

Public Use of Facilities

The School Committee welcomes the use of facilities available within the School Department by civic, cultural and educational organizations.

Scheduling of rooms will be performed at the individual building.

Official municipal, school, library and other governmental or quasi-government meeting requirements will receive first considerations in the scheduling of the available spaces within the various school buildings. The facilities are generally not available for private social gatherings, religious services or activities, for commercial purposes or for gatherings not serving a community purpose.

For municipal/school functions, room reservations must be made by indicating the meeting and time in the Master Schedule located in each building.

For other than municipal/school functions, room reservations must be made by written application to the individual building principal. All of these applicants must provide a certificate of insurance and/or a lessee's indemnification agreement. Application forms and lessee's agreements will be available at each building; certificates of insurance must be provided by applicant's insurance company.

Completed applications accompanied by applicable fees must be submitted two weeks in advance of the meeting date. Initial approval of the organization, however, must be voted upon by the School Committee.

All applicants agree to adhere to the rules and regulations related to the use of public meeting rooms as promulgated herein.

The Superintendent is granted the discretion to interpret these policies based upon the nature of each request and special circumstances encountered in the interest of effective scheduling and use coordination.

Legal Reference
Barrington Town Charter

Approved 05/04/00
Revised 01/31/08

RULES AND REGULATIONS FOR USE OF SCHOOL FACILITIES

1. No activity shall take place which conflicts with or disturbs any scheduled activities of the school. Preparation for use of the facilities must take place outside of regular school time.
2. The person(s), group or organization requesting the use of school facilities must be present during the time of usage and assume responsibility for all conditions related to that usage.
3. All activities must be confined to the respective portion of the building/grounds described on the reverse side of this application. A custodian must be on duty during that activity. That custodian will have no authority to grant the use of any part of the building not designated on the application.
4. Arrange for the removal of unusually large or special items connected with a program within 24 hours of a function.
5. Provide supervising adults, as determined by the town, for each youth group under the age of 18 who may schedule a function.
6. Use of the kitchen requires that one of the regularly employed school cooks is present.
7. Furniture or any other school items may be moved only by the custodian and must have prior approval of the school principal.
8. Alcohol and tobacco product use is prohibited inside any part of school buildings, in parking lots and any other areas designated as school property.
9. No one will be allowed to enter the building until the person(s) in charge are present. The person(s) in charge must not leave the building until all participants have left the facility.
10. All applications for use of school facilities shall be made on this application, which may be obtained in the school administration office, at least two weeks prior to the date of use. Initial approval of the organization, however, must be voted upon by the School Committee.
11. The person(s), group or organization requesting the use of school facilities are responsible for notifying the local police and fire departments of their activities and are also responsible for all fees associated with hiring of personnel from these departments as may be required.
12. The person(s) group or organization agrees to pay all costs as billed. The billing for the use of facilities will occur after the date of usage, and the invoice will be sent to the address listed on the application. A check made payable to **Barrington Public Schools** shall be mailed to Barrington Public Schools, PO Box 95, Barrington, RI 02806 Attention: Accounts Payable.
13. The applicant must also understand that a **Certificate of Insurance**, with Barrington Public Schools named as additionally insured is required.
14. The applicant must understand that should any of the above **Rules and Regulations** be broken the person(s), group or organization may forfeit the opportunity for any future use of school facilities.
15. Barrington Public Schools reserves the right to cancel/postpone an event due to extenuating circumstances caused by weather, emergencies, etc.
16. The Barrington Public Schools does not provide electronic or A/V equipment for non-school functions.

LESSEE'S INDEMNIFICATION AGREEMENT

The undersigned, hereinafter referred to as the Lessee, in leasing or requesting the use of the

_____ agrees to indemnify and save harmless the Town of Barrington, Barrington Public Schools and its officers, agents, employees, named as co-defendant in any claim or suit, on account of any and all claims, damages, losses, workers' compensation payments, judgments, litigation expenses and legal counsel fees arising out of injuries to persons including death sustained by the officers, employees or agents of the Town of Barrington or by any officers, employees, agents of the Lessee or by any participant or spectator or anyone directly or indirectly employed or working for the Lessee, including volunteers, in connection with the lease or use of the above named meeting area.

All property of any kind that may be left on the premises shall be at the sole risk of the Lessee, and that the School Department and Town shall not be liable to the Lessee or any other person for any injury, loss, or damage to any person on the premises.

The Lessee further undertakes to reimburse the Barrington Public Schools for any damage of its real or personal property occurring in connection with the lease or use of the above named meeting area by the Lessee unless the damage is caused by the Barrington Public Schools.

STATE OF RHODE ISLAND

COUNTY OF _____

Signed:

Lessee

By _____

Address _____

Date _____, 20 _____

Subscribed and sworn to before me on this ____ day of _____ 20 ____.

Notary Public

My Commission Expires _____

BARRINGTON PUBLIC SCHOOLS

FACILITIES FEE SCHEDULE

Area	Civic No Admission No Donation*	Civic Admission Donation*	Non-Civic Or Commercial	Barrington Business
Auditorium HS	\$25	\$40	\$300	\$150
Auditorium MS	\$25	\$40	\$300	\$150
Cafeteria	\$25	\$40	\$300	\$150
Classroom	\$10	\$25	\$50	\$25
Gymnasium/Stadium	\$25	\$40	\$300	\$150

***There is an additional hourly fee based upon the number of custodians and use of kitchen.**

Note: Major rooms with kitchen \$325.00

Fees in compliance with Barrington Town Charter

BARRINGTON PUBLIC SCHOOLS

Facility Use Application

Name of Organization _____

Address _____

Date(s) of function _____
Hours of function (including setup and cleanup) From _____ To _____

Event start time _____
Expected attendance _____ Which room would you prefer? 1st choice

_____ 2nd
choice _____

Purpose of meeting (be specific)

Any special requirements such as number of tables, chairs or physical setup? _____

Will kitchen be used? __

Contact person: _____ Alternate Contact Person _____
Name _____ Position in group _____
Address _____

Business telephone _____ Home Telephone _____
E-Mail _____ Cell Phone _____

Alternate Contact:
Name _____ Position in group _____
Address _____

Business telephone _____ Home Telephone _____
E-Mail _____ Cell Phone _____

In order to avoid confusion by the public regarding program sponsorship, any individual or group using the rooms and/or auditorium in the Barrington High School for a non-school event, shall be required to provide the name(s) of a contact person(s) and telephone number(s) in all advertising, press releases and media announces.

I have read the Rules and Regulations for Use of School Facilities Policy, and fee schedule, and agree to comply with all.

Signed _____ Date _____

FOR SCHOOL USE ONLY

Room _____

Approved _____ Not Approved _____

Scheduled? _____

Fees _____ Date Collected _____

Certificate of insurance/Lessee's agreement received _____

Cc: Building Principal

Main Office

Custodial Staff