

USE OF BUILDINGS AND GROUNDS APPLICATION AND REGULATIONS

METHOD OF APPLICATION

1. Apply at the Office of the Deputy Superintendent.
2. Complete the application, sign and file.
3. Reservation will be made only when the application is returned and approved.

WHO IS ELIGIBLE TO USE SCHOOL FACILITIES

School facilities shall be available to the organizations listed below according to regulations and rental-fees approved by the School Committee.

1. Agawam Public School activities
2. Agawam parent-teacher activities
3. Official city public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Other city-sponsored activities
6. Non-profit and non-commercial organizations from the City of Agawam
7. Metropolitan civic, educational, social and religious organizations, a substantial portion of whose members are Agawam residents
8. Use of school buildings and other facilities by any organization will be permitted only when:
 - a. A worthy educational, civic or charitable purpose will be served.
 - b. A substantial group in the community will be benefitted.
9. For-profit organizations having prior School Committee approval.
10. Other organizations when approved by the School Committee

SCHOOL AND City PREFERENCE

1. School activities have priority for the use of all facilities.
2. City Council meetings and elections have priority over other activities.
3. Other City activities have the next priority.

GENERAL RULES AND REGULATIONS

The applicant organization is held responsible for knowing and carrying out the rules governing building use.

1. Outside bookings cannot be made until the activities schedule for the school is submitted.
2. On school days space will normally not be available until after 5:00 P.M.
3. No reservations will be confirmed until the official application blank is completed and approved.
4. Schools are not available for use on Sundays unless special permission is granted by the School Committee, with the exception of religious groups for religious purposes only.
5. Any activity that requires a license shall be referred to and acted upon by the proper licensing authority before a building use application is approved.
6. No facility shall be used without a custodian being present. He/she must be on duty for the activity for which engaged and paid for by the organization using the facilities except for parent-school group meetings. Custodial rates will be established by the Building Maintenance Department. Custodians assigned to rental functions will devote full time to preparation of the area involved, assisting renters, controlling lighting, heating, ventilation and guarding against unauthorized use of facilities and equipment. They will clean and restore all used areas to proper condition for the next school use. They will also be responsible for reporting all loss or damage to facilities or equipment.
7. There will be no charge for custodial services on school days for school events or meetings concluding by 5:00 p.m. provided the activity is sponsored by a non-profit-making organization and admission fees are not charged.
8. One police officer is required for most events. The police chief will determine the necessity. When attendance is apt to be more than 250 people, one additional police officer may be required. One fire fighter must be on duty for any event whose attendance may exceed 500 people. At the beginning of each event, an announcement prepared by the School Department must be read. The announcement will give information regarding fire exits, lavatories and other matters concerned with public safety and convenience.
9. Groups using the building will be required to provide adequate adult supervision for the activity. Such responsibility for supervision shall extend to any person(s) (authorized or unauthorized) in the building as a result of that activity.

10. The applicant will be responsible for any damage to school buildings, grounds, or equipment or for any personal injuries incurred. Note: For-profit organizations must present a certificate of insurance carried to the Business Office. The amount of liability coverage needed will be determined by the School Committee.
11. The applicant is responsible at all times for not exceeding the legal posted capacity of the area being used. School authorities and the custodian reserve the right not to allow entrance to persons in excess of these legal limits even though tickets have been sold.
12. The use of school facilities for dances is restricted to areas having movable furniture and non-carpeted floors.
13. All decorations, scenery and special equipment must meet the specifications of the fire department and must be removed at the conclusion of the event. Nothing shall be affixed to any part of the building without prior approval of the Building Maintenance Department. No modifications to the electrical or plumbing systems may be made. Any special needs with regard to electrical or plumbing must be approved by the Building Maintenance Department.
14. The drinking of alcoholic beverages on the premises is prohibited.
15. Food and drink may not be sold except by written permission from the Deputy Superintendent at the time of application. Food and drink will be distributed and consumed only in approved areas.
16. Smoking is not permitted anywhere in the buildings.
17. Permission for use of special equipment such as stage, light control panel, public address system, projectors, screens, scenery, pianos, etc., must be obtained from the Business Office. This equipment must be operated either by approved personnel or under the supervision of approved personnel,
18. When a group requires a major change in the arrangement of furniture, the group will be required to furnish help to make the change and to put the room back in order for the next day of school, under the supervision of a custodian.
19. Arrangements for moving school pianos from the stage to the auditorium floor, or vice versa, shall be made in advance so as to prevent interference with a school's regularly-scheduled activity.
20. Arrangements for bringing in special equipment must be approved in advance by the Business Office.
21. School authorities reserve the right to re-assign facilities when, in their judgement, alternate facilities to those requested are more suitable.
22. The Business Office must be notified of cancellation at least five working days prior to use. Failure to do so will require payment of all costs.

23. The School Committee reserves the right to accept or reject any application, to change and/or amend these regulations or vote an exception to any or all of these regulations.
24. The provisions of General Laws, Chapter 536 of the Acts of 1985, an act prohibiting the practice of hazing, shall be followed.
25. No substance may be used on the stage floors without prior approval from the Business Office, including resin, tape or paint. Damage fees will be assessed for any floor surface damage.
26. No food or beverage will be allowed in the auditorium or gyms at any time.

