North Reading Public Schools

Facility Use Frequently Asked Questions

1. Who can I contact for questions regarding certain area for rent in the North Reading Public Schools?

General Questions: Rosaly MacKillop, 978-526-5252 or rmackillop@nrpsk12.org.
Use of Gymnasiums and Athletic Facilities: Laura DiBacco, 978-526-5291 or ldibacco@nrpsk12.org.
Use of the Distance Learning Lab and Performing Arts Center: Allison Kane, 978-526-5408 or akane@nrpsk12.org.

2. How do I go about setting up an on-line account so that I may request/reserve space with the North Reading Schools?

Please refer to the following link to access instructions on how to create and account and reserve space: Community Use Instructions

3. Where can we find the rules and regulations document?

The rules and regulations document can be found on the school district's website https://www.north-reading.k12.ma.us/ under "Facility Rentals". It is the responsibility of the renting organization's onsite representative to have a copy of the rules and regulations available at all times. Clicking on the following link will take you to the document: Rules and Regulations

4. Where can you find the user fee schedule?

The user fee schedule can also be found on the school district's website https://www.north-reading.k12.ma.us/ under "Facility Rentals". Clicking on the following link will take you to the document: North Reading Facility Rental User Fee Schedule

5. How is a Custodian detail assigned to an event and when is a custodian required?

The following conditions require the assignment of a custodian: weekends, special events where food and beverages will be served, and the number of anticipated attendees. The custodial charge will be at a minimum of 3 hours. The event details are reviewed once booked in School Dude by the Area Coordinator at the School Department who oversees that space, and if necessary, a custodian will be assigned if previously not selected by the booking

Organization. A minimum of 24 hours' notice must be given for any cancellations or the booking Organization will be responsible for the custodial charge.

6. How is technical support assigned to an event and when it is this required?

When requesting an event if the use of video and audio equipment in the space is required a school approved Technician must be assigned to work the event. Please list what technical support and any technology needs to cover your event in the comments section.

7. Who is responsible for obtaining the required police and fire details when one is required?

Police and fire details are required when 200 or more people are in attendance. The renting organization in charge of the event is responsible for contacting the Fire or Police Department to schedule the detail when one is required. The Police Department can be reached at 978-357-5019 and the Fire Department can be reached at 978-664-3112. More specific information can be found in the rules and regulations document on the school district's website.

8. Who is responsible for assigned food service staff and when is the food service staff required to work an event?

If the event requires use of one of the School's kitchens, the district's food service staff must be present and will be assigned by the Food Service Director. Kate Filteau, the Food Service Director, can be reached at 978-526-5274. Additional information can be found in the rules and regulations document available on the school district's website. A minimum of 24 hours' notice must be given for any cancellations or the booking Organization will be responsible for the food service staff charge.

9. If food is going to be served, is a food service permit required?

If food will be served, the renting organization should contact the North Reading Board of Health Department to determine if a food permit will be required. The Board of Health Department can be reached at 978-357-5242.