

USE OF SCHOOL FACILITIES POLICY

It is the policy of the Abington School Committee to encourage community use of school property. Educational, governmental, civic and cultural or other organizations may use Abington school property under the established fee schedule. The School Committee or its agents will determine the appropriate use for school facilities. Authorization for the use of a school facility is not an endorsement of the activity or organization.

ELIGIBILITY

School facilities on a pre-approved basis will be available for the following:

- Public school and school department activities
- Parent-teachers activities
- Official town public hearing and town political activities
- Recreation Commission activities and Organized Town Youth Group Activities
- Non-profit service organizations
- Area education, social, recreational and religious organizations' activities if a substantial portion of the members are residents of the town
- Other activities when approved by the Superintendent and/or designee

CHARGE WITH CUSTODIAL SERVICES

Groups requiring custodial services will be charged at the current rate, with a minimum charge of 3 hours. The total charge will include an additional 1/2 an hour prior to the function and a minimum of 1/2 an hour after the function. In the event of cancellation, twenty-four hours notice is required. Non-community groups will also be charged an hourly rental fee.

REGULATIONS GOVERNING USE OF SCHOOL PROPERTY

1. All applicants will be required to complete an "Application and Permit for Use of Abington School Facilities" form. Forms for such a request can be found at www.abingtonps.org, be picked up at the Office of the School Superintendent or in the main office at any school building. It is the responsibility of the applicant to provide a safe environment for their group. As such, be aware that there are a small number of residents in the Town of Abington classified as sex offenders. The applicant must consult with the Abington Police Department relative to the Sex Offender Registry. The Police Department maintains and disseminates information concerning registered sex offenders in accordance with Massachusetts General Laws. Additional information is available at the Abington Police Department website (www.abington.police.org). For information concerning offenders that live or work in Abington, contact the Abington Police Department (781-878-3232).
2. Individuals or organizations wishing to use a school facility must return the application to the building principal at the school being requested for use.
3. Please note that school activities take precedence in the use of the building or other facilities. On occasions, schedule changes will result in organizations not being able to use the facilities on the dates initially agreed to. The organization using the facilities should make proper provisions in the event such changes occur.
4. All building and fire codes must be strictly enforced.

- 5A. All individuals or organizations using school property must secure liability insurance covering not only the renter's liability but also the liability of the Town of Abington for any possible accidents on the property. The required minimums are \$1,000,000 per occurrence with a combined single limit of \$3,000,000 per occurrence involving more than one person. This insurance must cover dress rehearsals if an admission charge is made. A certificate (binder) of such liability insurance may be requested as part of the application procedure.
- 5B. In the event a community group is unable to provide a certificate of insurance, each participant including adult supervisors must sign an indemnification agreement and must file the same with the Recreation Commission or the School Department. Indemnification Forms may be picked up either at the Recreation Commission or school offices.
- 5C. School related volunteer organizations who use school facilities to conduct activities for the benefit of Abington's students and who are acknowledged by the School Department are exempt from this requirement.
6. A police officer may be required to be present at public gatherings on school property. Arrangements for this protection should be made in advance by the renter directly with the Abington Police Department. Written documentation of compliance must be submitted with the application.
7. Groups using a facility or any portion of a facility must be properly supervised by a responsible adult or adults at all times as designated by the user contract agreement form. Users not will be allowed in the building without proper supervision. Participants should be told not to arrive before the time scheduled.
8. The Abington School Department reserves the right to limit the number of spectators attending an event.
9. Rental of a school facility does not imply access to the school's equipment. Arrangements for use of that school's equipment must be made in advance. Costs associated with the use of the school's equipment will be included in the invoice. Use of some equipment requires the direct supervision of school personnel.
10. A district provided and trained technologist is required for the use of technology including but limited to: computers, lighting, curtains, scenery, sound and/or audio-visual equipment. This expense will be paid by the user group at the current hourly rate for the technologist. There is a three hour minimum for the technologist.
11. Those in charge should inspect the school area before leaving to see that the floors are cleaned of debris, clothing and equipment. Applicants agree to return chairs, tables, equipment, etc., to their original places. Supervisors should be the last to leave and should report any broken or damaged equipment to the custodian on duty.
12. All groups using the building must be certain that all exterior doors in the area being used are closed and should check with the custodian before leaving the premises.
13. The Abington Public Schools 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 damage caused to the assigned school facilities or school equipment whether accidental or not, occurring during the period of the facility use will be the direct responsibility of the user. The facility will be inspected after use and a bill for damages sent to the responsible party using the facility.
14. All groups must strictly adhere to the time limitations agreed upon for use.

