

## **RULES AND REGULATIONS FOR FACILITIES USAGE**

### **By Non-School Department Groups**

- Applicants receiving permission to use school property shall be directly responsible for the proper conduct of persons in the occupied facility, and must provide sufficient adult supervision. Any damage to school property during the applied period of use will be the financial obligation of the applicant.
- Applicants are responsible for inspecting the facilities to determine their suitability for the purpose for which it is used. The North Adams Public Schools makes no warranty regarding the suitability of any facility for non-school usage.
- School buildings may not be used without a custodian present in the facility, unless a waiver is granted by School Committee.
- Any organizations not affiliated with the North Adams Public Schools will be required to submit a signed hold harmless agreement and may be required to submit a certificate of liability insurance prior to facility use.
- Facility rental fees will be established by the School Committee. Payment of such will be required for any groups or organizations not affiliated with the North Adams Public Schools. The same fee will apply to all profit-based organizations, unless a separate charge is approved by the School Committee. Fees may be waived by the Superintendent and his/her designee's discretion.
- Any organization using school buildings outside of regular custodial work hours will be charged additional fees for custodial overtime.
- Food and beverages of any kind will not be permitted in auditoriums or gymnasiums.
- All groups are responsible for cleaning up after their program and arranging their area in the manner it existed prior to organization/group use.
- Use of tobacco products, and/or the presence or consumption of alcohol or illegal drugs within the building or on school grounds is not permitted.
- Applicants will inform participants (and the parents of participants under age 18) that the event for which the facility is being used is not run by or under the supervision of the school department, and that the applicant is solely responsible for the event and any harm arising out of such usage of school property.
- Applicants are responsible for providing adequate supervision for their program, and for not exceeding the allowed capacity of the space(s) being used. The North Adams Public Schools reserves the right to limit the number of people in any particular space for safety reasons.

**North Adams Public Schools  
Facilities Usage Application**

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Category:  In-town Civic/Recreation     In-town Non-Profit/Individual  
 Commercial/Out-of-town

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of Person Requesting Usage: \_\_\_\_\_

School Requested: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Area(s) Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_

Purpose for which space will be used: \_\_\_\_\_

Estimated # of people: \_\_\_\_\_ (including participants and spectators)

**As an official representative of the above-named organization, I have read and am empowered to guarantee that this organization will fully comply with the rules and regulations governing this use of the school facility. I have read and will comply with M.G.L. Chapter 269 Crimes Against Public Peace. I further agree that my organization will be responsible for any facility use costs and any costs caused by damages incurred during our use of the facility. I further agree that the City of North Adams (including the School Department) will not be liable for any injuries or damages caused by or during our use of the facility.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Email: \_\_\_\_\_

---

Date Request Received: \_\_\_\_\_

The use outlined above is:  Approved     Not Approved (reason \_\_\_\_\_)

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal's Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Facilities Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Fees: Facility Rental: \_\_\_\_\_ Custodial Fee: \_\_\_\_\_

Forward copies to: Requestor  Director of Facilities  Business Office

Principal  Other \_\_\_\_\_