



SOUTHBRIDGE PUBLIC SCHOOLS
25 Cole Avenue
Southbridge, MA 01550

USE OF SCHOOL FACILITIES INFORMATIONAL PACKET AND APPLICATION

The Southbridge Public School District supports the use of school facilities for educational, charitable, recreational and civic purposes sponsored by recognized, responsible organizations (Refer to Policy KF/KF-R). Facility usage is based on availability at the discretion of the building principal, Superintendent or his/her designee.

School facilities must be used according to the regulations and rental fees recommended by the Superintendent and approved by the School Committee. **Requests for the use of school facilities must be made at the School District's Business Office at least 4 weeks prior to the requested date of use.** Exceptions may only be made at the discretion of the Superintendent or his/her designee.

To request permission to use or rent school facilities, an authorized agent of the requesting organization must supply the information requested herein. **BE CERTAIN THAT ALL ITEMS ARE COMPLETED BEFORE SUBMITTING THIS FORM TO THE SCHOOL BUSINESS OFFICE FOR APPROVAL.**

Any questions should be directed to the Business Office: (508) 764-5415 or (508) 764-5414.

SOUTHBRIDGE PUBLIC SCHOOLS

APPLICATION FOR USE OF SCHOOL FACILITIES

Date: _____

This application must be submitted at least 4 weeks prior to the date(s) of requested use.

Type of Organization/Business (check one):

- Category A – Official School or Town Business
Category B – School Related Activities
Category C – Non-Profit Group based in Southbridge
Category D – For-Profit Entities/Other

Organization Name: _____

Organization Address: _____

Contact Person: _____

Telephone: _____ Email: _____

1. Event/Purpose: _____

2. Requested Date(s):

Month/Day/Year

- MONDAY
TUESDAY
WEDNESDAY
THURSDAY
FRIDAY
SATURDAY
SUNDAY

Please indicate 1st and 2nd choices, if applicable

TIME: BEGINNING: _____ a.m./p.m. ENDING: _____ a.m./p.m. (Include set-up and break-down time)

3. Use of Facility Requested: (Complete one application per site)

- Eastford Road School
Charlton St. School
West St. School
Southbridge Middle High School
Cole Ave. Administrative Complex

4. Area(s) Requested:

- | | |
|--|---|
| <input type="checkbox"/> Athletic Fields – No Lights | <input type="checkbox"/> Classroom(s) # _____ |
| <input type="checkbox"/> Athletic Fields - With Lights | <input type="checkbox"/> Gymnasium |
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Library |
| <input type="checkbox"/> Cafeteria – No Kitchen Access | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Cafeteria – With Kitchen Access | |

5. Special Equipment Required: _____

6. Estimated Attendance: _____

7. Certification by Emergency Personnel, if applicable:

If this activity will involve more than 100 people coming and going, you must obtain prior approval of the Southbridge Police Department: 508-764-5420

To be completed by Southbridge Police Department Authorized Representative:

- There will be a police presence on site
 - Police presence not required
 - Other _____
- _____
Southbridge Police Department Authorized Representative

If you expect to have more than 250 people or if you intend to decorate, you must have prior approval from the Southbridge Fire Department: 508-764-5430

To be completed by Southbridge Fire Department Authorized Representative:

- Approved
 - Not Approved
 - Other _____
- _____
Southbridge Fire Department Authorized Representative

8. Required Documents:

- Certificate of Insurance**
All requests must be accompanied by a certificate of insurance with proper limits of liability, showing the District as an additional insured and not merely as a certificate holder.
- Signed Statement of Acknowledgement of Anti-Hazing Law (if applicable)**
All youth organizations using a Southbridge Public School facility must submit to the Business Office a signed annual Statement of Acknowledgement of the Anti-Hazing Law – MGL c 269 §§ 17-19. (See attached form)
- Certification of Non-Profit Status (if applicable)**
A letter or certificate verifying non-profit status
- Any Required Permits or Licenses (if applicable)**
Applicant is required to obtain any permits or licenses required by local ordinance or state law.

