

## RULES FOR USE OF NEWBURYPORT PUBLIC SCHOOL FACILITIES

1. **Application forms to request the use of any school facility, including gymnasium shall be obtained through the Office of the Principal**, at least 14 days prior to event or event series. The Principal shall have the sole discretion to grant permission for the use, or to recommend changes in the request for all non-profit groups or entities. Each building principal may establish additional guidelines related to the uniqueness of his/her building. Renter has discretion to change use of facilities based on weather or other circumstances.
2. The person, persons, or organizations, granted the use of the Public School Facility shall assume full liability for any damage to the building, equipment, or grounds resulting from such use. No scenery, furniture or other fixture shall be attached to any part of the building without the express permission of the School Building Principal.
3. The applicant shall pay the established fee for the use of the Facility. **Checks are payable to “Newburyport Public Schools” and sent, along with the signed agreement to, Bresnahan Elementary School, c/o Office of the Principal, 333 High St., Newburyport, MA 01950; or Nock Middle School, c/o Office of the Principal 70 Low St., Newburyport, MA 01950; or Newburyport High School, c/o Office of the Athletic Director, 241 High St., Newburyport, MA 01950.**
4. **Building Use Forms must be submitted a minimum of 14 days in advance of an event or activity. Any requested changes to an existing reservation must be made a minimum of 72 hours in advance of the event or activity; or in the event of weekend building use, by close of business on the previous Wednesday.**
5. The applicant shall pay for such police, firemen, and custodial service as may be required by the Superintendent of Schools/designee. Payment for such services shall be made directly to the Newburyport Public Schools on the basis of a statement provided by the School Department to the applicant.
6. Custodians shall be provided by the school and shall be assigned in accordance with the provisions of the collective bargaining agreement. We understand that a custodian is required one hour before and event and a minimum of one hour after departure for clean-up. It is also understood that after 6:00 PM two custodians are contractually required to be in the building and if there are no other activities in the building we will be billed for the cost of both custodians. (The Director of Facilities reserves the right to assign additional custodians to work larger events. Every effort will be made to notify the renter in advance if this is necessary.)
7. In no case shall any person other than a regular employee of the School Department, or a person approved by the School Department, be permitted to perform any service connected with the operation of the building or grounds, or any part of its equipment.
8. The applicant shall assume full responsibility for adhering to and enforcing State and Federal laws, as well as compliance with City ordinance regarding the prohibition, possession, and/or use of any alcoholic beverages, any tobacco products, or any firearms in the building, or on the grounds.
9. A permit may be cancelled without notice if its provision or its intent are violated in any manner and the Superintendent of Schools/designee shall be sole judge of such violations.

10. No permit shall be issued for any activity, which would include any display of fireworks or that violate State Fire Code Regulations.
11. No food or beverages are allowed in the auditorium. The use of latex balloons is prohibited in all buildings.
12. Applicant shall supply a current Certificate of Liability Insurance to Newburyport Public Schools. This can be attached to the electronic facility use request form or dropped off at the school office.

#### **RULES FOR USE OF NEWBURYPORT PUBLIC SCHOOL FIELDS**

1. Application forms to request the use of any school field shall be obtained through the office of the Athletic Director, (High School, Nock/Molin, or Bresnahan School), at least 14 days prior to the date of requested event or first date of series of requested events. Availability of such space on dates requested will be confirmed by the Athletic Director's Office. The use of such space will be subject to change based on weather or other circumstances.
2. The person, persons, or organizations, granted the use of the Public School Fields/Gymnasiums shall assume full liability for any damage to the building, equipment, or grounds resulting from such use. No scenery, furniture or other fixture shall be attached to any part of the building without the express permission of the School Building Principal.
3. The applicant shall pay the established fee for the use of the Fields. **Checks are payable to "Newburyport Public Schools" and sent, along with the signed agreement to, Newburyport High School, c/o NHS Athletic Director, 241 High St., Newburyport, MA 01950.**
4. The applicant shall pay for such police, firemen, and custodial service as may be required by the Superintendent of Schools. Payment for such services shall be made directly to the Newburyport Public Schools on the basis of a statement provided by the School Department to the applicant.
5. **Building Use Forms must be submitted a minimum of 14 days in advance of an event or activity. Any requested changes to an existing reservation must be made a minimum of 72 hours in advance of the event or activity; or in the event of weekend building use, by close of business on the previous Wednesday.**
6. Custodians shall be provided by the school and shall be assigned in accordance with the provisions of the collective bargaining agreement. We understand that a custodian is required one hour before and event and a minimum of one hour after departure for clean-up. It is also understood that after 6:00 PM two custodians are contractually required to be in the building and if there are no other activities in the building we will be billed for the cost of both custodians. (The Director of Facilities reserves the right to assign additional custodians to work larger events. Every effort will be made to notify the renter in advance if this is necessary.)
7. In no case shall any person other than a regular employee of the School Department, or a person approved by the School Department, be permitted to perform any service connected with the operation of the building or grounds, or any part of its equipment.

8. The applicant shall assume full responsibility for adhering to and enforcing State and Federal laws, as well as compliance with City ordinance regarding the prohibition, possession, and/or use of any alcoholic beverages, any tobacco products, or any firearms in the building, or on the grounds.
9. The Newburyport Public Schools athletic fields will not be used by any school or community group prior to 1:00 PM on Sundays. On Sundays, organized activities on the fields should end by 5:00 PM.
10. Additionally, no organized activity will begin on any athletic field prior to 9:00 AM on Saturdays or holidays. These restrictions may be waived by a vote of the School Committee.
11. A permit may be cancelled without notice if its provision or its intent are violated in any manner and the Superintendent of Schools/designee shall be sole judge of such violations.
12. No permit shall be issued for any activity, which would include any display of fireworks or that violate State Fire Code Regulations.
13. No food or beverages are allowed in the gymnasiums. The use of latex balloons is prohibited in all buildings.
14. Any person using any of the school gymnasiums must wear sneakers or appropriate athletic shoes. No hard-soled shoes will be allowed on the playing area of these gyms.
15. Applicant shall supply a current Certificate of Liability Insurance to Newburyport Public Schools. This can be attached to the electronic facility use request form or dropped off at the school office.

### **Group Definitions**

#### **Group 1**

Newburyport Public Schools Clubs, Teams, and Organizations

#### **Group 2**

Newburyport school-related organizations (PTOs, Booster Clubs,) NYS

#### **Group 3**

Newburyport based youth approved teams (Babe Ruth, Little League, NBBA, NGBA, Youth Lacrosse, Youth Soccer, and Youth Football)

#### **Group 4**

Non-Profit with proof of status

#### **Group 5**

Individuals, Newburyport organizations and groups, and all for profit individuals and organizations. Local profit.

#### **Group 6**

Individuals, non-Newburyport organizations and groups, and all for profit individuals and organizations. Local non-profit.