



**APPLICATION FOR USE OF
TEWKSBURY PUBLIC
SCHOOL**

Principal's
Approval

FACILITIES

Name of Organization _____

Date of Application _____

Date of Use (List ALL dates individually. Attach additional page if necessary)

Time of Use _____

Additional Set-up or Breakdown Time _____

Purpose of Use _____

Attendance _____ Admission: Adult \$ _____ Child \$ _____

Proceeds to Benefit _____

School Equipment Needed _____

Equipment brought into Building _____

FACILITIES REQUESTED (include separate form for each BUILDING)	
BUILDING (check ONE)	FACILITY (check ALL needed)
<input type="checkbox"/> T.M.H.S. <input type="checkbox"/> Wynn <input type="checkbox"/> Ryan <input type="checkbox"/> Dewing <input type="checkbox"/> North Street <input type="checkbox"/> Heath Brook <input type="checkbox"/> Trahan <input type="checkbox"/> Center <input type="checkbox"/> Ella Fleming	<input type="checkbox"/> Gymnasium <input type="checkbox"/> Auditorium <input type="checkbox"/> Library/Media <input type="checkbox"/> Cafeteria <input type="checkbox"/> Class # _____ <input type="checkbox"/> Field _____ <input type="checkbox"/> Other _____

Rental and Custodial Fees are to be paid in full at least three days before the facilities are to be used. Make check payable to the "Town Of Tewksbury" and forward to the Facilities Coordinator at: 139 Pleasant Street, Tewksbury, MA - 01876. All applicants will be sent a copy of this application when it has been processed and it has been approved or denied. When/If approved, applicant should have this paper in his/her possession when using the facilities.

The signing of this application shall constitute an agreement to abide by all rules and regulations governing the use of school buildings and to accept FULL responsibility for any damage to, or loss of, school property. Applicants must read and be familiar with the full policy printed on the back of this application. Organizations are restricted to building areas that are approved and assigned by the School Department.

Signature _____ Name (please print) _____

Position _____ Address _____

Telephone _____ City/Town _____ Zip _____

OFFICE USE ONLY BELOW THIS POINT

<u>FEES</u>	<u>Paid By</u>	<u>Copies sent to</u>	<u>APPROVED</u>
Rental \$ _____	<input type="checkbox"/> School Dept.	<input type="checkbox"/> Principal	<hr/> <u>Comments/Restrictions</u>
Custodial \$ _____	<input type="checkbox"/> Athletics	<input type="checkbox"/> Custodian	
Kitchen \$ _____	<input type="checkbox"/> Extended Day	<input type="checkbox"/> Business Off.	
Matron \$ _____	<input type="checkbox"/> Comm. Ed.	<input type="checkbox"/> Applicant	
Police Req'd Y N	<input type="checkbox"/> _____	<input type="checkbox"/> Food Services	
Insurance Req'd Y N	<input type="checkbox"/> Recreation Dept.	<input type="checkbox"/> Ath. Director	
Total Due \$ _____	<input type="checkbox"/> Police Ath. League	<input type="checkbox"/> Media	
	<input type="checkbox"/> User	<input type="checkbox"/> Extended Day	
	<input type="checkbox"/> _____	<input type="checkbox"/> Recr'tion Dept.	
		<input type="checkbox"/> _____	

