

**HOPEDALE PUBLIC SCHOOLS  
OFFICE OF THE SUPERINTENDENT  
APPLICATION FOR USE OF SCHOOL FACILITIES**

**I. TO BE COMPLETED BY APPLICANT – please print**

Name of Organization: \_\_\_\_\_

Responsible Representative: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Facility Requested: \_\_\_\_\_ Date(s) of Activity: \_\_\_\_\_

Time to Begin: \_\_\_\_\_ Time to End: \_\_\_\_\_ Number Expected: \_\_\_\_\_

Is access needed early to set up/decorate? \_\_\_\_\_ If so, at what time: \_\_\_\_\_

Purpose for Use/Activity: \_\_\_\_\_

Is it a Fundraising Activity? \_\_\_\_\_ Will Admission be Charged? \_\_\_\_\_ Amount: \_\_\_\_\_

***I have read and agree to the provisions contained in the Regulations for Use of School Facilities (see reverse)***

Signature of Representative: \_\_\_\_\_

**II. TO BE COMPLETED BY BUILDING PRINCIPAL**

Space Requested \_\_\_\_\_ is available

\_\_\_\_\_ is NOT available

Approval \_\_\_\_\_ is recommended

\_\_\_\_\_ is NOT recommended

Staffing Requirements:

Custodian: \_\_\_\_\_

Cafeteria: \_\_\_\_\_

Police (Chief Notified): \_\_\_\_\_

Other: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**III. TO BE COMPLETED BY SUPERINTENDENT OF SCHOOLS**

Request is \_\_\_\_\_ approved

\_\_\_\_\_ denied

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

**CHARGES: All fees must be paid 7 days prior to the date of use or approval is withdrawn**

Building Use: \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_

Custodial Fee: \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_

Cafeteria: \_\_\_\_\_ x \_\_\_\_\_ \$ \_\_\_\_\_

Other: \_\_\_\_\_ \$ \_\_\_\_\_

**Total School Department Charges** \$ \_\_\_\_\_

(Please make checks payable to "Hopedale Public Schools-Rental Receipts")

**Police Department Charges**

(Please make check payable to "Town of Hopedale") \$ \_\_\_\_\_

Original – Return to Organization

Copies to: Building Principal, Superintendent of Schools, Facilities Manager, Business Office

## USE OF SCHOOL FACILITIES

### **GENERAL POLICY**

**KF**

The Hopedale School Committee wishes to make the facilities of its school buildings available to responsible local individuals and organizations for recognized educational, recreational, social, or civic activities, provided that such use in no way interferes with or limits any regular school activity or causes excessive depreciation or damage of school property. The primary responsibility of the Committee is to protect the investment in the school buildings for their intended uses. Facilities will, therefore, be available only to groups when activities are orderly and lawful, not of a nature to incite others to disorder or restricted to secular activities.

The Superintendent of Schools is charged with the responsibility for developing regulations which, when approved, shall serve as the guidelines and requirements for any organization which seeks and is granted permission to use school facilities. Failure to comply with those regulations shall be cause to deny any future requests by an organization. The Superintendent of School s shall be delegated the authority to approve requests; however, the Committee reserves the right to review any or all requests, to waive any regulations as it may see fit, and/or to review or hear any application for any use of the facilities in its charge.

### **REGULATIONS FOR USE OF SCHOOL FACILITIES**

1. Application forms are available from the Building Principal or Superintendent.
2. Arrangements must be completed five (5) days prior to the activity.
3. Building service personnel will be assigned by the Principal. Fees for service personnel and building use are payable to the School Department: Rental Receipts. Police personnel, when required, are assigned by the Chief of Police. Police fees are payable to the Town of Hopedale.
4. All fees and charges must be paid and received in the Office of the Superintendent of Schools not later than 7 days prior to the date of intended use. Failure will result in automatic withdrawal of approval for that use.
5. Using organization assumes responsibility for :
  - a. Proper use of facilities and equipment
  - b. Provision of adequate and proper adult supervisors
  - c. Payment, repair, or replacement for any breakage or damage
  - d. Provision of police or fire department protection or supervision where necessary
  - e. Compliance with all applicable regulations and state and federal laws
6. The use or possession of alcoholic beverages in school buildings or on school property is prohibited.
7. Food and soft drinks may be sold and consumed only in areas designated by custodian.
8. Smoking is prohibited in school buildings and on school grounds.
9. Decorations must be fireproof and must be approved by the Fire Chief. The displays must be removed by noon of the day following the activity. Permanent decorations, signs, alterations, etc. are prohibited.
10. Using organization may not use school properties in any way that would be below the standards of entertainment and amusement ordinarily provided by the schools themselves and may not discriminate against individual participants by reason of gender, race, religion, color, creed, sexual orientation, or national origin.
11. School facilities may not be used for parties, celebrations, or purposes that are essentially private in nature.
12. Use of any special area or equipment shall require the presence of school employee directly involved with the usual operation of such equipment (stage, kitchen, audio-visual, et.)
13. Activities must be concluded by 11:30 pm unless special permission has been obtained.
14. Failure to comply with regulations may result in loss of privilege in the future.
15. School equipment may not be borrowed or removed from school property for private use.