HOLBROOK PUBLIC SCHOOLS File: KF-E

REQUEST FOR USE OF SCHOOL FACILITIES

CENTRAL OFFICE 245 SO. FRANKLIN STREET HOLBROOK, MA 02343 TEL. 781-767-1226 FAX: 781-767-1312

1 NAME OF ORGANIZATION: _____

2 NAME OF PERSON IN CHARGE: _____ EMAIL: _____

3 ADDRESS: _____ 4 TELEPHONE: _____

5 DATE(S) REQUESTED TIME (START-END) DAY OF THE WEEK

_____ _____ _____

_____ _____ _____

_____ _____ _____

6 SCHOOL REQUESTED: _____

7 FACILITY REQUESTED: * *NO FOOD OR DRINK PERMITTED IN THE GYMNASIUM OR AUDITORIUM AT ANY TIME* *

_____ AUDITORIUM _____ FIELD

_____ CAFETERIA/CAFETORIUM _____ GYMNASIUM

_____ CLASSROOM(S) _____ LIBRARY

_____ COMPUTER LAB _____ OTHER (please specify)

_____ KITCHEN _____

8 TYPE OF ACTIVITY: _____

9 APPROX. # OF PEOPLE ATTENDING: _____ PRICE OF ADMISSION/PARKING _____ *(if applicable)*

10 EQUIPMENT DESIRED: SERVICES NEEDED:

_____ PUBLIC ADDRESS SYSTEM _____ CUSTODIAN

_____ SPOTLIGHTS _____ POLICE

_____ CHAIRS _____ # NEEDED _____ FIRE

_____ TABLES _____ # NEEDED _____ CAFETERIA WORKER

_____ MISCELLANEOUS (*Please indicate*) _____

PLEASE READ "RULES AND REGULATIONS GOVERNING FACILITIES"

I have read the Conditions of Use and accept responsibility for the sponsoring group (see attached). I/We agree to pay the use of facility fee upon approval (before the event takes place) **unless other arrangements have been agreed upon.**

Requesters must give 7 day notice prior to using the facility and 48 hr. notice for cancellations."

↓ MUST BE PROVIDED BEFORE EVENT ↓ *No last minute requests will be permitted*

The user of the facility will hold the Town of Holbrook and all its agents and representatives harmless from any problem resulting from the use of the premises. The user must have insurance coverage to cover any personal and/or property claims from the event. The insurance policy must carry $1 million in public liability naming the HPS as "Additional Insured". A copy of said policy must be produced prior to the event. The user of the facility agrees to indemnify the Town of Holbrook for any damages as the result of the use of the premises.

The Holbrook Pubic Schools reserves the right to cancel any permission whenever, in its discretion, such cancellation seems advisable.

_____ _____

Signature of Person in Charge *Date*

_____ _____

Approval of Principal *Date*

_____ _____

Approval of Athletic Director *Date*

_____ _____

Approval of Director of Facilities *Date*

_____ _____

Approval of Superintendent of Schools *Date*

COMPLETED COPY OF THIS FORM MUST BE SENT TO CENTRAL OFFICE FOR APPRIVAL OF THE SUPERINTENDENT PRIOR TO INTENDED USE

NOTE: Upon approval of this request, THIS FORM WILL BECOME A BINDING CONTRACT.

HOLBROOK PUBLIC SCHOOLS

Facility User Groups

The Holbrook Public School Committee recognize the PreK-12 building under their jurisdiction provides large and diversified meeting places within the community. The new complex represents a significant capital investment and the costs of operational and maintenance, including utilities takes an ever-increasing amount of limited funds available to the Holbrook Public Schools.

All organizations wishing to use school facilities will be expected to share in these costs. School events take priority in scheduling any use of our buildings, followed by town elections and voting, school affiliated programming, other town government activities, and town based groups. Generally, scheduling will be done on a first come, first served basis, however needs of the school and/or town government will take precedence and the Holbrook Public School reserves the right to bump groups if necessary.

Those requesting use of facilities will fall into one of three groups each with different responsibilities regarding fees and cost reimbursements. They are described below.

Group 1

Group 1 is exempt from any facility use fees or any requirement to reimburse for costs incurred by Holbrook Public Schools related to the facility use.

Group 1 consists of the Holbrook Public Schools and related groups including the School Committee and school organizations (i.e. school councils, advisory groups, school teams and clubs).

Groups included in Group 1 that collect a fee or raise funds that are held by that group (not by HPS) will be required to reimburse for costs incurred by Holbrook public schools related to facility use such as custodial and kitchen staffing, supervision, etc.

Group 2

Group 2 is exempt from any facility use fee but is required to reimburse costs incurred by the Holbrook Public Schools related to facility use such as custodial and kitchen staffing, supervision, etc.

Group 2 consist of other Holbrook based organizations including Town of Holbrook departments, Holbrook sports programs and activities along with town civic organizations that are registered non-profit organizations (proof will be required).

