

**PENTUCKET REGIONAL SCHOOL DISTRICT
FACILITIES USE FORM**

The Use of School Facilities and Facilities Use Forms are available at each school and on the Pentucket Regional School District Website (www.prsd.org). A completed "Facilities Use Form" should be submitted to the Facilities Manager. In addition to the completed form

please submit the following:

- * Prevention of Hazing Acknowledgement Form
- * Certificate of Insurance
- * Check Payable to Pentucket Regional School District

CANCELLATION notification is required ten (10) days prior to the date of event in order to receive a full refund. Contact the Facilities Manager to report a cancellation.

POLICE ARE required for all non-school events with an estimated attendance exceeding 100. Police / Fire Detail Expenses are payable directly to: The Town of Merrimac, Town of Groveland or Town of West Newbury Police / Fire Department.

SCHOOL FUNCTIONS HAVE FIRST PRECEDENCE FOR BUILDING USE OVER ANY REQUESTED EVENT

Submit

Print Form

PLEASE PRINT THE FOLLOWING INFORMATION

For multiple dates submit one (1) Facilities Use Form and a separate detailed schedule of dates and spaces required.

Organization			
Event / Function			
Contact Name		Email	
Address			
City		State	
		Zip	
Home #		Cell #	

Day of Event		Date of Event		Event Time	From		<input type="checkbox"/> AM		<input type="checkbox"/> PM	To		<input type="checkbox"/> AM		<input type="checkbox"/> PM
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School / Building Requested Bagnall Donaghue High Middle Page Sweetsir Central Office

Room(s)

<input type="checkbox"/> Art Rm	<input type="checkbox"/> Classroom / #	<input type="checkbox"/> Gym	<input type="checkbox"/> Media Ctr	Other <input style="width: 90%;" type="text"/>
<input type="checkbox"/> Band Rm	<input type="checkbox"/> Computer Lab	<input type="checkbox"/> Library	<input type="checkbox"/> Music Rm	
<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Conference Rm	<input type="checkbox"/> Main Foyer		

Field(s) / Area Baseball Football Softball Court Yard Tennis Court Track Playground Parking Lot

# of Tables		Floor Microphone	<input type="checkbox"/> Yes <input type="checkbox"/> No	Set Up Begin Time		<input type="checkbox"/> AM		<input type="checkbox"/> PM
# of Chairs		Podium	<input type="checkbox"/> Yes <input type="checkbox"/> No	Break Down Time		<input type="checkbox"/> AM		<input type="checkbox"/> PM
# Attending		Will Event require Police / Fire	<input type="checkbox"/> Yes <input type="checkbox"/> No					

SEE ATTACHED REGULATIONS AND PREVENTION OF HAZING ACKNOWLEDGEMENT FORM

The undersigned accepts responsibility for the observance of all Pentucket School Committee Policies, Rules and Regulations regarding the use of school facilities and for all Federal, State and Local regulations that pertain to the requested facilities use.

Signature of Sponsor

Date

PREVENTION OF HAZING LAWS / ACKNOWLEDGEMENT FORM

General Laws of Massachusetts, 269:17, 18, 19

Section 17 Hazing; organizing or participating; hazing defined. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one, [sic] year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18 Failure to report hazing. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269:19 Copy of secs. 17-19; issuance to students and student groups, teams and organizations; report. Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its member, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communication the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

I hereby certify that I

- Have received and read a copy of Sections 17, 18 and 19 of Chapter 269 of the General Laws of Massachusetts on the crime of Hazing, Definition and Penalty.
- Agree to comply with the provisions of Sections 17, 18 and 19 of Chapter 269 of the General Laws of Massachusetts.
- I understand that failure to comply with the provisions of Sections 17, 18 and 19 of Chapter 269 of the General Laws of Massachusetts shall result in disciplinary action, expulsion and prosecution by local and/or state authorities.

Signature

Text Field

Pentucket Regional School District

Use of Facilities

Use of the Pentucket Regional School District Buildings and Grounds will be governed by the following rules and regulations. All applications must be renewed seasonally.

The School Administration reserves the right to adjust the application and renewal process as necessary.

Practices Governing Rental and Use of School Facilities:

