

OFFICE OF THE SUPERINTENDENT OF SCHOOLS
FREETOWN-LAKEVILLE PUBLIC SCHOOLS

TO: Facilities Use Applicants

FROM: Stephen J. Furtado, Ph.D.
Superintendent of Schools

RE: **Facilities Use Forms**

The information contained in this packet provides you with the application forms and process required to use the facilities on the Freetown-Lakeville Regional Schools' campus. Please know that completing this application does not guarantee use. Availability of our buildings and grounds takes into account several factors. First preference will be given to scheduled school events (plays, musicals, athletics). Second preference will be events planned by the Community Recreation Department. Once those needs have been met and availability has been determined, your request will be reviewed in a timely manner. Should a request not be approved, please respect our decision. Reason(s) your request was not granted will be provided to the contact person.

We encourage community use of our facilities and that encouragement will continue based upon the respect our personnel, buildings and grounds deserve and receive.

Thank you.

SJF:la
Attachment

FREETOWN-LAKEVILLE REGIONAL SCHOOLS
FACILITY/GROUNDS USE FORM

Date(s) Requested: _____ Time: (from _____ to _____)

Applying Organization: _____ Date Applying: _____

Facility/Field Requested: _____

Room(s)/Area Requested: _____

Equipment Requested: _____

Approximate number of people who are to attend: _____

Type of Event: _____

Organization individual to contact: _____ Phone: _____

Address: _____

Signature: _____

I have read and agree to adhere to the facility/grounds use regulations. I attest that all volunteers participating in this program have undergone a CORI investigation and have been found acceptable.

All applicants are required to have insurance coverage. Please submit a certificate of property damage and liability insurance with your application.

Arrangements for facilities should be made with the Community Recreation office at least 14 days prior to the event. Forms are available at Apponequet Regional High School, the Freetown-Lakeville Middle School, the George R. Austin Intermediate School, the Community Recreation office and also at www.freelake.org.

PLEASE RETURN FORM TO THE COMMUNITY RECREATION OFFICE
(508)-923-6446

For office use only: Facility reserved: _____

Date: _____

Equipment reserved: _____ Police required: _____

CommRec Facilitator: _____ Date: _____

Signed: _____ Date: _____

Principal/Designee

NOTES:

(over)

*Approved by the Freetown-Lakeville Regional School Committee
June 18, 2008*

FREETOWN-LAKEVILLE REGIONAL SCHOOLS
FACILITY/GROUNDS USE FORM

<u>ONE TIME EVENT</u>		<u>ONE TIME EVENT</u>	
Gymnasium	\$ 50.00 per hour	Gymnasium with Locker Rooms	\$ 75.00 per hour
Cafeteria	\$ 50.00 per hour	Cafeteria and Kitchen	\$ 75.00 per hour
Lecture Hall	\$ 50.00 per hour	Auditorium	\$ 75.00 per hour
Media Center	\$ 50.00 per hour	Group Projects Room	\$ 30.00 per hour
Classroom	\$ 30.00 per hour	Fields and Grounds	\$ 75.00 per hour
Pool	\$ 75.00 per hour	Fields and Grounds with Concession Stand	\$100.00 per hour
Additional light, sound system, supervision fee*			\$10.00 per hour
 <u>ON-GOING ACTIVITY</u>			
\$ 30.00 per hour participant registration fee*			
 <u>SCHOOL RELATED ACTIVITIES/TOWN GOVERNMENT – FEE WAIVED</u>			
*Additional custodial charges may apply depending on event needs.			

Name of Organization

Signature of Individual Responsible for Payment

Please make payment in accordance with the following: Make check payable to Freetown-Lakeville Regional School District.

<u>OFFICE USE ONLY</u>			
Total Hours Requested: _____			
Rental Fee Required:	Yes ___ No ___	Amount \$	_____
Custodian(s) Required:	Yes ___ No ___	Number: _____	
Estimated Cost of Custodians (3 Hour Minimum)		Amount \$	_____
Kitchen Worker(s) Required:	Yes ___ No ___	Number: _____	
Estimated Cost of Kitchen Workers: (3 Hour Minimum)		Amount \$	_____
Life Guard(s) Required:	Yes ___ No ___	Number: _____	
Estimated Cost of Life Guards		Amount \$	_____
Insurance Form Required:	Yes ___ No ___		
Police Required:	Yes ___ No ___	Number: _____	
Estimated Cost of Police: (Responsibility of Renting Organization)		Amount \$	_____
Total Cost:			\$ _____

NOTE: Use of facilities cannot conflict with scheduled events of the Freetown and Lakeville Schools.

