

**GREATER LOWELL TECHNICAL  
HIGH SCHOOL**

**RULES AND REGULATIONS  
GOVERNING USE OF SCHOOL FACILITIES**



**SUPERINTENDENT-DIRECTOR**  
Jill Davis, Superintendent-Director

**SCHOOL COMMITTEE**

**LOWELL**

Curtis LeMay  
Fred W. Bahou, Jr.  
Lee Gitschier  
George W. O'Hare

**DRACUT**

Paul E. Morin  
Matthew J. Sheehan

**DUNSTABLE**

Kempton P. Giggey

**TYNGSBORO**

George Tatseos

250 Pawtucket Boulevard, Tyngsboro, Massachusetts 01879  
Telephone (978) 441-4902, Fax (978) 441-5333

## **RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES**

1. School facilities are available for the use thereof by individuals and associations for educational, recreational, social, civic, philanthropic and like purposes after the regular school day.
2. The Superintendent-Director or his/her designee reserves the right to approve or disapprove the use of school facilities or to revoke a permit previously granted when it deems such action to be in the best interests of the community.
3. The applicant agrees to indemnify and hold harmless the Greater Lowell Regional Vocational Technical School District, its agents, servants, employees, officers, representatives and members of its School Committee and the three member towns and the City of Lowell from any and all claims or demands of any nature or payment of damages arising out of the conduct of the activity of the organization, and in the event of a claim or suit against any of the foregoing person(s) or entities arising out of or in any way connected with said activity, applicant agrees to provide a defense for and to pay any judgment or settlement which may be obtained against said person(s) or entities.
4. Applicant will be required, to secure liability insurance with an insurance company licensed to conduct business in the Commonwealth of Massachusetts specifically naming the Greater Lowell Regional Vocational Technical School District, its agents, servants, employees, officers, representatives, and members of its School Committee as additional insured in an amount of not less than \$1,000,000 combined single limit for bodily injury (including death) and property damage, and to execute a release and indemnity agreement on a form to be provided by the District. A copy of the insurance binder shall be delivered to the Business Office no later than **10** days before the event. A permit will be issued upon receipt of payment and insurance binder.

## **APPLICANT RESPONSIBILITIES**

1. Applicant agrees to enforce local and state safety regulations including:
  - No smoking on school property.
  - All aisles, passageways and exits are to be kept clear at all times.
  - No flammable decorations are to be used.
  - Use of alcoholic beverages on school premises is prohibited.
2. Authorized organizations are totally responsible for the actions of all participants involved in organization activities. Applicant assumes full responsibility for any and all damages and any unusual activities to school property that necessitates extra custodial assistance over and above normal wear and tear occurring during their event.
3. Applicant assumes full responsibility for collection and payment of any Federal or State tax added to the admission charge.
4. Supervisor and/or those in charge of event using school property shall not depart until their entire group has left the premises. He/she must also notify the security guard upon admission to and exiting from the Greater Lowell Regional Vocational School property.

5. All parking regulations must be followed and all **fire lanes must be free from parked cars.**
6. No collection of money is allowed at the entrance gate of the school for safety reasons.
7. All school-use permits are non-transferable. Any misuse of said permit will result in permanent organization suspension.
8. Applicant agrees to assume the following financial obligations upon assessment by the Superintendent-Director or his/her designee.
  - **Police Protection** - One or more officers as determined by school officials and Police Department. Organizations to make direct application and payment to the Tyngsboro Police Department. .
  - **School Personnel Service** - Financial obligations for all school personnel services (except Police) shall be paid in full no later than 10 days before event. Check must be made out to the Greater Lowell Regional Vocational Technical School District.
  - **The District** will determine the staffing requirements based on the submitted application. An invoice will then be sent to applicant depicting the current contractual rate for all member units, e.g. security, custodial, groundskeepers, etc. (4 hour minimum)

### **FACILITIES**

The Greater Lowell Regional Vocational Technical School District may waive the rental fees for the use of the gym or fields for any duly organized charitable organization within the District or any member community that wishes to use the school facilities for recreational purposes providing, however, that said group maintains insurance coverage in accordance with the District's Use of School Facilities Policy. In addition, a Lowell, Dracut, Dunstable or Tyngsboro non-profit organization may be granted the use of the Greater Lowell Regional School Facilities at the discretion of the Superintendent-Director or his/her designee at 1/2 the normal rental charge. The following schedule of fees will prevail for the use of facilities by organizations that do not qualify for rental free use:

### **INCLUSIVE TIME**

Time of entry of first person into building to time of departure of last person, plus clean-up time.

<b>All Rates are per hour</b>	<b>IN DISTRICT</b>	<b>OUT OF DISTRICT</b>
AUXILIARY GYM	\$20.00	\$40.00
GYMNASIUM	\$50.00	\$100.00
LECTURE HALL	\$50.00	\$100.00
MALL AREA	\$30.00	\$60.00
POOL	\$60.00	\$80.00
BASEBALL           Min. 3 hrs	\$15.00	\$40.00
SOFTBALL           Min. 2 hrs	\$15.00	\$40.00
PRACTICE SOCCER   Min. 2 hrs	\$15.00	\$40.00
VARSITY SOCCER   Min. 2 hrs	\$25.00	\$60.00
FOOTBALL           Min. 4 hrs	\$60.00	\$120.00
TENNIS COURT*	\$10.00	\$15.00

*\*Participants required to sign Release and Indemnity Agreement*

**Additional \$75.00 Charge for lining of Baseball & Softball Field (All Rates Are Subject To Change)**

## **POOL FACILITIES SAFETY AND STAFFING**

1. For safety, insurance and facility protection, certified copies of lifeguard certifications are required and lifeguards must attend all events. A signed "Swimming Pool Certification Agreement" is also required acknowledging your understanding of the requirements. (see attached)
2. All requesting groups must furnish adequate adult supervision for each event.
3. A **maximum of fifty** persons using the pool at one time. The school will furnish lockers dressing areas and showers which will be included in the hourly rate.
4. Other area charges to be determined on an individual basis by the Superintendent-Director or his designee.
5. The permit to use the facilities will be "**null and void**" if the appropriate staffing is not in attendance at each event.

**NOTICE OF CANCELLATION** shall be given by calling the Business office at 978-441-4902 no later than 2:00 P.M. on the day before the event. Organizations will be responsible for minimum labor charges if the event is canceled without proper notification as outlined above.

## **INCLEMENT WEATHER/FIELD CONDITIONS**

When the weather is inclement and the field is too wet to play without maintenance to the field first, your team will be called by District personnel to cancel your use of the field for that day and the field will be posted as *closed* to all play. The decision of the District to close a field *is final* and is not subject to discussion. In the event you have a question about the fields condition prior to arrival please call the **Security phone line at 978-441-4995** and leave a message and your call will be returned.

## **FIELD MAINTENANCE**

All field maintenance will be done by the groundskeepers at Greater Lowell Technical School.

## **Commonwealth of Massachusetts: Anti-Hazing Law Chapter 269: Section 17**