, which is to be approximately ½ hour after the event is finished.

No personnel are to be paid directly by the user of the facilities. The user will be billed by the School Department for all costs.

The number of custodians assigned to your function will be decided solely by the Director of Operations and based upon the size of the group, nature of activity and area of building used.

In the case where separate groups use multiple facilities a custodian must be available for each area.

Groups of 100 or more may require Police protection at organization's expense unless excused by the Chief of Police. The Police Department must be notified by the organization before rental is approved by the School Department.

24-hour notice required for cancellation.

Tickets shall not be sold to exceed seating capacity.

No permission for a function will be granted to anyone less than 21 years of age.

NO furniture shall be removed from classrooms or any other room without a custodian present. If so, any damage to floors or furniture will be billed to organization.

AUDITORIUM

Smoking is prohibited per State Law.

Authorized personnel shall manipulate stage curtains and lights only

Pianos are not to be moved. You must make a request on the application for pianos to be moved.

If permission is granted to move a piano, it is done with the understanding that the persons or group making the request assumes the responsibility for any damages, including tuning, which may result from the move.

NO refreshments may be served or taken into the auditorium.

Organizations are not allow to be placed any nails, tacks, screws or other fasteners or deface any part of the building, nor shall any substance be applied to the floors.

A minimum of one (1) school custodian shall be in attendance. He shall be responsible for opening the area, and remaining in the immediate area to handle types of emergencies relevant to the nature of his work.

The use of open flame and pyrotechnics is prohibited in all school facilities.

GYMNASIUM

Smoking is prohibited per State Law.

Groups will furnish their own equipment, etc. and will not use apparatus, (ropes, ladder, etc.), unless specifically authorized by the Director of Operations.

Acceptable rubber soled footwear must be worn.

No refreshments may be served or taken into the gym.

Curtains, sliding wall panels and authorized personnel shall manipulate lights only.

Organizations are not allow to be placed any nails, tacks, screws or other fasteners or deface Any part of the building, nor shall any substance be applied to the floors.

DECORATIONS

All decorations must meet approved Fire and Safety standards.

Furniture, equipment, etc. wished to be stored in the school must be approved in advance by the Director of Operations and will be stored at the owner's risk.

Furniture, rubbish and all other materials used and brought into the building must be removed from the school premises within twenty-four hours after the use of the school.

For any major function requiring the use of the stage with scenery, etc., the facility must be requested for the extra time needed for setting up and dismantling.

KITCHENS

No group or organization may use the kitchen or kitchen equipment in the cafeteria unless a minimum of one (1) school cafeteria employee is on duty. Any damage or additional cleanup to school or equipment will be paid for by the renting organization.

If kitchen facilities are rented, food must be purchased and delivered by the sponsoring organization and may be prepared by the cafeteria staff. School food may not be used.

DAMAGE

The School Department holds the signatory to the application responsible for payment of damages to any school property damaged, stolen, defaced or mutilated. Payment for damage must be made before further use of school facilities will be permitted to that group.

LIGHTING, ELECTRICAL APPLIANCES

Facilities are to be used as furnished. Permission is required before any alterations, additions, equipment, special lighting or decorations are used.

LOAN OF EQUIPMENT

The Director of Operations shall give permission for use of any equipment such as chairs, stage properties, public address or visual aid equipment belonging to the Northbridge School Department.

LIABILITY

The permittee shall hold harmless and indemnify the Town of Northbridge and the Northbridge Public School Department, its officers, agents and employees from any and all liability for personal injury, death or property damage arising out of any permit issued or activities thereunder or in result or consequences thereof, except that which is caused solely by the Town, School Department, its officers, agents or employees. The Town of Northbridge and the Northbridge School Department accepts no liability for loss or damage to equipment, materials, or other individual property.

I further agree to adhere to all laws, rules, policies and fees set by the Town of Northbridge and the Northbridge School Department.

INSURANCE

The permittee will purchase public liability or other insurance at such limits as required by the Town of Northbridge and pay the cost of it. The Town of Northbridge is to be carried as an additional insured on any policy. It is **MANDATORY** that a certificate of insurance is issued to the Director of Operations before any facility is used. Neither the Northbridge School Department nor the Town of Northbridge will be responsible for injury to persons or property while any group uses the building or grounds. A minimum of \$1,000,000 Commercial General Liability Insurance coverage is required.