HOLD HARMLESS AGREEMENT and RELEASE FROM LIABILITY CERTIFICATION

In consideration for the use of facilities owned or operated by the Southbridge Public Schools, the undersigned party/organization hereby releases and holds harmless the Southbridge Public Schools/the Town of Southbridge and its employees, agents, and volunteers, (collectively "the District") from and against any and all injuries, damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the use of such facilities by the undersigned party/organization or its employees, agents, or volunteers, and further agrees to indemnify the District from and against any and all injuries, damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) by third parties arising out of or in connection with the party/organization's or its employees', agents', or volunteers' activities on or about the premises.

My signature below indicates I have read this Contract and all its attachments and the regulations for use of Southbridge Public Schools District property, and accept the responsibility on behalf of the organization for payment of bills, the observance of all regulations, and all terms hereof.

Print Name: _____
 Signature: _____
 Title: _____
 Organization: _____
 Date: _____

For School Department Use ONLY:

School Principal: _____	Date: _____
Maintenance Director: _____	Date: _____
Athletic Director: _____	Date: _____
Food Service Director: _____	Date: _____
Business Manager or Superintendent: _____	Date: _____

Approved – No Fees

Approved – Charges Apply

Rental Fees	\$ _____
Custodial Fees	\$ _____
Kitchen Fees	\$ _____
AV Staff	\$ _____
Other	\$ _____
TOTAL DUE	\$ _____

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

1. Applicants must be at least 21 years of age.
2. The use of facilities for school-sponsored activities will have priority over use by outside organizations. Per M.G.L.c.71, §16(r) no use may interfere with the educational programs being conducted at the school.
3. All activities must be under competent adult supervision approved by the Building Principal. In all cases, an assigned school employee will be on the premises. Users assume full responsibility for proper use of facilities and for any damage to school property.
4. Users receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Director of Finance and Operations or the Superintendent.
5. Users receiving permission are responsible at all times for the observance of fire and safety requirements.
6. Users are responsible for obtaining any necessary permits or licenses.
7. Smoking on school property is not permitted at any time, nor is the possession or sale of alcoholic beverages.
8. Any damages caused to school district property during the period of use shall be borne by the applicant. A Certificate of Insurance, with limits of liability of at least \$1,000,000 Bodily Injury and Property Damage Liability per occurrence/\$3,000,000 aggregate, must be submitted as evidence of insurance coverage at least seven (7) days in advance of the event and must designate both the using organization and the Southbridge Public School District as additional insured. The absence of such a certificate will preclude use of the facility. If the organization does not have General Liability coverage, coverage can be obtained through the District's Insurer under a Special Events program.
9. In compliance with Massachusetts General Laws, the school committee prohibits firearms and other dangerous weapons in schools or on school property and adopts the statutory definitions of a firearm and other dangerous weapons in addition to any definitions it may include in its student-parent handbook.
10. Hazing of students is prohibited by state law, and is defined as "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 other person." All youth organizations using a Southbridge Public School facility must submit to the Business Office a signed annual Statement of Acknowledgement of the Anti-Hazing Law – MGL c 269 §§ 17-19, a copy of which is included with this rental application that the requesting organization must distribute to players/participants.

