

PATHFINDER REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL DISTRICT

COMMUNITY USE OF SCHOOL FACILITIES

General Regulations

Persons who wish to use the school facilities will apply through the office of the Superintendent-Director. The use of all school facilities will be guided by the Pathfinder School Committee Policy regarding "Community Use of School Facilities" (S.C. Approved Policy KF).

A \$50.00 deposit (must be made 5 days prior to the event) to cover the cost of any breakage. This deposit will be returned or applied against other fees (less any deduction for breakage) after an inspection of the area and facilities used.

Liability Insurance / Attestation(Required):

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 Pathfinder School District and its officers, employees and agents from all liability from such injuries.

Signature

Date

At the Discretion of the Superintendent / Director, the following Documentation / Attestation may be required:

My organization is aware that its proposed use of Pathfinder Regional 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. A copy of the organization's Liability Insurance Certificate is attached to this application.

Signature

Date

Application Procedure

School Use Requests must be made on the attached "Application for the Use of School Facilities" and submitted to the office of the Superintendent-Director at least two weeks prior to proposed use.

The Superintendent-Director will determine what support personnel is necessary for the intended use. This Personnel could include custodians, teachers, cafeteria workers, and/or police.

All School Use Payments, including support personnel charges and any additional fees, shall be made to the Pathfinder Regional School District within 10 days of the completion of the event.

Additional Requirements:

1. A school custodian must always be on duty when the building is in use. Additionally, all groups using the school facilities will be subject to school department decisions regarding school staff being on duty for the protection, opening and securing of the building, equipment and grounds.
2. In case of an alarm, all persons must follow the directions of the crowd control manager and/or custodian.
3. A uniformed police officer shall be on duty at any spectator sport.
4. A kitchen or culinary arts employee shall be present whenever the kitchen or Perso is used.
5. All food preparation, presentation, and serving will be approved by the Superintendent-Director prior to the event.

****All food preparation activities will adhere to school district policies in addition to Massachusetts Health and Human Service Regulations and US Food and Drug Administration Regulations. Please note that additional School District personnel may be needed to meet these requirements.**

6. Pursuant to Chapter 71, Acts of 1993, there shall be **no smoking** in the building and on the school grounds, including parking areas and athletic fields. Additionally, the use of alcoholic beverages, all tobacco products and illegal substances are prohibited on school property including the parking lots.
7. Adequate supervision must be guaranteed, particularly during events involving youth. We require a ratio of one (1) adult to every twenty (20) young people (under the age of 18 years old).
8. All materials and equipment used in your event must be supplied by your organization (including first aid supplies). Unauthorized use of school supplies or equipment will be invoiced at the school's discretion, and could result in denial of future use requests.
9. Program Participants are not allowed to roam the buildings/grounds freely, but must remain in the area designated for use.
10. Groups using the school facilities do so at their own risk and will be held financially responsible for any damage and/or loss occurring to facilities and/or equipment in the course of their occupancy. Any damage or loss resulting from the use will be billed accordingly for repair, replacement or cleaning of damaged property. This may also be defined as an area needing extraordinary cleaning due to unacceptable behavior, including bathrooms.
11. No food or drinks are allowed in the classrooms, library or gymnasium without prior approval of the Superintendent/Director.
12. In case of school cancellation, early dismissal, or unplanned/emergency dismissal, the facilities will not be available for use and an alternate date will be arranged.
13. The Pathfinder Teachers' Association and other groups closely associated with the school shall be granted rent-free use of facilities. However, the Association is responsible for paying the costs of the custodian who would be present to open and close the building when it is utilized by the Association.

14. Organizations wishing to decorate will check with the head custodian before using any kind of decoration.
15. Requests for blanket coverage of dates will not be honored.
16. The School Committee reserves the right to change and/or amend these regulations, or to vote an exception to any or all organizations.
17. Normally, the use of the gymnasium shall be limited to athletic activities which require the wearing of rubber soled shoes. Occasionally, the gymnasium may be used for a formal ball, public reception, or meeting. Subject to approval by the Superintendent-Director, groups of persons who are unaffiliated with any duly constituted organization may use the gymnasium on a space-available basis. The charge for such use shall be \$1/person per usage to be credited to the Pathfinder Scholarship Fund.
18. All requests to use school fields during the spring and summer must be submitted prior to April 1st with specific dates.
19. All requests to use the gym during the winter must be submitted prior to November 1st with specific dates.

