



Spencer-East Brookfield Regional School District

Office of the Superintendent
306 Main Street, Spencer, Massachusetts 01562
Telephone (508) 885-8500 * Fax (508) 885-8504
www.sebrsd.org

FACILITY USE APPLICATION

Return completed application to: Denise Avolese, avoleded@sebrsd.org
All requests must be submitted a minimum of two weeks prior to the event to allow for coordination.

Organization Name: _____
Event/Function: _____
_____ Est. Number of Participants: _____
Contact Person(s): _____ Phone Number: _____
Mailing Address: _____
Email Address _____
Date(s) Requested: _____ Time Requested: _____

School Requested:

- East Brookfield Elementary Wire Village Elementary Knox Trail Middle David Prouty High

Areas Requested:

- Gymnasium Cafeteria w/Kitchen Staff DPHS Baseball Field (lower) Field Lighting
 Auditorium Library DPHS Practice Field (lower) Other Location: (specify): _____
 Classroom DPHS Soccer Field (upper) Athletic Fields (EB, WV, KT) _____
 Cafeteria DPHS Football Field (mid) Field House/Snack Shack _____

Special Requests: _____

Additional Requirements:

1. Is the activity open to the general public? Yes No
2. Is the organization a registered non-profit? * Yes No
3. Will admission fees be charged: Yes No

*A copy of the 501(c) must be provided

In consideration for the use of facilities owned or operated by the Spencer-East Brookfield Regional School District, the undersigned organization hereby releases and holds harmless the Spencer-East Brookfield Regional School District and its employees, agents and volunteers (collectively "the District") from and against any and all injuries, damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the use of such facilities by the undersigned organization or its employees, agents or volunteers, and further agrees to indemnify the District from and against any and all injuries, damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) by third parties arising out of or in connection with the organization's or its employees' agents, or volunteers activities on or about the rented premises.

I have read this contract and all of its attachments and the regulations for the use of the Spencer-East Brookfield Regional School District property, and accept the responsibility for payment of fees, the observance of all regulations, and all terms hereof.

Requestor Signature: _____ Date: _____

For District Use Only <input type="checkbox"/> CORI Provided <input type="checkbox"/> General Liability Policy Provided <input type="checkbox"/> 501© Provided	
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved <input type="checkbox"/> Rental Charge <input type="checkbox"/> Custodial/Staff Charges <input type="checkbox"/> Ancillary Charges	
Special Notes: _____	
Signatures:	
Athletic Director (where appropriate): _____	Date: _____
School Principal: _____	Date: _____
Executive Assistant to Superintendent of Schools: _____	Date: _____
Superintendent of Schools: _____	Date: _____
DISTRIBUTION: <input type="checkbox"/> Requester <input type="checkbox"/> School <input type="checkbox"/> Facility/Grounds	

The Spencer-East Brookfield Regional School District encourages the use of school facilities for educational, charitable, recreational and civic purposes, sponsored by recognized, responsible organizations. It is committed to ensuring that all of its programs and facilities are accessible to the public. The Spencer-East Brookfield Regional School District's Policy of non-discrimination will extend to all students, staff, the general public and individuals with whom it does business, and will apply to race, color, national background, religion, sex, disability, pregnancy, pregnancy-related conditions, economic status, political party, age, handicap, sexual orientation, gender identity, homelessness and other human differences.



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FACILITY USE

WHAT YOU NEED TO KNOW

ENCLOSED: ❶ Regulations Governing Use of Facilities ❷ Use of Facilities – Group Classifications
❸ Facility Use Fee Schedule ❹ Facility Use Application ❺ CORI Request Form

Please review the attached policies and regulations and return completed applications, along with required documents, to the Facility Use Coordinator at the SEBRSD Administrative Building.

COMMUNITY USE OF DISTRICT FACILITIES

The regulations highlighted below are part of the agreement between the requesting organization and the Spencer-East Brookfield Regional School District. For a complete listing of regulations, please refer to the *Regulations Governing Use of Facilities* attachment.

- **Applications must be submitted a minimum of 2 weeks prior to requested event dates** to allow for coordination, approval and CORI background checks.
- Applications must include all supporting documentation and are approved on a first-come, first-served basis.
- Parking is permitted in parking lots only. Parking in designated fire lanes, on the grass, athletic fields or other marked areas is prohibited. Pets are not permitted on school grounds.
- A custodian or other school staff member must be on the premises at all times when a school building is open. Staff is not responsible for supervising groups or activities.
- Children must not be left unattended. Adult supervision by the contracted organization is required at all times to maintain control of the behavior of all participants and ensure that all participants remain in the designated area.
- Any changes to approved time slots must be coordinated with the Facility Use Coordinator with advanced notice.
- No area other than that approved for use on the application shall be used.

