



AVON PUBLIC SCHOOLS

OFFICE OF THE SUPERINTENDENT

APPLICATION FOR **FREE USE** OF SCHOOL PROPERTY

DATE: _____

1.) NAME OF ORGANIZATION: _____
Contact name & number: _____

2.) SCHOOL BUILDING/SPACE REQUESTED:

Butler Elementary School Facility: Gymnasium _____

Cafeteria _____

Auditorium _____

Other _____

Avon Middle-High School Facility: Gymnasium _____

Cafeteria _____

Auditorium _____

Other _____

3.) SPECIFIC DATE(S) REQUESTED:

1. _____ 4. _____ 7. _____ 10. _____

2. _____ 5. _____ 8. _____ 11. _____

3. _____ 6. _____ 9. _____ 12. _____

TIME: _____ FROM: _____ TO: _____

Please explain the intended use of the facility: _____

Specific Needs: Tables _____ Chairs _____ Podium _____ Microphone _____ Other _____

4.) Any organization or youth group using school property must abide by the "RULES GOVERNING THE USE OF SCHOOL FACILITIES" as set forth by the AVON SCHOOL COMMITTEE. Please review the attached document and sign page 2 as notice of your intent to comply with the "Rules of Governing the Use of School Facilities".

5.) This application must be filled out in TRIPLICATE and returned to the School Principal.

FOR OFFICE USE ONLY

Approved _____	_____	_____
Disapproved _____	Principal	Date

Approved _____	_____	_____
Disapproved _____	Superintendent	Date

Additional Signatures may be necessary:

Approved _____	_____	_____
Disapproved _____	Athletic Director	Date

Approved _____	_____	_____
Disapproved _____	Cafeteria Manager	Date

Approved _____	_____	_____
Disapproved _____	Music Director	Date

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1. School activities or activities related to the school or school organizations shall have precedence, and the use of school facilities and/or school buses by non-school groups must not interfere with the use of the property for school purposes of any kind.
2. It will be necessary to relinquish reservations granted to groups if requests are received for rentals for plays, annual celebrations, installations, etc., which cannot be scheduled otherwise.
3. Organizations which are subject to payment of fees for facility utilization will be so assessed in accordance with a schedule of fees as established by the Avon School Committee (see below #10).
4. All requests for the use of school facilities should be made at least two (2) weeks before the date desired on forms available in the School Principal's Offices and the Office of the Superintendent of Schools.
5. **Responsibility for Damage**
All organizations granted the use of school facilities shall provide adequate protection for lives and property. Such individuals or organizations shall be responsible for damage done to property and assume any liability for injuries occurring.
6. Police protection must be furnished by, and at the expense of, organizations or individuals granted the use of any school property required by law, or at the discretion of the Principal.
7. **Supervision**
No children will be admitted to a school building before the arrival of an adult supervisor – who must be at least eighteen (18) years of age. Additionally, children must not remain in the building without such supervision. Custodians are instructed to strictly enforce this regulation.
8. The number of supervisors assigned to oversee children's or youths' activities shall be in proportion to the total number in attendance. It is recommended that there should be one (1) adult for each fifteen (15) children.
9. A responsible officer of the organization making use of the school facilities shall contact the custodian upon entering the building and again when leaving.

10. Fees

Facility Use Fees	Fee Schedule
Gymnasium	\$ 200.00
Auditorium	\$ 200.00
Cafeteria	\$ 100.00
Cafeteria & Kitchen	\$ 150.00
Classroom	\$ 75.00
Library	\$ 150.00
Computer Room	\$ 150.00
Fee for:	
Custodians/Cafeteria Staff or other school employees, as necessary	
	up to \$ 25.00 per hour

Personnel Charges

Any organization granted the use of any school facility must pay the attending custodial and cafeteria workers assigned specifically to provide service to the organization at a rate equal to one and one-half times their existing compensation rate as contained in the existing agreements with these employee groups.

NOTE: Payment of all fees and personnel charges related to the use of school facilities must be paid in full upon approval of the application.

11. Reports

If the building is left in an unsatisfactory condition by the organization using the facility, the custodian is to report the matter to the Principal, who will send a written report to the Superintendent. Such instances may result in the Principal/Superintendent denying future use of the facility to the organization.

12. Cafeteria and Kitchen

No food, ice cream, or beverages shall be sold, distributed, or consumed in areas other than the kitchen, the cafeteria, or the concession stand and the adjoining foyer in the athletic wing unless specifically approved by the Principal.

Whenever the cafeteria and kitchen areas are made available to, or are rented by any group, or are used by the organization's caterer, a school custodian or the cafeteria manager shall be present and the use of said areas shall be under his/her supervision, unless waived by the Building Principal.

At all functions when any kitchen equipment, dishes, or silverware is requested, an Avon School Department staff member shall be employed to supervise the use of said equipment and facilities, unless waived by the Building Principal. At the discretion of the Building Principal, an additional staff member may be employed to operate specific equipment, such as ovens, steam kettles, and dishwashing machinery.

It is understood that kitchen and cafeteria facilities shall be left in the condition in which they were found, and that any damaged equipment shall be paid for by the renting organization. Dishes and silverware are not available except for school-related and Parent/Teacher Association functions. Specific permission for the use of dishes and silverware may be granted only to local organizations for a specific occasion, and contingent upon proper washing and rinsing in the dishwashing unit by responsible school personnel.

13. Storage, Lighting or Equipment

Only a duly authorized person delegated by the Building Principal shall be permitted to use equipment demanding a special knowledge or skill. This rule shall apply to the use of stage lighting, PA systems, technology, or other designated equipment.

14. Smoking

In compliance with the General Laws of the Commonwealth, smoking is prohibited in any school building on school grounds. This rule must be strictly enforced by responsible officers of the organization using the facilities.

15. Alcoholic Beverages

There shall be no selling, dispensing, consumption, nor possession of alcoholic beverages neither on any part of the school premises. A person under the influence of intoxicants will not be admitted to the event.

16. Gambling

In no school building shall games of chance be permitted which are in any way contrary to the laws of the Commonwealth of Massachusetts.

17. Rights of School Authorities

The Avon School Committee expressly reserves to itself, the Superintendent of Schools, and the School Principals, the right to change the rules and regulations and rental charges without notice, and to revoke, for any reason which they deem sufficient, the permission for use previously granted.

18. No grant of permission to use school property shall carry with it any right to exclude members of the School Committee, Superintendent of Schools or any representative of said Committee from the property. Any of the aforementioned shall have, at all times, full and free access to any and all parts of the building or its grounds.

19. Use of the facilities/buses on a regularly – scheduled basis shall be limited to organizations consisting primarily of Avon Students and which are primarily identifiable with the Town of Avon in some official or unofficial way.

20. Payment of Fees

All checks or monies paid by the renter for school properties shall be payable to the **Town of Avon** and addressed as follows:

**Avon Public Schools
Office of the Superintendent
Patrick Clark Drive
Avon, MA 02322**

Payment of fees and personnel charges related to the use of the school facilities/buses must be paid in full upon approval of the application.

I/We understand, accept and agree to abide by the "Rules Governing the Use of School Facilities".

Name

Date

Affiliation with organization

Contact #