

Revised
DOUGLAS SCHOOL DISTRICT
FACILITIES USE APPLICATION
Approved by School Committee – 6/7/06

Building Requested:

High School___ Interm. Elem. School___ Elem. School___ Early Childhood Center___

1. Requesting organization: _____

2. Specific area(s) to be used: _____

3. Applicant responsible for supervision/use of building/grounds, etc:

Name: _____ Title: _____ Phone number: _____

4. Tax free I.D. #: _____

5. Purpose for which school facility will be used: _____

6. Number of people expected: _____ Will admission be charged? _____ If so, how much? _____

7. Day(s)/date(s) of activity: _____ State hours from: _____ to _____
 _____ to _____
 _____ to _____

8. **Group Category:** (See Group Definitions)

1. School/School Support/Town/Youth ___
2. General Non-Profit___
3. For-Profit (with/without school affiliation)___

Please identify specific needs:

- Will refreshments be served? _____
- Will concession stand be needed? _____
- Will cafeteria/kitchen be needed? _____
- Other equipment needed: _____

-Custodians and cafeteria workers will be assigned by the building principal or asst. principal.

-Police protection must be provided at the discretion of the building principal.

-Charges for property use, including custodial and cafeteria worker services and energy fee, if applicable, must be paid five (5) business days prior to the event.

9. My organization is aware that its proposed use of Douglas school facilities is not covered by the School Committee's liability insurance and hereby certifies that the requesting organization has its own related liability insurance. Liability Ins. Carrier (attach copy): _____

The undersigned, on behalf of all members of the group using school facilities and its licensees or invitees, assumes all risks and hazards incidental to such use, including injuries incurred by persons using school facilities. The undersigned and the group represented by the undersigned hereby waive, release,

absolve, indemnify and agree to hold harmless the Douglas School District and its officers, employees and agents from all liability from such injuries.

10. The applicant agrees to abide by the policy and procedures of the Douglas Public Schools, including but not limited to the Douglas Public Schools Life Threatening Allergy Policy.

Signature of applicant: _____ Date: _____

Approval of school administrator: _____ Date: _____
(signature)

GROUP DEFINITIONS:

Group 1 – School, School Support, Town, and Youth Groups:

- Any group that is part of the internal school structure (athletic teams, band, school council, etc.) and organizations whose primary purpose supports school activities (PTO, athletic and cheer booster clubs, parent clubs, etc.).
- Town of Douglas official organizations or activities, town meetings, etc.
- All scouting organizations.

-No fee for Group 1 except for custodial, kitchen manager, and energy fees as needed.

Group 2 – General Non-Profit Groups:

- This group includes adult sports groups, dance and theater groups, social clubs, and other non-profit organizations.

Group 3 – For-Profit Groups with/without School Affiliation:

- This group includes all businesses, camps, clinics, enrichment programs, tutors, dance and theater groups, and all others utilizing the buildings for personal or commercial benefit. Custodial and energy fees will be charged on Saturdays and Sundays. Checks are to be made payable to the Douglas Public School District, accompanied by a registration form indicating the type of activity associated with the payment. The program director will submit all checks to the Superintendent's Office (21 Davis St., Douglas, MA 01516) and indicate the program title.

I. GENERAL POLICY and PROCEDURES

A. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor the purposes they represent. The right to authorize use of school facilities shall be retained by the School Committee and/or Superintendent or his/her designee. Use of the district facilities shall be totally free from purposes of a disruptive nature.

B. The Douglas Public School District assumes no liability for injury to persons authorized to use the facilities and further assumes no liability for loss or damage to equipment, materials, or other individual property. Any and all damage to equipment or facilities are to be charged to the contracting party.

- C. Facility usage will be granted only if it does not interfere with the activities scheduled by the school. Long-term scheduled facility use may be pre-empted by a school activity or event.
- D. Applications must be submitted to the building principal or assistant principal at least ten (10) business days prior to the event.
- E. All activities must be appropriately supervised as determined by the building principal or assistant principal. The amount of supervision required will be agreed upon at the time of approval of the request.
1. A custodian and/or administrative staff members designated by the principal or assistant principal must be on duty at all times when the building is in use. It may be necessary to hire a school custodian for an event, as prescribed by the building principal or assistant principal, at the appropriate overtime rate. A custodian must be hired on weekends or whenever they are not scheduled to work.
 2. It may be necessary to hire security police at the discretion of the building principal or assistant principal. There must be at least one police officer for events open to the public. The organization using the facility will be responsible for arranging police protection and the cost shall be paid by the organization using the school facility.
- F. Use of the kitchen is determined by the cafeteria manager and approved use will require supervision by the manager or his/her designee. If kitchen equipment is used, an authorized cafeteria employee must be on duty. The group using the facility will be charged accordingly. No food or other items are to be stored in the kitchen except during the hours stated on the Facilities Use Application.
- G. A sound system technician approved by the principal or assistant principal must be present when the sound system is used. The Facilities Use Application does not authorize the use or operation of any school equipment other than that specifically stipulated on the application. Specialized equipment such as stage lighting, scenery, curtains, projectors, PA systems, bleachers, etc., shall be permitted only when operated by school employees or by other persons authorized by school officials. Requests to use this specialized equipment must be indicated on the application.
- H. Should a group cancel use of the facilities within 48 hours, it will be responsible for incurred costs.
- I. It is the responsibility of the applicant to restore the school facility and/or school grounds in good, clean condition immediately after the event and remove all trash themselves. If the facilities are not left in the same condition as received, the applicant will be charged for cleaning services. Additionally, the applicant will be charged for any damages to the property.
- J. All groups using a school facility must adhere to the Douglas Public Schools Health and Wellness Policy and the Douglas Public Schools Life Threatening Allergy Policy (See reverse side).
- K. Approved food and beverage will be served and consumed only in designated areas.
- L. All Douglas Public School buildings and grounds are smoke-free.
- M. Alcohol may not be served or consumed in school facilities or on school grounds at any time.
- N. Insurance: Special liability insurance may be required of some groups in the minimum amounts of \$1,000,000 per person/\$3,000,000 per occurrence. Proof of insurance is required.