APPLICATION REQUIREMENTS - WHAT YOU NEED TO PROVIDE

Requests will not be considered without the following:

- Completed and signed Facility Use Application
- Copy of requesting organization's General Liability Policy
- Proof of 501 (c) non-profit status, if applicable
- Completed CORI Check form (with a copy of photo ID) for each adult representing the requesting organization that wishes to gain entry to school property



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Regulations Governing Use of Facilities

1. The use of school-sponsored activities will have priority over use by outside organizations. Per M.G.L. (c) 71, § 16 (r), no use may interfere with the educational programs being conducted at the school.
2. Mass. General Laws require obtaining **Criminal Offender Record Information**, (CORI) for all volunteers and others who have direct and unmonitored contact with children. This includes volunteers, chaperones, coaches, etc. Please copy and distribute the attached CORI form to all adults who will be assisting you. Delay in returning CORI requests may result in cancellation of building usage permit and no person who fails to be cleared by the Superintendent of Schools following submission of the form will be allowed on school premises.
3. Mass. General Law prohibits smoking and alcoholic beverages on school property.
4. A Certificate of Insurance, with limits of at least \$1,000,000 Bodily Injury and Property Damage Liability per occurrence \$2,000,000 aggregate, must be submitted as evidence of insurance coverage at least seven (7) days in advance of the event, and must designate both the using organization and the Spencer-East Brookfield Regional School District as insured and not merely as certificate holders. The absence of such a certificate will preclude use of the facility. If the organization does not have General Liability coverage, coverage can be obtained through the District's insurer under a Special Events program.
5. In compliance with Massachusetts General Laws, the school committee prohibits firearms and other dangerous weapons in schools and adopts the statutory definitions of a firearm and other dangerous weapons in addition to any definitions it may include in its student-parent handbook.
6. Hazing of students is prohibited by state law and is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of a student.
7. In accordance with Massachusetts state law *An Act Relative to Cardiopulmonary Resuscitation Certification for Athletic Coaches*, (M.G.L. (c) 361 §§ 1-2), all coaches must be CPR certified. All organizations with athletic coaches must submit a signed CPR Statement of Acknowledgment.
8. All facility-use application must be submitted a minimum of 2 weeks prior to requested dates to allow for coordination and approval. Applications are processed on a first-come, first-served basis. Any requests received without the required supporting documentation will not be submitted for approval until all required documents have been received. No space shall be reserved until the application is approved by the Superintendent of Schools or his/her designee.
9. Organizations with sub-groups or teams (such as sports teams) will be required to submit ONE facility-use request form at the organization level for each requested property. Once the form has been approved, it is the responsibility of the organization to determine and distribute the allotted time/space amongst their organization's teams.
10. A custodian or other school staff member must be on the premises at all times when a school building is open for access, security and to operate lights.
11. No other area than that approved for use on the application shall be used. Information on classroom black, white or bulletin boards shall not be disturbed or erased. No school material or furniture may be used without permission of the Superintendent. For any major function requiring the use of a stage with scenery, the facility must be requested with additional time to allow setting up and dismantling of the scenery.
12. Gaming (e.g. gambling, raffles, lotteries, bingo or other games of chance), consumption of alcoholic beverages, smoking, or the possession of weapons, intoxicants and illegal chemicals or substances in school buildings or on school property, including school parking lots, is prohibited. Gaming shall only be permitted with school committee approval.
13. No food or beverages will be permitted without permission of the building principal. A member of the cafeteria staff must be present when the kitchen facilities are used.
14. Requests will be approved only for the type of activity for which the location is intended.
15. It is the responsibility of the renting organization to leave the facility in the same condition in which it was found. Setup and teardown of any authorized equipment shall be done by the renting organization.
16. Renters will assume full responsibility for the proper use of facilities and for payment of damages.
17. Renting organizations may not share with or assign, sublet or transfer the use of the facility rental to another organization without written permission from the Superintendent.
18. All groups must have a first aid kit onsite with them at all times. There will be no access to school nurse facilities.
19. All activities shall conclude with sufficient time to vacate the property by the end of the authorized time slot. Additional charges may be incurred for failure to vacate on time.



