

## **APPLICATION FOR RENTAL OF SBRHS FACILITIES**

It is the policy of the Somerset Berkley Regional School Committee to welcome the use of the school facilities by the community for purposes directly related to the educational, civic, cultural, recreational, and social life of the community. The School Committee recognizes that the primary purpose of school facilities is to implement instructional, extracurricular, and school-sponsored programs and that other usage shall not interfere with these programs. While the Somerset Berkley Regional High School was established for the primary purposes of facilitating the instructional programs for our students, the building and surrounding outdoor facilities are available for use after regular school hours and weekends for many types of activities.

Under the direction of the Superintendent, high school Administration will determine the eligibility and approval of the use of all school district facilities. The Superintendent and Director of Business and Finance must also approve all applications for facility usage. Programs and activities of users must be of a nature suitable for a public school, must be lawful, and must conform to all of the usage policies of the Somerset Berkley Regional School District (SBRSD). Organizations or institutions servicing 75% or more Somerset and/or Berkley participants will have preference in rental of SBRSD facilities, including time of day and date of event. The SBRSD will not accept any advance payments from any group, organization, or institutions from outside the Towns of Somerset and/or Berkley in an attempt to circumvent the preference stated above.

The user of the facility will hold the SBRSD and its agents, representatives, members & employees harmless from all liability, claims, demands, damages, expenses, or costs of any nature whatsoever resulting from use of the premises. The user must have insurance to cover any personal and/or property claims resulting from the event. By signing the facility use agreement the user agrees to indemnify the District for any damages as a result of use of the facility. The SBRSD reserves the right to cancel any facility use agreement. The Superintendent is the final arbiter in regard to the fair and equitable implementation of this policy.

### **REGULATIONS GOVERNING FACILITY USE**

1. Individuals or organizations interested in the use of a school facility must complete and sign the application included in this document to process the request.
2. No individuals or organization will be able to rent any school facility without completing and filing all relevant documents. Applicant must have their approved Facility Use Application in their possession at the event, signed off by renter and school representatives.
3. Payment for the rental of school facilities must be consistent with district guidelines. Waivers of rental fees or other requirements or restrictions in this policy will only be granted upon recommendation of the Superintendent or designee. This includes but is not limited to in-kind contributions made in lieu of rental fees.
4. A Certificate of Liability Insurance must be provided at the time an application to rent is submitted. Please see section on Liability and Insurance for requirements.
5. Rental of a school facility does not imply automatic access to the school's equipment. Arrangements for the use of school equipment must be made at the time of application to rent. Use of this equipment requires the direct supervision of school personnel and the approval of the High School Administration or designee and must be specifically enumerated in the written agreement. The user is not entitled to use areas or equipment not specifically requested and approved in the Facility Use Application.
6. Arrangements must be made with the Police and Fire Departments for events involving two-hundred (200) or more persons under the discretion of the Superintendent. The Police and Fire permit forms, and confirmation of the scheduled detail, must be completed and submitted to the High School within two (2)

weeks prior to the event. Police and Firefighters may be assigned by those departments as necessary for security and safety of life and property. Charges for these services will be paid to the departments directly by the renter.

7. User groups must take all necessary steps to ensure orderly behavior. The use of the school facilities will require that SBRSD designated personnel be present when the building is open. No one will be admitted to a school building before the arrival of an adult supervisor from the organization, nor will anyone be allowed to remain in the building without such supervision. The Administration or designee will strictly enforce this regulation. The adult supervisor must be present at all times and is responsible for the actions of all participants and spectators. Behavior and discipline of those in attendance are the responsibility of the organization or person obtaining the permission to use the facility or field. Security personnel have full authority to eject any or all persons disregarding any of the above regulations.

8. Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of students and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damage shall be determined by Administration and approved by the Superintendent, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within two (2) business days of receipt of the bill. SBRSD will not be responsible for any loss of valuables or personal property.