LASELL / HIGH SCHOOL FIELD

Organizations wishing to use the fields may do so by acquiring permission from the Director of Operations. Persons will be responsible for abiding by the guidelines as follows:

1. **Smoking is prohibited per State Law**
2. Horses, bicycles, mopeds and unauthorized motor vehicles, including snowmobiles are prohibited on the complex.
3. Alcoholic beverages are prohibited on school grounds.
4. Golf is not allowed on the complex.
5. The track is to be used for jogging only. Proper footwear, sneakers or jogging shoes is required.

RENTAL AND PERSONNEL FEES

Facilities and equipment may be used only as approved by the Director of Operations. The renting group or individual will also be assessed charges for custodial and/or cafeteria personnel. In addition, fees for necessary police officers will be paid directly to the Northbridge Police Department.

UTILITY FEES

Groups shall be charged a Utility Fee per day, regardless of the number of hours of use involved or the season of the year. **Refer to the rate sheet.** Charge includes several hours of “start up” operational time to achieve optimal temperature while event is taking place.

PAYMENT SCHEDULE

A deposit of the total fee must be paid upon reservation of room. The remainder of the amount owed must be paid 7 days prior to the event.

GROUP DEFINITIONS

- GROUP 1:** School and School Support (no fees)
Any group that is part of the internal group structure (band, school council, etc.) and organizations whose primary purpose is to support school activities (band boosters, parent clubs, etc.)
- GROUP 2:** Town Teams (no rental fee)
Town teams that comprised of **Northbridge Residence Only**. The inside facility is used for practice only.
- GROUP 3:** Local Non-Profit
Groups that are part of the Northbridge community and function on a non-profit basis (scouts, youth groups, clubs, town departments and recreational groups).
- GROUP 4:** Local For-Profit
Groups that are part of the Northbridge community and request use of facilities for pay or profit.
- GROUP 5:** Non-Local Non-Profit
Groups that are not part of the Northbridge community.
- GROUP 6:** Non-Local For Profit
Groups that are not part of the Northbridge community and request use of facilities for pay or profit.

NORTHBRIDGE PUBLIC SCHOOLS
Whitinsville, MA

APPLICATION FOR USE OF SCHOOL FACILITIES

Must attach Certificate of Insurance
Must attach request for special equipment and facilities

Name of Organization _____

School in which desired space is located _____

Rental Date: _____ Time: _____ To: _____

Rehearsal Dates: _____ Time: _____ To: _____

Purpose of Use _____

Estimated number of people attending: _____ Group Definition _____

We will be using the following areas:

Classrooms (how many) _____ Gym _____ Cafeteria _____

Athletic Field Without Lights _____ Athletic Field With lights _____

Auditorium _____ Kitchen _____ Others _____

Will refreshments be served? _____ Will concession stand be needed? _____

Special equipment required _____

I, as official representative of the organization named above, have read the Policy governing the use of school facilities and grounds, and am empowered to guarantee that this organization will comply with it in full. I understand, further, that should the Policy not be adhered to, permission for further use of school grounds or facilities may be denied. The school Principal and/or Director of Operations reserves the right to deny or rescind approval of use of a school facility based on good cause.

Signed _____ Title _____ Date _____

Address _____ Phone _____

_____ Zip _____

PLEASE COMPLETE PAGES 7 & 8 AND RETURN TO:

Northbridge Public Schools
87 Linwood Avenue
Whitinsville, MA 01588

Northbridge Public Schools
Whitinsville, MA 01588

School Facility Use Release

I, _____
(Please Print)

understand and agree that, in consideration for being granted access to and the use of the property and facilities of the Northbridge Public School District, I assume any and all risk with respect to such access and use, and hereby release said Town of Northbridge and the Northbridge Public School District, its representatives, agents, servants and employees from liability for any injuries sustained or damage incurred in the course of such access and use resulting from any cause whatsoever which may be sustained.

Signature

Dated: _____

For Official Use

I (approve) (disapprove) this application _____

Principal and/or Director of Operations

Date received: _____

Date answered: _____

Permit #: _____