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20. No pets or animals other than service dogs shall be permitted inside the school facilities or on school property, unless prior approval has been received by the Superintendent of Schools.
21. School, Town and State fire and safety regulations must be observed at all times.
22. Parking is permitted in parking lots only. Parking in designated fire lanes, on the grass, athletic fields or other marked areas is prohibited.
23. Adequate police protection will be required for certain events. A minimum of one policeman will be required for any event involving 100 or more children above the age of 12, or any event involving more than 100 adults. Additional police supervision, as determined by the Superintendent of Schools, may be required. All organizations must arrange and pay for police services directly through the local Police Department.
24. Children must not be left unattended. Adult supervision by the contracted organization is required at all times to maintain control of the behavior of all participants and ensure that all participants remain in the designated area.
25. Functions must end by 10:00 p.m., except by special arrangements with the Superintendent of Schools.
26. If school is closed due to inclement weather or other emergency, all events and activities will be cancelled. It is the organization's responsibility for rescheduling.
27. Facility rentals are unavailable during holidays, school vacation weeks (first day of vacation through the last day of the following weekend) and also on early-release days.
28. A thirty-six (36) hour notice (Monday through the close of business on Friday) will be required in the event of cancellation; otherwise the applicant will be responsible for the custodial and facility rental fees.
29. School personal properties, such as projectors, recorders, amplifying units, etc. are not included in the rental contract.
30. Fees associated with the use of facilities will vary contingent upon the nature of the sponsoring group and the activity. The Superintendent reserves the right to modify or waive fees when, in his/her judgment, circumstances so warrant.
31. All organizations may be charged custodial and ancillary fees, in addition to rental fees. Refer to School Rental Fee Schedule for definitions and applicable fees. Additional charges will apply for excess clean up.
32. Fees are due upon completion of event. Invoices will be sent once custodial & ancillary fees have been determined. Failure to pay fees will result in denial of future requests.
33. All non-profit organizations must provide proof of 501(c) status or letter of determination from the IRS verifying non-profit status in order to qualify for non-profit rental rates.
34. The Spencer-East Brookfield Regional School District is not responsible for any personal property present or left on the premises.
35. The Superintendent of Schools or his/her designee reserves the right to refuse the use of facilities to any group that has violated any condition, rule, regulation or guideline concerning the use of the premises in the past or which has otherwise abused this privilege.

The individual signing the application agrees to the regulations and terms outlined herein and hereby assumes responsibility for any accidents, injury or damages that may occur to the building or equipment made available to him/her and their organization, and for any repairs required as a result of same. Accidents or damages that occur during the use of a school facility must be reported to the principal or designee within 24 hours.



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Use of Facilities – Group Classifications

Group A: School/District Sponsored Activities

School/District Groups: Any group meetings or functions (organized by school-district staff) for classroom students attending the Spencer-East Brookfield Regional School District and their families.

Town Department Related: A department, board, committee, or commission that is subject to appropriation by Town Meeting or exists as a requirement of state statute or by virtue of a town bylaw. An extension of this includes organizations, which, in the good faith judgment of the Superintendent, are independent from government structure, but are integral to the function or operation of the Town.

Recognized Parent Groups: Parents who formally organize as a Parent Teacher Organization or Parent Teacher Student Organization within the District, with or without the acronym in their title will be treated as a Town Department. Although these groups may or may not be nonprofit organizations, formed by parents, and independent of public schools and control by schools, school district, and school employees, their mission is to support and fund enrichment and curriculum standards for classroom students attending the Spencer-East Brookfield Regional School District. This definition includes, but is not limited to, the booster clubs or other similar formerly organized groups which are broad based in their support of students attending the Spencer-East Brookfield Regional School District.

Youth Activities: Any registered public youth group or organization that serves the youth of the district (**90% of this group must be district enrolled students**) and is exempt under IRS Code §§ 501(c) or 501(c) (3) and has registered with the Division of Public Charities under the Attorney General's Office. A letter of determination from the IRS or other documentation to verify tax-exempt status **must** accompany this application.

Group B: Registered Youth Groups

Youth Activities: Any registered youth group or organization that serves the youth of the district and is exempt under IRS Code §§ 501(c) or 501(c) (3) and has registered with the Division of Public Charities under the Attorney General's Office. A letter of determination from the IRS or other documentation to verify tax-exempt status **must** accompany this application.

Group C: Community Groups

Student Enrichment Activities: Any local group, organization or business that is operating free or low-cost instructional workshops or classes to registered students of the Spencer-East Brookfield Regional School district that are deemed by the Superintendent to be beneficial to the discipline, well-being and morale of the students.