TEWKSBURY PUBLIC SCHOOLS
Use of School Facilities

TPS Policy Series: 1100 Policy #: 1201

1. Applications for Use of School Facilities may be obtained from the Facilities Coordinator at the Center School, 139 Pleasant Street or at any school building.
2. School facilities are available for the use thereof by organizations for educational, recreational, social, civic, fraternal and like purposes. Only organizations, which are Tewksbury based, are eligible for use of a School Department facility. Organizations must be comprised of at least fifty percent (50%) Tewksbury residents. The authorized representative of this organization must obtain a permit and have same in his/her possession during the use of the facility.
3. All Tewksbury school programs will be given priority when scheduling for facilities use. The School Department reserves the right to revoke a permit that has already been granted, or move a group to another facility, if a school sponsored program has a need for a facility.
4. The school department reserves the right to cancel events or activities due to inclement weather. In the event that Tewksbury Public Schools cancels classes due to inclement weather, all evening activities scheduled for school use will be canceled also.
5. The School Department may opt to be represented at each event by an assigned custodian. The custodian will have responsibility for the facility. Each group using the facility will designate one person to work with the custodian in charge, to assure effective communication and sensible use of the facility. The facility must be left in the same condition as it was found.
6. The School Department reserves the right to determine the number of support personnel necessary for each event. This includes police, custodians, matrons and kitchen employees. The cost for such personnel shall be borne by the organization using the facility and arrangements to pay The Town of Tewksbury must be made three days prior to the use. Checks for support personnel must be made payable to The Town of Tewksbury. If Police coverage is deemed necessary, it must be contracted through the Police Department directly.
7. Organizations that use a facility that requires additional support personnel (outside that which is normally worked at each school) or need to keep a school open past its normal working hours, must apply for their permit at least two weeks prior to the date of use. Regular working hours are as follows:

	K-4 Elementary	Ryan, Middle & High School
During School Year (September-June)	6:00 a.m. - 8:00 p.m.	6:00 a.m. - 11:00 p.m.
Out of session (July-August)	7:00 a.m. - 4:00 p.m.	7:00 a.m. - 4:00 p.m.

The School Department reserves the right to refuse any application that is not submitted two weeks prior to use.

8. At each location no smoking or drinking of alcoholic beverages is permitted. Food or drink is not permitted in any gymnasium or elementary playground. Failure to comply with this rule may result in revocation of the permit.
9. Participants are required to use suitable footwear in the gymnasiums. Street shoes and bare feet are not permitted.
10. Special requirements and /or restrictions may be added to the permit at the discretion of the School Committee or their designee.
11. **Vandalism & Damage:** The group or club utilizing the facility will be responsible for any and all vandalism or damage to a facility. Failure to reimburse the School Department, in a timely manner, for the cost of making repairs to areas vandalized shall result in immediate suspension of the facility permit and possible legal action.
12. Applicants will be required to secure liability insurance with an insurance company licensed to conduct business in the Commonwealth of Massachusetts specifically naming the Tewksbury Public Schools, its agents, servants, employees, officers, representatives and members of its School Committee as additional insurers in an amount of not less than \$500,000 combined single limit for bodily injury including death and property damage, and to execute a release and indemnity agreement form.
14. Applicants may be exempt from paying rental fees and/or custodial support fees. The following chart indicates which groups are responsible for these fees:

User Fee Responsibility Chart

ORGANIZATION	RENTAL FEE	CUSTODIAL FEE
P.A.C.s, School Parent Support Groups School Meetings, School Band Rehearsals Teacher Meetings, Community Education Interscholastic Sports, Intramural Sports School Activities, Town Meetings, Elections	None	Borne by School Department
Recreation Department Activities Recognized Youth Organizations School Activity/Program Fundraiser	None	Borne by School Department if taking place during normal school hours - Overtime paid by the organization
School Sponsored Institute/Collaborative Class	None	Yes
Tewksbury Church Groups	None	Yes
Individuals/Private Groups	Yes	Yes

15. Applicants need to be familiar with their responsibilities within the Tewksbury School Departments After School Security Policy as part of the permit approval process. Failure to comply with these requirements may result in termination of the Use of Facility.

COMMUNITY USE AFTER SCHOOL SECURITY POLICY

1. All exterior doors that cannot be seen by the group should be locked. Entry and dismissal procedures should be coordinated, so the group enters and exits the facility as a whole. This will allow the building custodian to meet the group for entry or exit, and then re-lock the door.
2. In the event of a fire, fire alarm should be pulled.
3. In the event of a gas smell, or other emergency situation Police/Fire should be notified via 911, and the building evacuated.
4. All children in the care of, or associated with, any groups using the facility, should be under direct, adult supervision at all times.
5. Anyone unknown to the group should not be allowed into the facility. In the event that unknown persons have entered the facility, the responsible person in the group should contact Police.
6. If custodial staff finds anyone who is in an area that is not approved on the groups building permit, they should ask them to return to their designated area or to leave the premises. When possible, the groups should be isolated in their assigned area using locking interior doors or gates, in order to help eliminate this problem.
7. Custodian and the person responsible for the Use of the Facility should review the condition of the area at the conclusion of the event.