



AVON PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT

APPLICATION FOR FREE USE OF SCHOOL PROPERTY

Submit at least 2 weeks before the event

1 ORGANIZATION INFORMATION

APPLICATION DATE

ORGANIZATION NAME

CONTACT NAME

PHONE / EMAIL

2 SCHOOL BUILDING AND SPACE REQUESTED

BUTLER ELEMENTARY SCHOOL

☐

Gymnasium

☐

Cafeteria

☐

Auditorium

☐

Other

Other space

AVON MIDDLE-HIGH SCHOOL

☐

Gymnasium

☐

Cafeteria

☐

Auditorium

☐

Other

Other space

3 EVENT DETAILS

REQUESTED DATE(S)

EVENT TIME

FROM

TO

INTENDED USE

SPECIFIC NEEDS

☐

Tables

☐

Chairs

☐

Podium

☐

Microphone

☐

Other

BEFORE SUBMITTING

Review the attached rules, complete the applicant acknowledgement on page 5, and return this form to the School Principal.



AVON PUBLIC SCHOOLS

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INTERNAL REVIEW AND APPROVAL

For Avon Public Schools office use only

APPROVAL ROUTING

FACILITIES COORDINATOR	☐ Approved	☐ Disapproved	☐ N/A	INITIALS 	DATE
ATHLETIC DIRECTOR	☐ Approved	☐ Disapproved	☐ N/A	INITIALS 	DATE
CAFETERIA MANAGER	☐ Approved	☐ Disapproved	☐ N/A	INITIALS 	DATE
MUSIC DIRECTOR	☐ Approved	☐ Disapproved	☐ N/A	INITIALS 	DATE
PRINCIPAL	☐ Approved	☐ Disapproved		INITIALS 	DATE
SUPERINTENDENT	☐ Approved	☐ Disapproved		INITIALS 	DATE

STAFFING AND PERSONNEL CHARGES

STAFF MEMBER(S) ASSIGNED

PERSON(S) SUBJECT TO HOURLY FEE

PERSONNEL FEE

Up to \$40.00 per hour for custodians, cafeteria staff, or other school employees, as necessary.



RULES GOVERNING USE OF SCHOOL FACILITIES

Please retain for your records

- 1 School Activities Take Precedence**

School activities or activities related to the school or school organizations shall have precedence. Use by non-school groups must not interfere with school purposes.
- 2 Reservation Changes**

Reservations may need to be relinquished if requests are received for rentals, plays, annual celebrations, installations, or similar events that cannot otherwise be scheduled.
- 3 Fees**

Organizations subject to payment will be assessed according to the fee schedule established by the Avon School Committee.
- 4 Advance Requests**

Requests should be submitted at least two (2) weeks before the desired date using this application.
- 5 Responsibility for Damage**

Organizations granted use shall provide adequate protection for lives and property, be responsible for property damage, and assume liability for injuries occurring.
- 6 Police Protection**

Police protection must be furnished by and at the expense of the organization when required by law or at the discretion of the Principal.
- 7 Supervision**

Children may not enter before an adult supervisor, who must be at least eighteen (18), arrives. Children must not remain in the building without adult supervision. Custodians will enforce this regulation.
- 8 Youth Supervision Ratio**

The number of supervisors should be proportionate to attendance. One (1) adult for every fifteen (15) children is recommended.
- 9 Building Entry and Exit**

A responsible officer of the organization shall contact the custodian when entering and again when leaving.

10 FACILITY USE FEES

Gymnasium	\$200	Classroom	\$75
Auditorium	\$200	Library	\$150
Cafeteria	\$100	Computer Room	\$150
Cafeteria & Kitchen	\$150	Custodial/cafeateria/other staff: up to \$40 per hour	



RULES GOVERNING USE OF SCHOOL FACILITIES

Continued

11 Reports

If the building is left in an unsatisfactory condition, the custodian will report the matter to the Principal, who will send a written report to the Superintendent. Future use may be denied.

12 Cafeteria and Kitchen

Food, ice cream, or beverages may not be sold, distributed, or consumed outside the kitchen, cafeteria, concession stand, and adjoining athletic-wing foyer unless specifically approved by the Principal.

When cafeteria or kitchen areas are used, a school custodian or cafeteria manager shall be present and supervise unless waived by the Building Principal. Use of kitchen equipment, dishes, or silverware requires supervision by an Avon School Department staff member unless waived.

Facilities must be left as found. The renting organization must pay for damaged equipment. Dishes and silverware are generally limited to school-related and PTA functions; local organizations require specific permission and responsible school personnel must perform proper washing and rinsing.

13 Storage, Lighting, or Equipment

Only a person authorized by the Building Principal may use equipment requiring special knowledge or skill, including stage lighting, PA systems, technology, or other designated equipment.

14 Smoking and Controlled Substances

Tobacco products, including cigarettes, cigars, chewing tobacco, snuff, electronic cigarettes, electronic cigars, electronic pipes, and similar vapor or aerosol products, are prohibited at all times in school buildings, facilities, grounds, buses, and school-sponsored events. Possession of marijuana is illegal on school grounds.

15 Alcoholic Beverages

Selling, dispensing, consuming, or possessing alcoholic beverages is prohibited on school premises. A person under the influence of intoxicants will not be admitted.

Students may not use, consume, possess, buy, sell, or give away alcohol, tobacco or vapor products, marijuana, steroids, or controlled substances on school property or at school functions. A student under the influence before or during a school-sponsored activity will be barred and may face disciplinary action.

PAYMENT REMINDER

All facility fees and personnel charges must be paid in full upon approval of the application.



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RULES, PAYMENT, AND APPLICANT AGREEMENT

Complete the acknowledgement below

16 Gambling

Games of chance contrary to the laws of the Commonwealth of Massachusetts are not permitted in any school building.

17 Rights of School Authorities

The Avon School Committee, Superintendent, and School Principals reserve the right to change rules, regulations, and rental charges without notice and to revoke previously granted permission for any reason they deem sufficient.

18 Access

Permission to use school property does not exclude School Committee members, the Superintendent, or authorized representatives. They shall have full access to all parts of the building and grounds at all times.

19 Regularly Scheduled Use

Regularly scheduled facility or bus use is limited to organizations consisting primarily of Avon students and primarily identifiable with the Town of Avon in an official or unofficial way.

20 Payment of Fees

Checks or other payments must be payable to the Town of Avon and sent to: Avon Public Schools, Office of the Superintendent, Patrick Clark Drive, Avon, MA 02322.

Facility and personnel charges must be paid in full upon approval of the application.

APPLICANT ACKNOWLEDGEMENT

I/We understand, accept, and agree to abide by the Rules Governing the Use of School Facilities.

☐ I/We agree to the rules and payment requirements stated in this application.

NAME / SIGNATURE

DATE

AFFILIATION WITH ORGANIZATION

CONTACT NUMBER