11. No other area than that approved for use on the application shall be used. No school material or furniture may be used without permission.
12. No permit shall be granted in which the primary purpose of the event is to conduct games of chance. Users must be in compliance with M.G.L. C. 271 §7A.: *raffles and bazaars; conduct by certain organizations.*
13. No food or beverages will be permitted without permission of the Building Principal. Food or beverage of any kind is not allowed in auditoriums. The Food Service Director, at his/her discretion may require the presence of food service staff when the kitchen facilities are used.
14. Adequate police presence will be required for certain events. A minimum of one policeman will be required for any event involving 100 or more children above the age of 12. A minimum of one policeman will be required for any event involving more than 200 adults. Additional police supervision, as determined by the Superintendent of Schools, may be required. All organizations must arrange and pay for police services directly through the Southbridge Police Department.
15. Mass General Law requires obtaining Criminal Offender Record Information (CORI), for all volunteers and others who may have direct and unmonitored contact with children. This includes all volunteers, chaperones, coaches, etc. All organizations are responsible for adhering to these requirements and obtaining CORI's when needed.
16. Sufficient adult chaperones, as determined by the Superintendent, must be present at all youth activities. There shall be at least one chaperone for every 25 children, but the Superintendent may require more at his/her discretion.
17. Functions must end by 11 p.m., except by special arrangement with the Superintendent or his/her designee.
18. If schools are closed due to a snow day or other emergency, all events and activities will be cancelled. It is the organization's responsibility for rescheduling. Facility rentals are not available during holidays.
19. All non-profit organizations may be charged a fee for any custodial, food service, technical, or other employees who will be required to work outside their normally scheduled hours.
20. For-profit organizations will be charged a facility fee in addition to any fees for custodial, food service, technical or other services. Refer to School Rental Fee Schedule for definition and applicable fees. Additional charges will apply for excess clean up.
21. The Superintendent or his/her designee reserves the right to modify or waive fees when, in his/her judgment, circumstances so warrant.
22. Renting organizations may not share the use of the facility rental with another organization without written permission from the Superintendent or his/her designee.

23. If it is necessary to cancel an event, the applicant must notify the School District Business office, in writing, at least 48 hours prior to the requested event; otherwise the applicant will be responsible for custodial and facility rental fees.
24. The Southbridge Public School District is not responsible for any personal property before, during or after the rental period.
25. The Superintendent or his/her designee reserves the right to refuse the use of facilities to any group that has violated any condition, rule, regulation, or guideline concerning use of school facilities in the past or which has otherwise abused this privilege.
26. The Superintendent, Director of Finance and Operations or Building Principal reserves the right to revoke or cancel any permission granted.
27. The School Department reserves the right to re-assign facilities when, in its judgment, alternate facilities to those requested are more suitable.
28. A refundable deposit of \$250.00 or 50%, whichever is higher, of the estimated total fee shall be paid and received by the District no later than ten (10) days in advance of the rental date. This deposit will be applied to the final expenses. Payment must be in the form of a certified check, treasurer's check, or money order payable to "Town of Southbridge/SPS".
29. The Commonwealth of Massachusetts Executive Office of Health and Human Services now requires that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law: Student athletes and their parents, coaches, athletic directors, school nurses, and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season.

While the law does not specifically require youth or outside community groups to adhere to this regulation at this time, Southbridge Public Schools strongly advises parents, coaches and students who plan to participate in any athletic program at our facilities to also take a free on-line course which contains all the information required by the law. This is available through the National Federation of High School Coaches. The entire course, including registration, can be completed in less than 30 minutes.

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=15000>

30. The School District reserves the right to accept or reject any application, to amend these rules and regulations or to vote an exception to any or all of these regulations without notice.

M.G.L. Chapter 269

An Act Prohibiting the Practice of Hazing

Section 17. Hazing; organizing or participating; hazing defined 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 other 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. Failure to report hazing 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. Issuance to students and student groups, teams and organizations; report 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 acknowledgement 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 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 sections 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 board 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 higher education 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.

ANNUAL STATEMENT OF ACKNOWLEDGEMENT

On behalf of _____ (name of student group, team or organization), I certify I have received a copy of M.G.L.; Sections 17 – 19, An Act Prohibiting the Practice of Hazing, and have distributed a copy of the law to our members and that the _____ (name of student group, team or organization) understands and agrees to comply with the law.

Name (printed): _____

Signature: _____

Title: _____

Date: _____

Note: This form must be completed for any student groups, student teams or student organizations using the facilities at Southbridge Middle High School.

cc: School Files, Central Office Files

SOUTHBRIDGE PUBLIC SCHOOLS

The following categories have been established for the purpose of defining user fees:

CATEGORY A - Official School or Town Activities

- Southbridge Public School Events, Activities, Meetings
- Town Elections, Town Department or Town Board Meetings

CATEGORY B - School Related Activities

Non-revenue generating programs operated by organizations with an affiliation to the Southbridge Public Schools (e.g. Parent/Teacher Organizations, Drama, Music or Booster Clubs, etc.).

