

PROCEDURE FOR THE USE OF SCHOOL FACILITIES

APPLICATION

Applications for the use of School facilities must be prepared for any activity that is not a part of the regular school program and takes place at a school building/facility. Any group renting the facility in the name of an organization or company must have the application signed by an official of said organization or company.

REQUESTOR

The requestor shall complete all fields of the application and present it to the appropriate school principal's office. Any field of the application left incomplete will result in automatic return of request. At no time are minors allowed to rent school facilities. An adult of said group or organization must complete request application.

APPROVAL

School principal shall approve the scheduling of events in schools and recommend the number of personnel (i.e. custodians) needed for the event. The support services administrator shall act as the agent of the Superintendent, and will be responsible for reviewing all applications, determining costs for staff, and approve or disapprove the application. The support services administrator reserves the right to disapprove any application due to prior record of misuse, outstanding balances owed to the Providence School Department for prior events, or actions that do not conform to Providence School Department Policies. No application is a contract until the support services administrator signs the application.

USAGE OF GYMNASIUM

Gymnasiums may be used for facility-appropriate athletic activities only.

RENTAL AND CUSTODIAN FEES

Rental fees for a facility are at a daily rate, see fee schedule for charges. For custodial services rendered, the fee is at a minimum of four (4) hours and at the rate of \$36.69 per hour. Plus one half hour before and one half hour after each scheduled event for set up and clean up.

Groups or organizations requesting space for a one-day event would be required to pay the total cost (100%) of rental and custodial charges for services rendered prior to event taking place.

Groups or organizations with recurring usage will be billed on a monthly basis. A two-event security deposit is required in advance for all groups with recurring usage. (i.e. total cost of two scheduled events).

If events fall on holidays or when additional custodial staff is necessary, said group would be required to pay holiday and or overtime rates.

All charges are due a minimum of two (2) weeks prior to scheduled event.

EVENT HOURS

No event is permitted to go beyond 11:00 PM or conflict with school hours.

CONTRACT TERMS

The length of any Use of School Facilities request is not to exceed a period greater than ten (10) months beginning September 1st and with all contracts ending June 30th. Before the end of the ten (10) month term and with a minimum of two (2) weeks advanced notification, groups

desiring to utilize space during the summer months must complete a new application. All summer applications will be researched and approved based on the availability of custodial staff and space at school or facility requested given that group has no prior record of misuse or outstanding balances owed to the district. If a new application is not completed prior to usage, said group would not be permitted to utilize space within the Providence School Department until such forms are completed in their entirety and processed in the Support Services Office. The Providence School Department reserves the right to invalidate a contract at any time with 30 days advanced written notification to group.

RESPONSIBILITY OF GROUP

Any group whose participants become unruly or cause damage to the building or facility would be required to pay for such damages. Recurring incidents with any user group may result in denial of future use of a facility by that group.

CUSTODIAL RESPONSIBILITIES

It is the responsibility of the assigned custodian(s) to ensure that requesting group/organization does not exceed the time limit indicated on the request application. If any group does not end an event at said time of departure, then assigned custodian is to contact his/her supervisor who may contact the Providence Police Department for assistance. Custodial supervisors are on call 24 hours a day and can be reached at any time.

PERSONNEL AND FEES

Any activities where personnel is required, said personnel will be assigned by the school principal or his/her designee only. Personnel fees for all organizations will be billed as such.

ALCOHOL

At NO time is alcohol permitted on school department property. If it is discovered that alcohol is or had been present at an event, said group would not be permitted to utilize space within the Providence School Department at any time in the future.

LIABILITY / PROPERTY DAMAGE INSURANCE

All organizations using school property will be required to obtain coverage for property damage and general liability. The minimum amount of coverage shall be \$100,000 for property damage, and \$2,000,000 of general liability. School activity groups, parent/teacher associations, and City of Providence groups need not furnish this insurance unless otherwise specified by the Superintendent of Providence Schools. A copy of insurance certificates naming the Providence School Department, the City of Providence, and the Providence Public Buildings Authority as additionally insured must accompany applications.

INDEMNIFICATION

Renter shall indemnify, hold harmless and defend The Providence School Department, the City of Providence, and the Providence Public Building Authority, their respective officers, agents, and employees, from and against any and all losses, claims, liability, damage, action or expense including, without limitation, costs and attorney fees arising out of or relating to usage of school facilities, (i) Renter's use of school facilities, (ii) Any breach or default in the performance of any obligation of renter under this agreement, (iii) any negligence of renter or any of its agents, employees, participants, spectators, attendees, patrons, and invited guests, (iv) the theft or

misappropriation of any renter's personal property brought into a Providence School Department facility. Renter hereby assumes all risk of damage to its property placed in a school or school department facility, assumes all risk of injury to its agents, employees, participants, spectators, attendees, patrons and invited guests.

OFF STREET PARKING

Off street parking will be provided when available to any requesting group or organization. In the execution of this policy, building principals are delegated the authority and duty to enforce these restrictions, including therewith the right to order illegally parked vehicles towed away with recovery of such vehicles to be at the vehicles owners expense. With regard to School Department headquarters at 797 Westminster St, the Administrator of Support Services shall exercise the same authority and duty with regard to enforcement.