

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

- 1 No activity shall take place which conflicts with or disturbs any scheduled activities of the school. Preparation for use of the facilities must take place outside of regular school time.
- 2 The person(s), group or organization requesting the use of school facilities must be present during the time of usage and assume responsibility for all conditions related to that usage.
- 3 All activities must be confined to the respective portion of the building/grounds described on the reverse side of this application. A custodian must be on duty during that activity. That custodian will have no authority to grant the use of any part of the building not designated on the application.
- 4 Arrange for the removal of unusually large or special items connected with a program within 24 hours of a function.
- 5 Provide supervising adults, as determined by the town, for each youth group under the age of 18 who may schedule a function.
- 6 Use of the kitchen requires that one of the regularly employed school cooks is present.
- 7 Furniture or any other school items may be moved only by the custodian and must have prior approval of the school principal.
- 8 Alcohol and tobacco product use is prohibited inside any part of school buildings, in parking lots and any other areas designated as school property.
- 9 No one will be allowed to enter the building until the person(s) in charge are present. The person(s) in charge must not leave the building until all participants have left the facility.
- 10 All applications for use of school facilities shall be made on this application, which may be obtained in the school administration office, at least two weeks prior to the date of use. Initial approval of the organization, however, must be voted upon by the School Committee.
- 11 The person(s), group or organization requesting the use of school facilities are responsible for notifying the local police and fire departments of their activities and are also responsible for all fees associated with hiring of personnel from these departments as may be required.
- 12 The person(s) group or organization agrees to pay all costs as billed. The billing for the use of facilities will occur after the date of usage, and the invoice will be sent to the address listed on the application. A check made payable to **Barrington Public Schools** shall be mailed to Barrington Public Schools, PO Box 95, Barrington, RI 02806 Attention: Accounts Payable.
- 13 The applicant must also understand that a **Certificate of Insurance**, with Barrington Public Schools named as additionally insured is required.
- 14 The applicant must understand that should any of the above **Rules and Regulations** be broken the person(s), group or organization may forfeit the opportunity for any future use of school facilities.
- 15 Barrington Public Schools reserves the right to cancel/postpone an event due to extenuating circumstances caused by weather, emergencies, etc.
- 16 The Barrington Public Schools does not provide electronic or A/V equipment for non-school functions.