

REQUEST FOR USE OF HADLEY SCHOOL FACILITIES

This form must be submitted to the Building Administrator at least 14 days prior to date of event.

Organization \_\_\_\_\_ (Check One): Non-profit \_\_\_\_\_ or For Profit \_\_\_\_\_ Date(s) of Event \_\_\_\_\_
Person Requesting Facility \_\_\_\_\_ Address \_\_\_\_\_ Tel.# \_\_\_\_\_
If applicant is not accompanying the group, what adult will be in charge? \_\_\_\_\_ Tel.# \_\_\_\_\_

Building/Grounds Requests \_\_\_\_\_ Hopkins Academy \_\_\_\_\_ Hadley Elementary School
\_\_\_\_\_ Hopkins Academy Gym \_\_\_\_\_ Hadley Elementary Gym
\_\_\_\_\_ Hopkins Academy Fields \_\_\_\_\_ Hadley Elementary School Fields

Purpose of request for use of school facilities: \_\_\_\_\_

Number of people expected to attend \_\_\_\_\_ Number of chaperones for youth groups \_\_\_\_\_ Starting Time \_\_\_\_\_ \*Ending Time \_\_\_\_\_
\*Must leave Elementary School facilities by 9:00 p.m.

Admission to be charged \_\_\_\_\_ Yes \_\_\_\_\_ No

Special Requests
A. Room(s) to be used \_\_\_\_\_ E. Other special equipment needed \_\_\_\_\_
B. Number of tables needed \_\_\_\_\_ F. Kitchen facilities needed \_\_\_\_\_ \*\*
C. Number of chairs needed \_\_\_\_\_ \*\*Please ask for separate guidelines if using the kitchen.
D. Number of microphones needed \_\_\_\_\_ Other: \_\_\_\_\_

Signature of person requesting facilities \_\_\_\_\_ Date: \_\_\_\_\_

RESPONSE
Request for Use of Facility is approved not approved for reasons cited:
The cost will be \_\_\_\_\_ for \_\_\_\_\_ custodial \_\_\_\_\_ kitchen \_\_\_\_\_ public safety \_\_\_\_\_ other.
You will be responsible for hiring and paying for additional personnel:
Approved by: \_\_\_\_\_ (Building Administrator) Date: \_\_\_\_\_

NOTE: If a fee is required, the organization will be billed by the School Department. Any school personnel required to be employed for this event must be paid through a warrant from the School Department. Payments shall be by check payable to the order of the Treasurer, Town of Hadley, and sent to the Superintendent's Office, 125 Russell Street, Hadley, MA 01035.

**General Information for All Groups and/or Individuals**

1. Local guidelines regarding safety, security, and traffic control will be enforced during all events. Principals will consult with the Superintendent of Schools regarding any event which could have significant impact regarding capacity of facilities and/or welfare issues and concerns associated with them.
2. Please note that a custodian/attendant is required to be at the school while groups use the facilities. In general, and whenever possible, use of the facility will be limited to times when one or more custodians are scheduled on duty. In all cases, an assigned employee will be present. If the group will be using the facility other than during normal custodial hours, they will be required to pay for custodial coverage at contractual rates.
3. The custodian will always be the person to lock and unlock the building. No keys will be distributed. The custodian will turn on the lights and arm/disarm the security system.
4. Special state regulations govern the use of the kitchen facilities. A licensed food handler employed by the Hadley Public School is required for the preparation and delivery of all food. Food purchased and/or prepared off site cannot be stored in the school storage areas that also contain foods used in the preparation of school lunches. However, food purchased through the Food Service Director can be stored in the same storage area that contains food used in the preparation of school lunches. The licensed employee will inspect the kitchen at the end of the event for cleanliness. When licensed kitchen personnel must be employed to meet state regulations, a fee will be charged at the contractual rate.
5. The group using the facilities will be held financially responsible for any damage to the building, grounds, or equipment incurred during their time of usage. School facilities are not to be abused and must be left in substantially the same conditions as prevailed before their use. In the event that employees must spend time cleaning, repairing, or replacing damaged equipment or facilities, the organization responsible must reimburse the school department for its additional labor cost at a rate of 1.5 times the hourly rate for those employed to correct the problem. These charges will be billed to the applicant by the School Department.
6. The School Department reserves the right to cancel any permission previously granted for good cause.
7. User groups must provide sufficient adult supervision (School Committee policy recommends a ratio of one (1) adult to ten (10) students.)
8. The school administration may require additional custodial and/or police be hired and paid for the user groups.
9. Proper liability insurance will be required of all groups given permission to use school facilities.
10. Young children should be accompanied to the bathrooms by an adult.
11. Street shoes, food and drink will not be permitted in the gymnasium at any time.
12. Use of tobacco products, and/or the presence or consumption of alcohol within the building or on school grounds is not permitted. Persons possessing, using or under the influence of alcoholic beverages or illegal drugs shall not be admitted on school property or permitted to supervise or participate in activities or events.
13. Groups are responsible at all times for the observance of fire and safety requirements.
14. Children and others should stay in the area designated on the use form.
15. Leaders are responsible for maintaining order at all times, and for keeping their group in the room(s) or area(s) assigned.
16. No one is allowed on the stage unless that area has been specifically requested on the Building Use Form.
17. All ball playing is to be restricted to the gymnasium. Hallways and walls should be free from bouncing balls.
18. No pets are allowed on school grounds or in school buildings.
19. Unless specifically granted, use of the school grounds is not permitted from Dusk to Dawn unless such use has been authorized in advance by the building administrator.
20. Groups are responsible for cleaning up after their program.

**AS AN OFFICIAL REPRESENTATIVE OF THIS ORGANIZATION, I HAVE READ AND AM EMPOWERED TO GUARANTEE THAT THIS ORGANIZATION WILL FULLY COMPLY WITH THE RULES AND REGULATIONS GOVERNING THE USE OF THE SCHOOL FACILITY.**

**SIGNED** \_\_\_\_\_ **POSITION** \_\_\_\_\_ **DATE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **Telephone Number** \_\_\_\_\_