9. Refreshments may only be served and consumed in the Student Dining Center. Any other areas must be approved in advance by the High School Administration. Refreshments are never allowed in the gymnasium, track and fields, tennis courts, Library Media Center or Performing Arts Center. If the serving of refreshments results in extra custodial time, the renter will be billed accordingly. Failure to abide by these restrictions will result in the loss of the privilege to rent the facility. Should a kitchen area be desired for use of food preparation, it is understood that an approved member of the SBRSD Student Dining Center staff will be necessary to supervise the kitchen at user expense.

10. Renters are only allowed to be in the area specified in their rental agreement. Individuals of the organization are not allowed to roam the school facility during the period of the rental. All activities must be under competent adult supervision approved by Administration. Children attending this event must be supervised by an adult at all times, including trips to the restroom and drinking fountain.

11. The renter must, at all times, be respectful and work with the custodian on duty during their event.

12. All SBRSD's schools, fields, and grounds are No Smoking facilities and Drug Free zones.

13. Facilities (buildings, rooms, and fields) will not be available for any outside use when there is a conflict with any school activity, including unanticipated, last-minute changes.

14. No pets of any kind, unless designated service animals, are allowed in the building, grounds, or other facilities.

15. All building and fire codes must be strictly enforced. Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits, and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways or stairways. Facility capacities, as determined by the Fire Marshall, must be observed.

16. Decorations must be used in such a manner that is not destructive to school property and must adhere to Fire Safety regulations. Decorations are subject to the approval of the designated representative. Approval may be denied based on content as well as structure of the decorations, including banners and pennants. The use of materials (including tape) on floors or other parts of the building is strictly prohibited without specific written approval from the Administration.

17. On a "No School" day due to inclement weather, there will be no other activities in the school buildings, unless otherwise approved by the Superintendent.
18. Any group, organization or institution that fails to pay its rental payments will lose the opportunity to rent space for future events.
19. The use of, serving of, or consumption of any alcoholic beverage or controlled substances on school property is absolutely prohibited.
20. Facility Renters are expected to leave all rooms and furniture in the condition and arrangement in which they were found and are responsible for any fees incurred for additional custodial services necessary to return the facility to the condition in which it was found.
21. Approved users are restricted to the dates and hours approved and to the building area and facilities specified. Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled program time, at the renter's expense.
22. The Student Dining Center and Gymnasium have video cameras for building surveillance purposes. If a renter is utilizing the Student Dining Center and/or Gymnasium for a rental, the renter should be aware of this surveillance. Videos will only be viewed in the event the District must investigate for damages and/or other issues. Should the Student Dining Center be used for a dressing area during dance recitals, theatrical productions, music concerts, etc. the covering of the security cameras is **strictly prohibited**.
23. All groups, organizations, and institutions requesting the use of school facilities are subject, without exception, to the above policy and regulations. Any infraction of the above rules, or violations of common behavior decorum consistent with the approved event, will be grounds for immediate dismissal of the group or organization and inability to utilize the facilities for future events.

## **USE OF SCHOOL PARKING LOTS**

Use of school parking lots on a short- or long-term basis is subject to the District's Facility Use policies and procedures. Organizations or individuals interested in using a school parking lot should complete a facility use form available on the school website or in the school's main office. Please indicate PARKING LOT ONLY on the form, note date(s) and times of use, and submit for preliminary review and approval by Administration.

The applicant, renter, or organization, must agree in writing to indemnify, defend and save harmless the Towns of Somerset and Berkley, School Committee, its officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, or organization's use of the Somerset Berkley Regional High School pursuant to this agreement.

The applicant must agree that they will not exceed the days or hours approved for their use of the parking lot, or in any other way restrict or interfere with the school's use of its parking facility both during the hours of school operation or any other time that has not been pre-approved for outside use.

