

Procedure of Facility Rental Agreement

Completion of this form with insurance documentation attached

Submittal to the School District at the Business Office (Buildings) or Athletic Office at Attleboro High School (Fields and Concession Stand)

Approval by Athletic Director (fields and gyms)

Approval by Food Service Director or designee (concession stand use)

Approval by Business Office (all schedules)

Activation of schedule once all documentation and information is approved

**\*\*CERTIFICATE OF INSURANCE\*\*** A Certificate of Insurance with \$1 Million Dollar liability coverage naming the Attleboro Public Schools, 100 Rathbun Willard Drive Attleboro, MA as insured **must** be submitted with your applications.

The attached Participant Release Form must also be completed and submitted with request.

All events within buildings require custodial presence (unless deemed otherwise by the district). Staff coverage hours begin one-half hour before organization shows up through the final custodial clean up and sanitization of all areas used. All staff requirements determined by Facility Supervisor.

Please note staff fees within document.

Due to contractual agreements a 4-hour minimum charge will apply when custodians are normally not on duty or as agreed at sole discretion of Attleboro School Department. In general, this is after 3:00 pm on weekdays and all hours on Saturdays, Sundays, and on holidays. Please discuss specific dates and time when making your request. Any change or cancellation in event **MUST** be given 48 hours in advance to allow district to make necessary adjustments.

Turf field and track rules & regulations:

- Track and field closed from 11PM till 6AM
- USE is by permit only
- NO pets allowed
- NO glass containers of any kind within the field/fence perimeter
- NO food or drinks beyond the gate (water in plastic bottles is permitted)
- NO gum or seeds inside fenced area
- NO tobacco products of any kind are allowed on school property
- NO unapproved vehicles or modes of individual transportation including but not limited to: bicycles, scooters, skateboards, hover-boards, etc.
- NO sharp objects beyond the gate (ex. tent stakes, arrows, corner flags, etc.)
- NO chairs inside the gate unless on the paved walkway
- NO shoveling, plowing or snow removal on the surface
- NO golf
- NO metal spikes are allowed on the turf field
- Only authorized personnel (i.e.: coaches, players, officials, medical personnel, etc.) are allowed on field

**The Attleboro Public Schools buildings and grounds are first and foremost for the education and enrichment of our students. Secondly, they serve as a valuable community asset for educational, governmental, civic, cultural and recreational activities of the citizens of Attleboro. Non-school groups should recognize that the Attleboro Public Schools are not a private conference or recreational center and we are not staffed or equipped as such. The provisions and fees associated with the use of our facilities are intended to best maintain the facilities for the students and community.**

Submittal date for the seasonal use of the facilities (please submit **NO EARLIER** than these dates):

1. **Fall (Sept, Oct, Nov) July 1**
2. **Winter (Dec, Jan, Feb) Sept 1**
3. **Spring (March April, May) Jan 1**
4. **Summer (June, July, Aug) March 1**

School Department assigned personnel may be compensated for duties requested beyond their regular full-time assignment for services rendered to outside organizations. The School Department shall be reimbursed by the outside organizations for the actual costs incurred in accordance with current collective bargaining agreements.

If two or more groups are using the same facility at the same date and time and can be serviced by those same school department personnel, the actual cost will be shared between the groups.

The Administration reserves the right to cancel or review previously approved requests.

Use of facilities may be granted to recognize educational, governmental, civic, cultural or recreational organizations as well as local businesses. Groups will be requested to provide a Certificate of Insurance naming the City of Attleboro and the Attleboro Public Schools as a named insured on their insurance liability policy at amounts agreeable to the District.

Use of school facilities is intended for cultural, educational, recreational, and other civic uses. They are not intended to be used by profit-making organizations for purposes of commerce. Applications for the purpose of fundraising by an outside for profit group will be reviewed individually.

### APPLICATION FOR USE OF FACILITIES/Buildings

For Athletic Facilities: Please fill in every space and send to AHS Athletic Office  
Email: [mhoule@attleboroschools.com](mailto:mhoule@attleboroschools.com) Tel.# 508-222-5150 x1249  
For Building Use: Please send to the Business Office  
E-Mail: [psylvester@attleboroschools.com](mailto:psylvester@attleboroschools.com) Telephone: 508-222-0012 x1124

Date of Application \_\_\_\_\_

Facility	Turf Field _____	Track _____
Concession Stand	YES _____	NO _____
Ticket Booth	YES _____	NO _____
Press Box	YES _____	NO _____
Lights	YES _____	NO _____

Building: YES \_\_\_\_\_  
Building Use: Name of Building: \_\_\_\_\_

What arrangement or other equipment will be needed \_\_\_\_\_

Date or Dates desired \_\_\_\_\_ From \_\_\_\_\_ A.M., P.M. to \_\_\_\_\_ A.M., P.M.

