

**MONSON PUBLIC SCHOOL SYSTEM
Monson, Massachusetts**

APPLICATION FOR USE OF SCHOOL PROPERTY

Permit Classification:

- _____ 1. Facility Permit
- _____ 2. Equipment Permit

Date of Use: _____
Time: From _____ to _____

Name of Group: _____ Number in Group: _____

Area or Equipment: _____ Adult Supervision: _____
(number)

Type of Activity: _____

Refreshments/Meals to be served in _____
(designated area)

The following fees are payable through the Office of the Superintendent of Schools:

_____	\$	_____
_____	\$	_____
_____	\$	_____
TOTAL FEE	\$	_____

By signing this application, the person whose signature appears below signifies that he/she is responsible for-the group, will see that the school property is used in conformity with the rules and regulations of the Monson School Committee, and will be responsible for any damages accruing from this use.

Proof of the group's liability insurance must be submitted with this application for use.

(Signature of person responsible for all arrangements for the group)

(Date of application)

(Address of person above)

(Telephone Number)

Copies to: Organization Building Principal

NOTE: Use of building is not allowed until permit is issued.

STATE LAW PROHIBITS SMOKING ON SCHOOL PROPERTY THE PERSON IN CHARGE IS TO ENFORCE THIS LAW.

APPLICATION FOR USE OF SCHOOL PROPERTY

Checklist of Needs

_____ Custodial Services	_____ Special Equipment needed
_____ Open building	_____ Audio-Visual Equipment
_____ Close building	_____ Public Address System
_____ Time for extra clean up	_____ Scoreboard Controls
_____ Time to set up	_____ Kitchen Equipment
_____ Total hours	_____ Concession stand and key
_____ Hourly rate	_____ Stage Equipment & spotlight
_____ Total cost	_____ Shop Equipment
	_____ Other (specify)
_____ Cafeteria worker	
_____ Estimated number of hours	
_____ Hourly rate	
_____ Total cost	
_____ Other staff needed	
_____ Total cost	
_____ Total cost of labor	

***Fee Schedule for Use of School Facilities**

Facility		Day Fee	Air Conditioning	TOTAL
Basic Day Fee Required/Building	\$55.00			
Gymnasium & Locker Room		\$35.00	N/A	\$90.00
Library		\$35.00	\$80.00	\$170.00
Classroom (Floor & Pod)		\$35.00		\$90.00
Computer Labs (seasonal A/C not optional)		\$35.00	\$55.00	\$145.00
Quarry Hill Auditorium		\$35.00	N/A	\$90.00
Quarry Hill Cafeteria & Kitchen		\$35.00	N/A	\$90.00
Granite Valley Auditorium		\$35.00	\$105.00	\$195.00
Granite Valley Cafeteria & Kitchen		\$35.00	N/A	\$85.00
Monson High Cafetorium		\$35.00	\$105.00	\$195.00

Fees for Custodial Services will be charged at the applicable hourly rate for time worked.

****Fee Schedule for Use of School Facilities: (School related organizations, employee groups, agencies of town government, or non-profit local youth organizations and agencies.)**

There will be no charge to these groups on school days after school hours as long as the building custodian is still on duty and the group does not need door monitor supervision.

At times when a school custodian (i.e. weekends, school vacations, evenings after custodian workday is over) does not staff a school building, the fee schedule above will apply at one-half the rates and the following fees will also be charged:

\$20.00 per hour for custodian; charged anytime a door monitor supervisor is not provided by the group when deemed necessary by School Dept. Administration.

\$500.00 to air-condition the Granite Valley auditorium for use during the entire summer.

Costs for other circumstances will be determined on a case-by-case basis.

Revised 2/06

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

1. Application for use and payment of fees shall be made through the Office of the Superintendent of Schools.
2. School functions will always have priority of the use of facilities.
3. Only the building area and facilities specifically approved may be used and only within the hours stated on the permit, unless requested changes are approved by the Superintendent.
4. An authorized staff member shall collect the permit before admitting the group to use the building, or equipment.
5. A duly authorized employee of the school system must be present whenever a school building and/or equipment is used by an organization or group.
6. The kitchen will not be used by any group unless arrangements are made to have one of the regular cafeteria workers present.
7. All activities involving youth must be under competent adult super-vision as approved by the Superintendent. School custodians, referees and coaches shall not be considered supervisory for the purpose of this section.
8. A uniformed police officer(s), when required by local ordinance, or in the discretion of the Superintendent, shall be provided by the organization, at their expense.
9. Any activity which requires a license shall be referred to and acted upon by the proper licensing authority before a permit is issued.
10. Alcohol shall not be permitted in the building or on school grounds.
11. Smoking within the building is not permitted.
12. No food or refreshments of any kind may be served or sold without the prior approval of the Superintendent and then only in designated areas.
13. All state and/or local safety regulations shall be fully observed in the use of the school buildings and equipment.
14. School furniture and equipment may be rearranged, but must be re-placed to the original position by the using organization.
15. On days when school is closed because of snow or other emergencies, all activities scheduled for that day may be cancelled, at the discretion of the Superintendent