Adult Sports Groups: Any registered public sports group or organization that serves the adult citizens of Spencer or East Brookfield and is exempt under IRS Code §§ 501(c) or 501(c) (3) and has registered with the Division of Public Charities under the Attorney General's Office. A letter of determination from the IRS or other documentation to verify tax-exempt status **must** accompany this application.

Community Groups and Activities: Any group, community, or recreational activities sponsored by a non-profit Spencer or East Brookfield organization or group deemed by the Superintendent of Schools to be for the welfare of the community; or non-profit groups operating a one-time fund raising event for the benefit of the Spencer-East Brookfield Regional School District or citizens of Spencer or East Brookfield with a Certificate of Solicitation from the Division of Public Charities, will be charged as a Registered Public Charity for that single event. A letter of determination from the IRS or other documentation to verify tax-exempt status **must** accompany this application.

Registered Public Charity: Any registered public charity (an organization or group that is exempt under IRS Code §§ 501(c) or 501(c) (3) and has registered with the Division of Public Charities under the Attorney General's Office) hosting a community event that is of no cost to the community; or operating a one-time fund-raising event for the benefit of the Spencer-East Brookfield Regional School District or citizens of Spencer or East Brookfield with a Certificate of Solicitation from the Division of Public Charities, will be charged as a Registered Public Charity for that single event. A letter of determination from the IRS or other documentation to verify tax-exempt status **must** accompany this application.

Group D: Private Individuals/Groups/Organizations

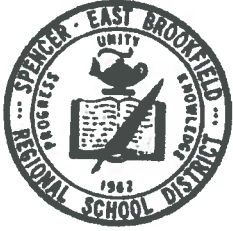
Any society, organization or individuals desiring to rent a school facility for fund-raising purposes of a non-charitable nature, or to use the facility for their own public recreational or entertainment purposes, (e.g. community groups, art, music or drama groups) will be charged according to the current schedule.

Group E: For-Profit Camps

Any For-profit camps or clinics. Fee will be 12% of gross revenue collected by camp operator.

Please contact the Board of Health office at the applicable Town Hall for any required permits, (i.e.: chemical toilet permits, food permits)

Fees associated with the use of facilities will vary contingent upon the nature of the sponsoring group and the activity. The Superintendent reserves the right to modify or waive fees when, in his/her judgment, circumstances so warrant.



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Field House/Snack Shack Facility Use & Field Lighting

Use of the Field House at David Prouty, the Snack Shack at Wire Village or field lighting at any of our schools requires special approval. The appropriate boxes must be checked on the Facility Use Request for approval at the time of submission. All requesting parties agree to only access the building during their approved dates/times. Access at any other time is strictly prohibited. While using the buildings, requesting organizations are prohibited from storing any food, supplies or equipment on the property as other groups may also be using the facilities during the same time frame. Facilities must be thoroughly cleaned and returned to their former condition and all trash must be disposed of off premises each day. The requesting organization accepts all responsibility for any damages, which must be reported to the Facility Use Coordinator or Facilities and Grounds Supervisor on the next business day. Emergencies must also be reported by calling 911. An honor-system log is required for all field lighting use. Hours must be logged as you go and completed log sheets must be turned in to the Facility Use Coordinator within 7 days of completion of approved use. Failure to provide the requested information may impact approval of future requests.

Facility Use Keys

Buildings and access to the lights are kept locked at all times. For safety and security, and to allow other groups to use the facilities in between approved usage dates, keys are signed in and out at the Central Admin office. When an outside organization requests use of either the Field House at David Prouty, the Snack Shack at Wire Village, or lighting at either, it is the responsibility of the requester to contact the Fields and Grounds Supervisor to coordinate a key pickup AFTER the Facility Use Request has been coordinated, approved and returned with signatures from the office of the Superintendent. Keys can be picked up one day before scheduled use and are to be returned on the next business day. For weekend use, keys are to be picked up on Fridays, no later than 4 p.m. and returned on the following Monday (or next business day), no later than 4 p.m. A key deposit may be required at time of pickup. Failure to return keys will result in forfeiture of deposit.

Facility Use Key Request

Please allow a minimum of 1 week to coordinate the approval of a key request. By signing this form, you acknowledge that you have read the above guidelines. Please print clearly.

Facility Location: _____

Dates of Use: _____

Organization: _____

Requester Name: _____

Requester Phone Number: _____

Requester Signature: _____ Date: _____

District Representative Approval: _____ Date: _____

Key #: _____ Approved Dates: _____

KEY RETURN:

Returned Date: _____ District Representative: _____