For what kind of gathering \_\_\_\_\_

Number of participants \_\_\_\_\_ Admission fee to be charged. \_\_\_\_\_ Number of spectators \_\_\_\_\_

To what object are proceeds to be devoted? \_\_\_\_\_

Have you read the regulations relative to the use of stadium facilities? YES \_\_\_\_\_ NO \_\_\_\_\_

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

For Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ (MUST INCLUDE COPY OF NON-PROFIT ID)

For Profit Groups are invited to use school facilities only for educational, recreational, civic and cultural activities.

Name of Contact Person \_\_\_\_\_

Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

This form must be signed by an adult who agrees to be responsible for group's actions during time application is in effect. **Payment of rental charge is required before the date of the event.**

Approval YES \_\_\_\_\_ NO \_\_\_\_\_

Must have:

1. Stadium Supervisor. YES \_\_\_\_\_ NO \_\_\_\_\_
2. Custodial Staff. YES \_\_\_\_\_ NO \_\_\_\_\_
3. Grounds Keeper. YES \_\_\_\_\_ NO \_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Athletic Field Use: Bank Check or Money Order payable to AHS Athletic (No personal checks)

Building Use: Bank Check or Money Order payable to Attleboro Public Schools (No personal checks)

Principal or his/her designee: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR USE OF FACILITIES**

**PARTICIPANT RELEASE FORM**

In consideration of the said Attleboro Public Schools allowing the undersigned to participate in the use of a facility, I/we release the said Attleboro Public Schools, its representatives, agents, employees, principals, successors and assigns from all claims, demands, suits, damages, actions, causes of action and liabilities whatsoever of every name and nature, both in law and equity, on account of or in any way resulting from injuries sustained while present at or participating in any activity at the said School Department facilities except in the event such injuries are sustained due to the sole negligence of the said Attleboro Public Schools; and further, I/we release the said Attleboro Public Schools., its representatives, agents or employees from any and all duties and responsibilities for the care of our group members while at the School Department facilities.

Facility: \_\_\_\_\_

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

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

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

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

Group's Liability Insurance Coverage:

Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

For profit-making organizations, the charges are listed in the Table below.

	<u>Non-Profit Organizations</u>	<u>For-Profit Organizations</u>	<u>Professional Organization</u>
<u>Elementary Schools</u>			
Gymnasium	85.00	200.00	
Pavilion	110.00	350.00	
Auditorium	85.00	200.00	
Cafeteria	85.00	200.00	
Kitchen	110.00	175.00	
Classroom	85.00	150.00	
<u>Middle Schools</u>			
Gymnasium	100.00	225.00	
Auditorium	110.00	225.00	
Cafeteria	100.00	225.00	
Kitchen	110.00	175.00	
Classroom	85.00	150.00	
Resource Center	100.00	200.00	
Cafetorium	100.00	225.00	
<u>Senior High School</u>			
Gymnasium A (Large)	285.00	600.00	
Gymnasium B (Small)	260.00	500.00	
Auditorium	235.00	510.00	
Auditorium with lights	290.00	700.00	
Cafeteria B1	110.00	275.00	
Cafeteria B2	110.00	200.00	
Kitchen	110.00	175.00	
Classrooms	85.00	150.00	
Mini Auditorium	135.00	300.00	
Resource Center	110.00	300.00	
Pool- per hour*	100.00	225.00	
Tennis Courts – per participant	5.00	5.00	
Tennis Courts – Group Rate	200.00	200.00	
Turf Field – per hour	75.00	250.00	350.00
Track – per hour	75.00	250.00	350.00
Turf Field – one time	-----	300.00	400.00
Track – one time	-----	300.00	400.00

The School Committee reserves the right to grant free use of its facilities to educational, charitable, or governmental agencies, at its discretion, and to deny any application that interferes with use of school facilities for school purposes, causes undue difficulties in policing the premises, or is considered to be an inappropriate activity to be held on school premises.

School-sanctioned parent groups, such as: Parent Teachers Organizations, Special Education Parent Advisory Committee, and booster clubs, etc. shall generally be exempt from Attleboro school building space fees.

Cross References: KF: Community Use of School Facilities  
 KF-E2: Use of AHS Track  
 KF-E3: Use of AHS Concession Stand

\*User Fees are negotiated and charged on an individual group basis. The School Committee reserves the right to revise any and all fees that are included on the above-referenced Fee Table.

Policy and Personnel Reviewed: 11-05-18  
 School Committee Reviewed/Finalized:: 12-10-18