15. When a school facility will not be used as scheduled, the Office of the Principal or designee must be notified 24 hours in advance by the user, or three hours of custodial fees will be charged.
16. Facilities will not normally be available for use within two weeks of the opening of school each year and for the ten school days immediately preceding the closing date of school, as determined by the school committee; unless approved by the principal or director of the school facility.
17. When use of the kitchen equipment is requested, a cafeteria employee and/or additional custodial help may also be required.
18. Food and beverages may only be served in the cafeteria/cafetorium. Food and beverages are not allowed in any other areas of the school.
19. Massachusetts General Laws and Abington School Committee policy prohibit the use of tobacco, alcohol and all other illegal substances in all school buildings and on school grounds.
20. If you are serving food or food products, it is your responsibility to gain the appropriate approval with the Abington Board of Health prior to your event.
21. Unauthorized or unauthorized extended use beyond the contracted time by an organization may result in a fee being charged up to the maximum allowable Group IV rate.
22. The Abington School Department reserves the right to revoke a facility use permit for a violation of the above rules and regulations.

*Approved by the
Abington School Committee
on May 23, 2017*

SCHOOL COMMITTEE OF ABINGTON

APPLICATION AND PERMIT FOR USE OF ABINGTON SCHOOL FACILITIES
APPLICATION AND AGREEMENT

Date: _____ (No sooner than six (6) months in advance of first date(s) requested)

Name of Organization: _____ Contact Person: _____ Phone: _____

Email Address of Contact Person: _____

The facility will be used for: _____ Type of Organization: Group I Group II Group III Group IV

Admission Charged? Yes or No If YES, the funds collected will be used for: _____

Facilities Requested

Name of School: _____

Facilities requested: <please circle> Artificial Turf Fields (LARGE field SMALL field BOTH FIELDS) Exterior Bathrooms
Gymnasium Locker rooms Kitchen Stage and Gym Auditorium Other: _____

Dates and Times Requested: _____

Doors open at: _____ Event ends at: _____

Anticipated number of participants: _____ Anticipated number of spectators: _____

I have consulted with the Abington Police Department relative to the Sex Offender Registry: _____ (initial)

If we will be serving food and/or food products we will notify the Abington Board of Health: _____ (initial)

Disclaimer Statement

This permission is given with the full knowledge and understanding that the Town of Abington, its Agents or Representatives, the School Authorities, Teachers and/or Advisors, shall not be responsible for any accidents or illnesses which might occur during the use of the school facility.

Indemnification

The Applicant agrees to indemnify and save harmless, the maximum extent permitted by the law, the Town of Abington, its officers, agents and employees from and against any and all 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 Applicant's use of the facility and for any damages to the Town's real or personal property that occurs in conjunction with such use by the Applicant, unless the damage is caused by the Town of Abington's gross negligence or willful misconduct. The Applicant must have full liability insurance holding the town harmless for any damages or injuries. The School Department reserves the right to request a certificate of insurance.

The applicant states that all the attached rules and regulations concerning the rental of the school facility have been read and agrees that the rental is subject to each and every rule, regulation, and restriction, including the Massachusetts general laws.

Signature and Title of Applicant: _____ Phone Number: _____

Your signature designates you as the responsible adult for the supervision of your group and furthermore that you have read and agree to all of the requirements and information provided on the Use of School Facilities Policy.

CHARGES (to be completed by the School Department)

Prepayment of the requested facility use fee must be made to the main office of the school involved in advance of the reservation date.

The Abington Public Schools reserves the right to require a non-refundable deposit.

Checks shall be made payable to: *Abington Public Schools*

Charge for the school facility requested: _____ Custodian Required: YES or NO

Bathroom Use YES or NO Scoreboard Controller Deposit YES or NO

Police Officers Required: YES or NO Scheduling and Payment for Police Officers must be made directly with the APD

Reviewed by the Head Custodian Signed: _____ Date _____

Approved Disapproved Principal: _____ Date: _____

(COPIES OF COMPLETED FORM SHALL BE FORWARDED TO: PRINCIPAL, HEAD CUSTODIAN, ORGANIZATION, SUPERINTENDENT'S OFFICE)