CAFETERIA AND KITCHEN RENTAL

1. Use of cafeteria equipment is not available during the summer months.
2. A regularly-employed cafeteria employee must be on duty when the kitchen is used.
3. This employee must be secured -through the cafeteria supervisor and paid for by the organization renting the kitchen. The employee must be engaged by the organization prior to final approval of the rental application.
4. No machine-operated equipment may be used except under the direct supervision of a regularly-employed cafeteria worker. Neither the custodian on duty for groups serving refreshments only, nor the cafeteria worker in the case of regular meals, is expected to wash dishes or do the major work in the kitchen. They will show how to run the equipment and where other equipment is located, but the actual washing of dishes, clean up, etc., must be done by the renting group.
5. When organizations rent a dining room and employ a caterer, the caterer shall be expected to furnish all necessary supplies.

GYMNASIUM RENTAL

1. Elementary school all-purpose rooms and the junior high and high school gymnasiums shall be reserved for school use on a priority basis.
2. Competent adult leadership must be provided. This person(s) must be the first to arrive and the last to leave the building.
3. Non-school athletic teams using a school gymnasium and locker room facilities shall furnish their own soap and towels.
4. Priority for the use of gymnasiums will be given to the following:
 - a. To the school for their own varsity or intramural teams
 - b. Other school functions
 - c. To city-wide recreational activities open to all

5. Gymnastic equipment may not be used without a qualified adult supervisor.
6. Non-scratching and non-marking sneakers are to be worn on gymnasium floors.

POOL RENTAL

1. All groups must be accompanied by a designated adult leader(s) from the organization.
2. Qualified lifeguards approved by the Business Office will be assigned to oversee all pool activities.
3. Minimum rental time will be one hour, but additional time for any one group can be purchased on a half-hour basis.
4. The rental hour shall include time needed for changing clothes and taking showers.

REGULATIONS CONCERNING FEES

1. Rental fees will be charged to any group or individual charging admission or soliciting donations. Rental fees to non-profit groups may be waived by the Business Office.
2. Rental fees will not be charged to departments of the City of Agawam.
3. Sponsors of activities open to all students and primarily for their benefit may be granted special rates by the School Committee even though fees are charged.
4. An additional charge of \$50 per hour, or fraction thereof, shall be made for the use of any facility after 11:00 p.m.
5. Fees may be charged for moving of heavy equipment.
6. Rental fees may be mailed or paid directly at the school department business office. Make checks payable to

RATES--PERSONNEL (for non-profit organizations)

1. Hourly rates for services rendered - minimum two (2) hours.
 - a. Custodian: 1.5 x normal hourly rate (Double time Sunday and holidays)
 - b. Cafeteria supervisor: 1.5 x normal hourly rate (Double time Sunday and holidays)
 - c. Cafeteria worker: 1.5 x normal hourly rate (Double time Sunday and holidays)
 - d. Police officer: set by Police Department
 - e. Fire fighter: set by Fire Department
 - f. Public address & lighting technician: \$25 per hour
2. The hourly rate is based on time of required arrival until the area is cleaned and ready for school use.

RATES--RENTAL SPACES (for non-profit organizations)

Auditorium Gymnasium Cafeteria

Kitchen

Room

Pool

To be determined by
the school department
annually Grounds

The following rates pertain to profit-making organizations only.

RATES--PERSONNEL

1. Hourly rates for services rendered - minimum two (2) hours.
 - a. Custodian: 1.5 x normal hourly rate (Double time on Sunday and holidays)
 - b. Cafeteria supervisor: 1.5 x normal hourly rate (Double time on Sunday and holidays)
 - c. Cafeteria worker: 1.5 x normal hourly rate (Double time on Sunday and holidays)
 - d. Police officer: set by Police Department
 - e. Fire fighter: set by Fire Department
 - f. Public address & lighting technician: \$100 per hour
2. The hourly rate is based on time of required arrival until the area is cleaned and ready for school use.

RATES--RENTAL SPACES (plus custodial/cafeteria worker/police/fire dept. fees)

	<u>High School</u>	<u>Middle School</u>	<u>Jr. High School</u>
Auditorium or Gymnasium	\$400/night	\$350/night	\$375 (\$475 w/air cond.)/night
Cafeteria or Kitchen	\$200/night	\$175/night	\$200 (\$300 w/air cond.)/night
Rehearsals (limit of 2)	\$300/night	\$265/night	\$285 (\$360 w/air cond.)/night
Pool			\$75/hour

Rental of grounds, athletic fields, and classroom space for profit-making organizations will not be allowed.

Deposit schedule:

The full charge for the event (nightly charges and the estimated cost of all personnel) must be made as a deposit at time of application. After the event(s) has ended a refund will be made for any over charge or a bill will be issued for any balance due.

Deposit will not be returned if event is canceled less than 5 working days prior to event.