Life Threatening Allergy Policy Statement

It is the policy of the Douglas School Committee to set age-appropriate guidelines for students and schools within the Douglas School system that minimize the risk for children with life threatening allergies (LTA) to be exposed to offending allergens that may trigger a life threatening reaction. Such guidelines shall include: building based general medical emergency plans, Individualized Student Allergic Reaction Plan for all students diagnosed with a LTA, appropriate training of staff, availability on site of medical equipment for quick response to life threatening allergic reactions, and such other guidelines that will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life threatening allergens.

The School District, with guidance from the Massachusetts Department of Education, the School Nurse Leader and the individual School Nurses will develop and implement school wide procedures to minimize the risk of exposure to allergens for students with LTA's in classrooms, common use areas, the cafeteria, and during transportation to and from school and on field trips.

It is the School Committee's expectation that specific building based guidelines/actions will take into account the health needs and well being of all children without discrimination or isolation of any child. It is the School Committee's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families. In order to assist children with LTA to assume more individual responsibility for maintaining their safety as they grow, it is the policy of the School Committee that the guidelines shift as children advance through the primary grades and through secondary school.

Approved: May 2006

- O. Individuals using the gym must wear appropriate shoes to protect the floor surfaces.
- P. When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur. Information is available on local television and radio stations.

II. ORDER OF PRIORITY FOR USE OF SCHOOL FACILITIES:

1. Douglas school-sponsored activities, functions, and/or events;
2. Events sponsored by school-related organizations or support groups (PTO, Booster groups, etc.);
3. Town of Douglas official organizations or activities;
4. Community-based youth activities or organizations;
5. Community-based adult activities or organizations;
6. Any for-profit organization or activity approved by the superintendent and building principal on a first-come, first-served basis.

SECURITY DEPOSIT

A security deposit (\$250) will be required of all parties renting school facilities. The deposit must be in the form of a check, made payable to the Douglas Public Schools, which will be attached to the application. This deposit will be forfeited if the facility is not left in a clean condition, as determined by the building principal. Otherwise, the applicant may request that the check be voided or returned.

FEE TABLE

Douglas High School	Group 1	Group 2	Group 3
Auditorium	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Gymnasium	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Kitchen/Cafeteria	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Cafeteria	No fee	\$35/3 hours	\$200/3 hours;\$50 ea. add'l hr.
Professional Dev. Room (C208)	No fee	\$35/3 hours	\$200/3 hours;\$50 ea. add'l hr.
Classroom	No fee	\$25/2 hours	\$50/2 hours;\$20 ea. add'l hr.
School Grounds (fields)	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Library	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Computer Room	No fee	\$35/2 hours	\$65/2 hours;\$25 ea. add'l hr.

Douglas Intermediate Elementary School	Group 1	Group 2	Group 3
Auditorium	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Gymnasium	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Kitchen/Cafeteria	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Cafeteria	No fee	\$35/3 hours	\$200/3 hours;\$50 ea. add'l hr.
Professional Dev. Room	No fee	\$35/3 hours	\$200/3 hours;\$50 ea. add'l hr.
Classroom	No fee	\$25/2 hours	\$50/2 hours;\$20 ea. add'l hr.
School Grounds (fields)	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Computer Room	No fee	\$35/2 hours	\$65/2 hours;\$25 ea. add'l hr.

Douglas Elementary School	Group 1	Group 2	Group 3
Cafetorium	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Cafeteria	No fee	\$35/3 hours	\$200/3 hours;\$50 ea. add'l hr.
Professional Dev. Room	No fee	\$35/3 hours	\$200/3 hours;\$50 ea. add'l hr.
Classroom	No fee	\$25/2 hours	\$50/2 hours;\$20 ea. add'l hr.
School Grounds (fields)	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Library	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Computer Room	No fee	\$35/2 hours	\$65/2 hours;\$25 ea. add'l hr.

Douglas Early Childhood Center	Group 1	Group 2	Group 3
Professional Dev. Room	No fee	\$35/3 hours	\$200/3 hours;\$50 ea. add'l hr.
Classroom	No fee	\$25/2 hours	\$50/2 hours;\$20 ea. add'l hr.
Library	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.

- Custodial and Kitchen Manager fees will be charged at their appropriate rate. A minimum of four (4) hours is required.
- An Energy Fee of \$40 per day (subject to change) will be charged when using the auditorium, gymnasium, cafeteria, or library in any of the facilities.
- The above fees represent one period of time facilities are used (not to exceed one day and not to be pro-rated). Fees for personnel (i.e., custodian, kitchen manager, administrator, sound system technician) and energy will be charged when applicable.

ADMINISTRATIVE USE:

1. Rental Fee _____ 2. Energy Fee _____ 3. Personnel _____ **TOTAL CHARGE:** _____