CATEGORY C - Non-Profit Groups based in Southbridge

Programs of any youth/adult group, community, philanthropic, artistic or recreational nonprofit organization whose principal office or official business address is located within the geographical boundaries of the Town of Southbridge.

CATEGORY D - For-Profit Entities/Other

Programs of all groups, organizations or activities which do not meet the requirements of Categories A, B, or C, including private and commercial groups, societies, non-profits not based in Southbridge and registered public charities.

SOUTHBRIDGE PUBLIC SCHOOLS

USE OF FACILITIES – GUIDELINES (continued)

School Rental Fee Schedule

(Rental Fees Subject to Change per School Committee Approval)

The following schedule of fees shall be assessed for school facility rental upon decision of the Superintendent.

Facility	Group A Rate	Group B Rate	Group C Rate	Group D Rate
Auditorium (Cole or MHS)	No Charge unless Technology use/Sound/Lights Required, Audio-Visual Technician Rate of \$45 per hour if scheduled outside his normal work hours.	No Charge unless Technology use/Sound/Lights Required, Audio Visual Technician Rate of \$45 per hour if scheduled outside his normal work hours.	\$400/day (up to 5 hrs.) \$120/hr for each add'l hr. + custodial fees + ancillary charges	A fee of \$250 per camp will be charged to the camp/clinic operator for all for-profit camps and clinics. Consideration for fee adjustment for low enrollment must be appealed to the Superintendent of Schools.
Gymnasium (All Schools)	N/A	N/A	\$400/day (up to 6 hrs.) \$100/hr for each add'l hr. + custodial fees (\$32/hr. min 3 hrs)	
Cafeteria without Staff	N/A	N/A	\$50/hr. + custodial fees (\$32/hr. min 3 hrs)	
Kitchen with Required Staff (1)	\$23.00/hr (min 3 hrs)	\$23.00/hr (min 3 hrs)	\$50/hr. + staff fees (\$23/hr. min 3 hrs) + custodial fees (\$32/hr. min 3 hrs)	
Library (Excludes access to collection)	No Charge unless Technology use/Sound/Lights Required, Audio-Visual Technician Rate of \$45 per hour if scheduled outside his normal work hours.	No Charge unless Technology use/Sound/Lights Required, Audio-Visual Technician Rate of \$45 per hour if scheduled outside his normal work hours. N/A	\$50/hr. + custodial fees (\$32/hr. min 3 hrs)	
Classrooms (Max. of \$100 / day for multiple days)	N/A	N/A	\$25/hr. + custodial fees (\$32/hr. min 3 hrs)	
Athletic Field / Outdoor Facilities (Middle or High School)	N/A	N/A	\$75/hr. + \$50/hr for lighting usage + custodial fees (\$32/hr. min 3 hrs)	
Athletic Fields / Outdoor Facilities (Elementary Schools)	N/A	N/A	\$50/hr. + custodial fees + \$50/hr. for lighting (\$32/hr. min 3 hrs)	
Custodial	\$32.00/hr (min 3 hrs)	\$32.00/hr (min 3 hrs)	\$32.00/hr (min 3 hrs)	
Audio Visual Technician (Required with Auditorium Rental)	\$45.00/hr	\$45.00/hr	\$45.00/hr	

Personnel Fees

Custodial: A custodian must be on the premises at all times. Rental charges will start as soon as the building is accessible. Charges may be added to clean the facility after use. Current hourly rate is \$32.00. A minimum of 3 hours is required.

Kitchen: No access to the kitchen is available unless a cafeteria worker is present. This person will have full authority over all kitchen equipment and may restrict access to certain equipment. Current hourly rate is \$23.00. A minimum of 3 hours is required.

Ancillary Charges: The use of AV staff, air conditioning, field lighting, technology, or other costly services may result in additional charges to be determined at the time of request. **All rates are subject to change and should be confirmed at the time your request is submitted.**