

REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent in conformity with the following regulations, which have been approved by the School Committee.

1. "A" usage - All Cohasset School related events
2. "B" usage - Certified Non-Profits and/or events not raising funds
3. "C" usage - All For-Profit users
4. Use of facilities, buildings and grounds of Cohasset Public Schools application must be filed with the principal in the building of the school the applicant intends to rent at least two weeks in advance of the proposed event.
5. No person or organization renting any school facilities shall do any temporary construction work, installing temporary seating, platforms or runways is not allowed. No lighting equipment, wiring or projection equipment will be utilized without the approval of the Facilities Manager. All wiring must be approved in writing in advance by the town wiring inspector.
6. Applicant, or adult designee named, agrees to be present, prior, during and after the event.
7. The cost to repair any damage as a result of USE/MISUSE will be charged to the applicant. In most instances, the vendor will be required to provide a certificate of insurance, with the district as a named insured party.
8. Neither the Cohasset School Committee nor the Town of Cohasset will be responsible for injury to persons or property while the building or grounds are used by any group.
9. "Hourly" applies to events up to and including four (4) hours. "Full" day applies to events greater than four (4) hours and not exceeding specified facility closing time.
10. All events require a custodian(s) services. The custodian contractual rate. There is a minimum fee of 3 hours per custodian.
11. Kitchen rental requires the presence of a Cohasset Public School Kitchen staff member to oversee operations at an additional cost of the contractual rate per staff member. There is a minimum of 3 hours per kitchen employee. Additional hours are billed at hourly. Food service is allowed in approved areas only. NO outside vendors allowed.
12. Auditorium events using lighting and/or audio/visual/computer services require a Technician and/or an Event Manager at the contractual rate per hour.
13. Athletic Field use is based on weather conditions and is at the discretion of the Cohasset High School Athletic Director.
14. Energy Surcharge will be assessed if applicant requests an increase or decrease in temperature that is above or below set temperature for that time of year.
15. Use of town Fields, (Milliken, Main Street, Beechwood) and facilities must be filed through Recreation Department

16. A 25% adjustment of the hourly or daily rate will be made for Practice/Rehearsal times.
17. Rental fees are due at least 72 hours prior to event. Checks should be made payable to Town of Cohasset and sent to Cohasset Public Schools, Business Office, 143 Pond Street, Cohasset, MA 02025
18. Police Details are required for traffic control if over 250 spectators. Contact Cohasset Police Department at 781-383-1212. Police Department will bill applicant separately. Detail must begin 45 minutes before and continue 45 minutes after the scheduled time of event.
19. Events with over 200 people will require a completed Town of Cohasset Event Permit Application. Applications are available online at Applications are available online at: <https://www.cohassetma.org/DocumentCenter/View/694/Event-Application-?bidId=>
20. No smoking tobacco (including cigarettes, chewing tobacco, ecigs, vapors, cigars) or alcoholic beverages will be allowed on school property.
21. Groups holding meetings must assume responsibility for any loss or damage to school property and are expected to leave the facility clean and in order.
22. The School Department has full authority to approve applications and to ensure that all provisions of the rules and regulations of the facility are observed. The Superintendent can deny further use of the school based on abuse of the school property and abuse of the regulations.

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