A Holbrook based group is defined as one which has more than 50% of it's members or participants as Holbrook residents.

Group 3

Group 3 must pay fees according to the fee schedule in addition to reimbursing costs incurred by the Holbrook Public Schools related to facility use such as custodial and kitchen staffing, supervision, etc.

Group 3 consists of organizations outside of Holbrook and all for-profit organizations.

**USE OF FACILITY FORMS MAY BE PICKED UP AT CENTRAL OFFICE, ANY SCHOOL BUILDING OR ONLINE AT www.holbrook.k12.ma.us). ALL USE OF FACILITY FORMS MUST BE RETURNED TO THE CENTRAL OFFICE.

HOLBROOK PUBLIC SCHOOLS
FEES FOR USE OF FACILITIES

JOHN F. KENNEDY ELEMENTARY SCHOOL

*Groups 1-3 no charge	Fee
Gymnasium	$100/hour
Cafetorium	$80/hour
Kitchen	$60/hour
Library	$100/hour
Classroom(s)	$60/hour

HOLBROOK MIDDLE-HIGH SCHOOL

Gymnasium	$150/hour
Combine Gymnasium	$200/hour
Cafeteria	$100/hour
Kitchen	$80/hour
Auditorium	$150/hour
Library	$100/hour
Classroom(s)	$60/hour
Locker Rooms	$25/hour
Football Field	$300/hour
Field Lighting	$ 20/hour
Softball Field	$250/hour
Baseball Field	$250/hour
Soccer Field	$300/hour
Track	$300/hour
Concession Stand	$60/hour

HOLBROOK PUBLIC SCHOOLS

RULES GOVERNING THE USE OF SCHOOL FACILITIES

All groups using Holbrook facility must understand and follow these guidelines for a safe event:

1. All users are required to fully complete a Use of Facility form. The applicant granted the Use of a School Facility shall assume responsibility and full liability for any loss or damage to school property or equipment. The Holbrook Public Schools requires prior assurance that there will be adequate and responsible adult supervision. If adequate adult supervision is not assured, HPS will provide additional supervision at an added cost.
2. Permits will not be issued to minors or to any individuals or groups unable to assume full liability. The applicant agrees to defend, indemnify, and hold the Town of Holbrook, together with their boards, commissions, committees, agents, employees, designees, successors, and assigns harmless from and against any and all claims, including but not limited to claims for personal injury or property damage, suits, demands, actions ,damages, losses, liabilities, proceedings, litigation costs and expenses, including without limitation attorney's fees that may arise out, are in connection with, or in any way relate to the applicant's use of school facilities, grounds, and equipment. Users must provide a policy or certificate of liability insurance in a minimum amount of $1,000,000.
3. Facilities will not be available if there are any conflicts with school activities or during school closings due to shut downs, holidays or other needs of the Holbrook Public Schools. In the case of school cancellation, unplanned dismissal or cancellation of school due to whether or other emergency, all scheduled activities will also be cancelled.
4. If a change in the request needs to be made, it MUST be reported to the central office one week prior to prevent incurring additional fees as our workers are scheduled in advance.
5. A principal, Athletic Director, administrator or the Superintendent may at his/her discretion require police coverage in the interest of safety. Non-School events expecting greater than 200 attendees will require a police detail. Fire details may also be required as determined by the Holbrook Fire Department. Holbrook Public Schools will contact the Holbrook Police and Fire Departments directly for arrangements. Any fees will be paid by the facility user.
6. At the start of any event, persons conducting the event will announce exit location to occupants and guests.
7. Crowd managers will be assigned for all events at a ratio of 1 manager per 250 guests.
8. Any events requiring the kitchen will require a kitchen worker to be present. The user will pay for a minimum of three hours of service at the current contractually specified rate.
9. If required, user will pay for custodial time for a minimum of three hours of service at the current contractually specified rate.
10. NO food or drink is allowed in the gym or auditorium at any time with the exception of water.
11. No person is to participate in activities on gym floors unless they are wearing sneaker-type footwear that will not mark or damage the floor must be worn.
12. Members of the Holbrook Public School's administration or their representatives must be permitted to attend the event and be present on school property at any time during the event.
13. Per Massachusetts General Laws, there shall be NO SMOKING, No Alcoholic Beverages or Controlled Substances in any school building or on any school property.
14. Children must be supervised at all times by adults.
15. Permission for use of school complex and grounds does not constitute an endorsement of any organization, the beliefs of an organization or group, the expression of any opinion regarding any political candidate or the expression of any opinion concerning any issue.
16. The Superintendent reserves the right to enter into alternative contract arrangements and/or extended agreements and to waive fees.
17. NO DOGS are allowed on any athletic fields. (Exceptions can be made for service animals.)

Approved:
Amended: 12/21/2017