Approved by Principal: _____ Date: _____ (over)

*Approved by the Freetown-Lakeville Regional School Committee
June 18, 2008*

FREETOWN-LAKEVILLE REGIONAL SCHOOLS **BUILDING USE REGULATIONS**

1. All cars associated with the use of the building must be parked in designated parking areas. Fire lanes and handicapped parking areas must be maintained for their specific purposes.
2. No food or beverages may be served in places other than the cafeteria except by special permission of the principal.
3. Nothing shall be advertised, sold, given, exhibited or displayed on the building without permission of the School Committee.
4. The applicant agrees to be responsible for the preservation of order.
5. The Freetown and Lakeville Public Schools reserve the right to revoke this application if any of these rules are violated.
6. We further acknowledge that a copy of the regulations pertaining to hazing as promulgated by the Board of Education pursuant to G.L. c.269, ss. 17 through 19, has been provided to our organization and, further, we agree to disseminate the information contained in G.L. c.269, ss. 17 through 19 to every member, plebe, pledge, or applicant for membership in our group or organization.
7. When police are required, the cost of the police detail is the responsibility of the organization using/renting the facility.
8. Custodial services are required for the use of the facility. The costs for these services are the responsibility of the organization using/renting the facility.
9. When equipment belonging to the School District is to be used, the organization that uses the equipment is responsible for the maintenance and safe return of the equipment.
10. Restitution for any vandalism or accidental damage to the facility or equipment will be the responsibility of the organization using/renting the facility.
11. The pool may not be used unless a certified lifeguard is present to supervise.
12. Maintenance of the buildings and grounds is important and time consuming. It is agreed that users of the facilities will be responsible for clean-up with the aid of the custodian(s) on duty. The area must be returned to the state of cleanliness and order prior to its use for the event.
13. The use of alcohol, drugs, tobacco and weapons is prohibited on the premises.
14. All fees associated with the use of the facilities have been approved by the School Committees.
15. The use of the building is confined to the area or facilities stipulated in the application. All other areas of the building are strictly out of bounds.
16. The School Department is relieved of any liability. All groups must sign and return to the Building Principal an Indemnity/Insurance Agreement.
17. Kitchen facilities may not be used unless a regular school cafeteria worker is present to supervise.
18. School staff on duty for event must complete and return to the school's main office the Facility Post-use Form within twenty-four (24) hours of completing the use of the facility.
19. A copy of the Permit for Use of Grounds/Facility must be in the possession of the event organizer throughout the activity.

PERMIT FOR USE OF FACILITY/GROUNDS

Date: _____

Please be advised that _____ has been awarded use of
_____ on _____
from _____ (AM) (PM) to _____ (AM) (PM).

This team or group assumes total responsibility for leaving the grounds in the same condition it was found. No alcohol should be brought or consumed on school grounds. Supervision and crowd control are the responsibility of this group or team. Any violations or destruction on property will require compensation by said group or team.

The School Department reserves the right to revoke this permit at any time.

Approved: _____
Building Principal

Organization Name: _____

Contact Person: _____

Telephone: (work) _____ (home) _____

Food Permit #: _____
Lakeville Board of Health
Insurance Policy #: _____

Restrictions:

I agree to the terms of this permit and my group or team will honor them.

(Signature of Group/Team Representative) Date: _____

**PERMIT MUST BE IN POSSESSION OF THE EVENT ORGANIZER
THROUGHOUT THE ACTIVITY.**

FREETOWN-LAKEVILLE REGIONAL SCHOOLS
POST BUILDING USE FORM

Facility/Field Utilized: _____

Area(s) of use: _____

Type of Event: _____

Equipment Returned In Good Working Order: () Yes () No

Explain if No is checked: _____

Any Acts of Vandalism: () Yes () No Where: _____

Corrective Action: _____

Condition of Facility / Area at Close of Event: () Poor () Good () Very Good

Comments: _____

Aid in cleanup at close of event: () Poor () Good () Very Good

Other problems or areas of concern: _____

Comments: _____

Name: _____

Date: _____

Received by: _____

Date: _____

FREETOWN-LAKEVILLE REGIONAL SCHOOLS

INDEMNITY AGREEMENT

In consideration for being granted access to and the use of the property and facilities of the Freetown-Lakeville Regional Schools.

Location: _____ Date(s): _____

Time: From: _____ (AM) (PM) to _____ (AM) (PM)

The _____ agrees to the following:
(Name of Organization)

To indemnify and save harmless the Towns of Freetown and Lakeville and the Freetown and Lakeville Public Schools, their agents, servants and employees from any and all claims for loss of any nature, from any cause whatsoever excepting only claims for losses or damage resulting from the sole negligence of the Towns of Freetown and Lakeville, the Towns of Freetown and Lakeville Public Schools, their agents, servants and employees.

Signed: _____

Name: _____
(Please print or type.)

Date: _____

Freetown-Lakeville Regional Schools
MGL Chapter 269

AN ACT increasing the penalties for hazing. Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General laws is hereby amended by striking our sections 17 to 19, inclusive, and inserting in place thereof the following three sections;

Section 17:

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18:

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19:

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams, or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen. (over)

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and section seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents, and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

ACKNOWLEDGEMENT

On behalf of _____,
(name of student, group, team, or organization)

I _____,
(designated officer)

certify I have received a copy of M.G.L. Chapter 269; Sections 17 – 19, An Act Prohibiting the Practice of Hazing, and have distributed a copy of the law to its members, plebes, pledges, and applicants for membership; and that the

(name of student, group, team, or organization)

understands and agrees to comply with the law.

Date: _____ Signed: _____
(designated officer)

(over)