

Amesbury Public School Regulations Governing Use of Facilities:

1. Requests (applications) for school building and/or athletic field use must be submitted online through our event scheduling software.
2. All applications submitted must be reviewed and approved by the Director of Finance and Operations.
3. The user/requester shall provide necessary police and fire protection as per City ordinances, or as required by the Amesbury Public Schools.
4. Only such facilities as have been requested and approved on the application shall be made available to the user/requester.
5. The cafeterias, gymnasiums, auditoriums, or other school rooms shall not be made available to the user/requester on school days for any preparation or performance before 4:30 pm without the consent of the Director of Finance & Operations and building principal, with the exceptions of approved after school programs & community based after school programs/activities approved by the Superintendent
6. Arrangements must be made in advance with the office of the school building and the building maintenance technician if preparations are to be made earlier than the day of the requested event
7. Anyone considering the possibility of renting the cafeterias, gymnasiums, auditoriums, or other rooms, and who wish to enter the building to take measurements or survey other arrangements, must make arrangements with the Director of Finance & Operations or designee.
8. Decorations must be fireproof as required by law. No decorations shall be attached to walls, ceilings, or stage draperies in any manner whatsoever, except by special permission of the building maintenance technician or the Director of Facilities.
9. **THERE SHALL BE NO SMOKING OR USE OF TOBACCO PRODUCTS OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND IN THE BUILDING OR ON SCHOOL GROUNDS.**
10. There shall be no refreshments sold or consumed on the premises except in the areas designated by the Director of Finance & Operations.
11. In the Auditorium, there shall be no changes in lighting, sound or stage equipment arrangements, unless permission has been granted by the Director of Amesbury Community Television. The Technical crew shall supervise the set up and use of the sound booth, lighting, and all sound and stage equipment.
12. District Food Service employees are only on duty to supervise the use of the kitchen and equipment.
13. All non-school related users must submit a CERTIFICATE OF INSURANCE LIABILITY naming the Amesbury Public Schools as additional insured. The Organization/Event Sponsor maintains Commercial General liability coverage of at least \$1 million per occurrence. A Certificate of Insurance endorsed to name the Amesbury Public Schools, as an additional Insured, will be provided before any approval of facility use.
14. All applicants for use of Amesbury Public Schools facilities shall hold the Amesbury Public School District free and without harm from any loss or damage liability or expense that may arise during or caused in any way by such use of occupancy of these facilities.
15. Applications for seasonal or long-term use, (e.g., basketball leagues, scouting, after school programming) should be submitted as soon as possible at the beginning of the school year. Decisions regarding use will be made on a first-come, first-serve basis and soon after the opening of the school year. The Fee Categories list as referenced in paragraph 1 will serve as the priority order for facility usage. Individual requests will also be handled on first-come, first-serve basis according to the Fee Category Priority and availability after seasonal/long-term applications are addressed.
16. During the school day, facilities may not be used prior to 4:30pm with the exceptions of the after-school programs and community based after school programs/activities approved by the Superintendent.
17. People or organizations renting the facilities shall clear their equipment at the end of their function. The applicant and organization shall be held responsible for the proper use of facility, for the conduct of the persons attending, and shall see to it that the activities are confined to the areas requested and the hours agreed to in the Use of Facilities application. In the event, that property loss or damage is incurred during such occupancy of district facilities, the amount of damage shall be decided by the Director of Finance and Operations or designee. A bill for damages will be presented to the individual or group using or occupying the facilities during the time loss or damage was sustained. Additional maintenance personnel charges may be incurred if a maintenance technician is assigned to supervise clearing away anything left behind the following day.
18. Any requests for waivers of fees must be addressed by the Director of Finance and Operations.

All educational, non-academic programs, activities and employment opportunities at the Amesbury Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or, disability, and any other class or characteristic protected by law.