Important Notes:

- The school building exists for the primary purpose of housing Pathfinder's educational programs which include regular curricular and extracurricular activities. These activities take absolute precedence over all other use. Community groups may use the school building at times that do not interfere with educational programs or interrupt the normal maintenance and cleaning schedules under the following conditions:
 - **Approved Uses (per School Committee Policy):**
 1. Public school activities
 2. Parent-teacher activities
 3. Official town public hearings and political activities
 4. Meetings and activities sponsored by the School Committee and school personnel
 5. Parks and playgrounds activities
 6. Local nonprofit and noncommercial organization activities
 7. Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the District.
 8. The activities of other organizations when approved by the School Committee
 - **Prohibited Uses**
 1. Use for profit.
 2. Use by inadequately supervised groups.
 3. Activities which are likely to result in more than "normal wear and tear" to the building.
 4. Use of shops, laboratories, science laboratory, computer labs, or any facility where dangerous or very expensive equipment is installed unless there is full supervision by qualified personnel and it is pre-approved by the Superintendent / Director.

RENTAL AND FEE SCHEDULE

For Use of Rooms:	Without Admission	With Admission
1. Cafeteria - Dining area only	\$25 per hour	\$25 per hour plus 10% of gate receipts
2. Gymnasium General Does not include use of showers/towels (See Additional Requirement # 17)	\$25 per hour	\$25 per hour plus 10% of gate receipts
3. Gymnasium for Basketball League (Youth)	\$15 per use (Youth)	\$15 per use (Youth)
4. Gymnasium for Basketball League (Adult)	\$25 per Hour (Adult)	\$25 per Hour (Adult) plus 10 % of gate receipts
5. Kitchen (Equipment Use, food costs and any other culinary services will be estimated and billed separately in conjunction with the Culinary Department)	\$25 per hour	\$25 per hour
6. Classrooms	\$20 per hour	\$20 per hour
7. Library	\$25 per hour	\$25 per hour

ALL RENTAL FEES SHALL BE PAID TO THE DISTRICT TREASURER WITHIN (10) DAYS OF THE COMPLETION OF THE EVENT.

*Note: For events lasting more than 3 hours, an extra fee of \$5.00 per hour may be added for electricity / heating charges. This fee will be assessed based on the details of the given event.

SUPPORT PERSONNEL FEE SCHEDULE:

Special help is usually required when outside groups use the above spaces. In addition to the above listed rental fees, special fees listed below will be charged.

Minimum time - 3 hours.

- | | | |
|----|-------------------------------|--|
| a. | Custodian | Time and a half |
| b. | Cafeteria Workers | Current rate per contract |
| c. | Professional Personnel | Current rate per contract |
| d. | Student Culinary Arts Workers | Current rate |
| e. | Police | Determined by the Palmer Police Department
(Arrangements made by user of the building.) |

USE OF ABOVE PERSONNEL FROM 6 A.M. SATURDAY TO MONDAY MAY BE SUBJECT TO ADDITIONAL FEES PER HOUR

PATHFINDER APPLICATION FOR THE USE OF SCHOOL FACILITIES

Name of Organization _____

Address _____ Telephone No. _____

Chairman or Person in Charge:

Name _____

Address _____ Telephone No. _____

Date Requested _____ Time Requested from _____ to _____

Purpose _____

Check one of the following:

- School and School Support
(School/class fundraisers, Booster club events, staff events, student activities, etc.)

- Non-Profit Groups /Community Use
(This group includes adult sport groups, dance and theater groups, social clubs, fundraisers not associated with the school and other nonprofit organizations.)

Areas to be used: *(Please check one or more)*

- | | | |
|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Auditorium | <input type="checkbox"/> Cafeteria | <input type="checkbox"/> Gymnasium |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Tea Room | <input type="checkbox"/> Class Room |
| <input type="checkbox"/> Library | <input type="checkbox"/> Other _____ | |

Special Equipment Needed: _____

Set Up Needed: _____

The above-named organization agrees in using the described facilities, to pay the appropriate charges and to comply with all of the regulations put forth in this Building Use Policy.

Signature Title Date

TO BE FILLED OUT BY SCHOOL AUTHORITIES:

Staff Required: _____ Estimated Rental Fees: _____

Date: _____ Approval: _____
Superintendent-Director