



**APPLICATION FOR USE OF
TEWKSBURY PUBLIC
SCHOOL**

Principal's
Approval

FACILITIES

Name of Organization _____	Date of Application _____		
*Email Contact (mandatory) _____	FACILITIES REQUESTED <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; vertical-align:top;"> BUILDING (check ONE) <ul style="list-style-type: none"> <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 </td> <td style="width:50%; vertical-align:top;"> FACILITY (check ALL) <ul style="list-style-type: none"> <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 _____ </td> </tr> </table>	BUILDING (check ONE) <ul style="list-style-type: none"> <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 	FACILITY (check ALL) <ul style="list-style-type: none"> <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 _____
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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 _____			

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 *an email confirmation* 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 (TPS Policy KF), which is attached to this application. Organizations are restricted to building areas that are approved by the School Department.

Signature _____ Name (please print) _____

Position _____ Address _____

Telephone _____ City/Town _____ Zip _____

OFFICE USE ONLY BELOW THIS POINT

FEES	Paid By	Copies sent to	APPROVED
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"/> _____	

Use of School Facilities

1. Applications for Use of School Facilities may be obtained on line at the Tewksbury Public School website
2. School facilities are available for the use thereof by organizations for educational, recreational, social, civic, fraternal and like purposes. The Town requires that any organization or entity providing activities or programs to children 18 years of age or younger provide written documentation that a CORI has been performed on all staff, including volunteers, in accordance with Massachusetts General Law (Chapter 385 of the Acts of 2002, "An Act to Further Protect Children"). Any regular meeting of a group of individuals is considered organized use and DOES require a permit.
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, 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.
Summer (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 playroom. 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 \$1,000,000 combined single limit for bodily injury including death and property damage \$3,000,000 aggregate.
13. The Town of Tewksbury carries NO MEDICAL INSURANCE for user of its Facilities. Users participate at their own risk.
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/KITCHEN WORKER FEE
P.A.C.s, School Meetings/Activities, Community Education, Booster Clubs Interscholastic Sports, Intramural Sports, Town Meetings, Elections	None	Borne by School Department
Youth Athletic Organizations (see addenda) Recognized Scouting Organizations School Activity/Program Fundraiser, School Sponsored Institute/Collaborative Class, Tewksbury Church Groups	None	Borne by School Department if taking place during normal school hours - Overtime paid by the organization
Individuals/Private Groups	Yes	Yes

15. Applicants need to be familiar with their responsibilities within the Tewksbury School Departments COMMUNITY USE AFTER SCHOOL SECURITY POLICY (shown below) as part of the permit approval process. Failure to comply with these requirements may result in termination of the Use of Facility.

16. The School Department's Facility Coordinator, located at 139 Pleasant St. (978)640-7816 will be responsible for administering this policy
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.