1. The applicant assumes full responsibility for the preservation of order in and about the building and grounds. The school administration, at its discretion, may require police coverage and will add the cost to the rental fee.
2. The school administration expressly reserves the right to revoke for any good and sufficient reason permission for use previously granted and shall not be responsible either directly or indirectly for any or all loss or expenditures incurred by the applicant.
3. Full liability for any damages to District property or injuries to persons, whether in District buildings or on the grounds, shall be assumed by the applicant. Employees of the district, or its representatives, shall be held free from any and all liabilities, which result from the applicants' use of the buildings and grounds. The applicant agrees to take the utmost care in the use of school property and to make good any damage or loss to school property.
4. When fees are required in connection with the use of District facilities, the rental fee must be paid in full and in advance of the use of the requested facility. The facility will not be reserved until the fee has been received by the facilities rental coordinator. Payment of rental fees must be by check made out to the Pentucket Regional School District.
5. Permission to use school facilities does not give the renter the right to exclude the School Administration or representatives from school property.
6. Only the facility(ies) requested on the application form may be used, and ONLY for the time(s) stipulated on the application. Failure to leave the premises at the appointed time could result in an additional fee for employee overtime costs. If a renter refuses to leave when asked by District Staff, the police may be called. Future use of the facility(ies) may be jeopardized.
7. Applicants may be required to file proof of liability insurance coverage at the request of the School Administration.
8. **SMOKING OR THE USE OF ANY TOBACCO PRODUCT IS PROHIBITED IN THE BUILDINGS AND ON SCHOOL PROPERTY. THIS IS THE LAW.**
9. **USE OF DRUGS OR ALCOHOL IS PROHIBITED. A PERSON UNDER THE INFLUENCE OF INTOXICANTS WILL NOT BE ALLOWED ON SCHOOL PROPERTY.**
10. Beverages or food (including candy) MAY NOT be sold or served on school premises unless advance written permission is granted by the School Administration.
11. Decorations, posters, etc., may not be affixed to any part of the building. Exceptions to this rule must be requested at the time of the application.
12. Scenery, theatrical props, rented pianos, and other equipment must be delivered after school hours on the day of use and removed after school hours the following day. The District is not responsible for any property left on the premises.
13. Permission, when granted, does not allow the use of any school supplies, apparatus, or equipment, and does not include the use of facilities for rehearsals in any other part of the building. School facilities must be left in substantially the same condition as before their use. Future use will depend on leaving the premises clean and in good repair.
14. The supervision of lights, curtains, computer labs, etc., is the responsibility of the District. The use of any other equipment demanding special knowledge or skill shall be permitted by authorized persons only. An appropriate fee will be assessed for said supervision/operation.
15. In case of school cancellation or early dismissal, the facility may not be available for use unless special permission is granted by School Administration.

16. Motor Vehicles are generally not permitted on the playing surfaces of any of the athletic fields. Users who receive permission for a waiver of this requirement must file a copy of their property damage insurance policy in the amount of no less than \$10,000 with the Office of the Superintendent no later than two weeks prior to the date upon which the fields are to be used.
17. All School Facilities are considered Peanut / Nut Oil Free for use by all outside groups. No products containing nuts or made with nut oil are allowed by outside groups on school property.

NOTE: PENTUCKET EVENTS HAVE PRIORITY. NON-SCHOOL EVENTS MAY BE BUMPED WITH TWO (2) DAYS' NOTICE. ALL SPORTING EVENTS REQUIRE A MINIMUM \$1,000,000 INSURANCE BINDER NAMING PENTUCKET AS THE INSURED PRIOR TO FACILITY USE.

PENTUCKET REGIONAL SCHOOL DISTRICT
FACILITY RENTAL FEE SCHEDULE
FY07 Rates

- EXEMPT USERS***
- Official School Sponsored and Supervised Activities for Students
 - Town Meetings and Special Hearings
 - School Support Organizations
 - Fund Raising Events held to Benefit the School Students
 - *-Fees Charged for Workers Assigned to Cover the Event if Necessary

- LEVEL ONE***
- Town Department –Sponsored Youth Activities
 - Town Youth Groups
 - Self-supporting School Department programs
 - *fees only charged for workers assigned to cover the event

- LEVEL TWO**** -All Other Users
**fees charged for rental of facilities/workers assigned to cover the event

<u>Rental Fees</u>					
<u>Space</u>		Two Hours	Up To	Full Day	
<u>Description</u>		(minimum)	Four Hours	Eight Hours	
				Long Term	
				Rate Available	
Regular Classroom		\$ 40.00	\$ 70.00	\$140.00	Yes
HS Gym, HS/MS Auditorium		\$200.00	\$400.00	\$800.00	Yes
SL, RS, MS and HS Auxiliary Gym		\$150.00	\$300.00	\$600.00	Yes
KIVA/Computer Lab*		\$150.00	\$300.00	\$600.00	Yes
Cafeteria w/o Kitchen Use		\$ 50.00	\$100.00	\$200.00	
Cafeteria with Kitchen Use		\$100.00	\$200.00	\$400.00	

*Technology Staffing Required

**Stage Equipment Staffing Required

Staff Fees

Custodial \$30.00 per hour/per worker

Cafeteria Workers \$30.00 per hour/per worker

Stage/Technology Staff \$30.00 per hour/per worker

Police & Fire Details As per current contract rates. A separate invoice from Police/Fire Department will be sent to the Organization
Groveland Police Department 978 521-1212
Groveland Fire Department 978 374-1923
West Newbury Police Department 978 363-1213
West Newbury Fire Department 978 363-1111
Merrimac Police Department 978 346-8321
Merrimac Fire Department 978 346-8111