### **Who May Use the Facilities?**

Established organizations within and outside of the District (PTO and PAC, booster groups, governmental and quasi-governmental public service bodies, including the Town of Berkley and the Town of Somerset, business/industrial organizations) may apply to use school facilities provided the use is for an educational, civic, cultural, recreational, social or other legitimate purpose of the organization.

## **Process to Obtain a Facility Use Reservation**

- All requests must be submitted to the Administration no later than one month prior to the event. Applications received less than one month in advance of the event will not be honored, unless approved individually by the Superintendent. Emergency requests will be evaluated on a case-by-case basis.
- Administration reserves the right to delay approval of applications for an upcoming fiscal year until October 1 in order to allow for school functions to be scheduled first. Applications received in the months of July and August for upcoming school year events will not be processed until the end of September to allow for all school activities to be scheduled.
- Applications for use of school facilities in the months of July and August must be submitted by May 15. Renters should plan their requests for rentals accordingly.
- The District will not "hold" space for any organization.
- A Certificate of Liability Insurance must be provided at the time an application to rent is submitted. Liability limits are required to be a minimum of \$1,000,000 per occurrence/\$2,000,000 per aggregate. The SBRSD needs to be listed as an additional insured. User is responsible for getting the insurance. These insurance requirements may be adjusted from time to time by the School Committee.
- Rooms are rented and reserved on a first come, first serve basis. In the event that simultaneous requests are received, Class I has first priority for facility use scheduling and Class V the least.
- Buildings and facilities will not be available on the evenings of regular Town Meetings: General and Regular Elections and also Special Town Meetings.
- The application must be submitted by a designated person who will be responsible for the event. This person must be at least 18 years of age. The signing party may be either an authorized signatory of the applying organization or a private individual. In either case, the signatory will become the party responsible to the District for the facilities' use and the compliance with all district rules and regulations.
- Once the application is received Somerset Berkley Regional High School staff will contact the person requesting the facility use in a timely manner regarding the status of the application. A meeting between the responsible party and SBRHS Administration will be scheduled within three weeks of the date of the event.
- At the meeting, Administration or their designee will discuss all aspects of the rental agreement including but not limited to dates of rental, hours of use, facility usage areas, additional support staff and equipment needs. Once the rental agreement is finalized, the application will be signed by the Administration and then sent to the Office of the Superintendent of Schools for processing. No application should be considered approved until all above-named parties have signed the application.
- The invoice for rental fees requires a 75% deposit which must be paid within fourteen (14) days of the date of the invoice. Failure to remit deposit within the specified timeframe will result in the cancellation of the facility use agreement. Once the 75% deposit has been received from the renter, the District Treasurer will notify the Administration or their designee for final scheduling in the school building calendar. Payment is due in full fourteen (14) calendar days prior to the event, or the event will be cancelled.

- Remit deposit payments for event to:

Somerset Berkley Regional School District  
Attention: Superintendent's Office  
580 Whetstone Hill Road  
Somerset, MA 02726

**Do not send any checks directly to the High School. All payments should go through the District office at the address above.**

- Representatives who have been granted permission to use facilities shall not reassign, transfer, sublet or charge a fee to others for the use of school property.
- Facilities may be rented to groups during school vacations or holidays, providing the event does not conflict with facility cleaning and renovations and providing there is building service personnel available for supervision.
- The District reserves the right to deny or withdraw facility use privileges at any time.
- Privileges of the use of the school facilities may be permanently revoked should any group or organization violate the regulations of the District's facilities.

### **Cancellations**

A down payment of 75% is expected and due within fourteen (14) days after the date of the invoice. If the activity is cancelled by the renter at least one week in advance of the scheduled event, the permit holder will receive a full refund of their payment less any related expenses incurred by the School District. If the event is cancelled less than one week prior to the event by the renter, the permit holder will receive a half refund minus the non-refundable administrative fee, less any related expenses. Any events cancelled less than one week in advance (for any reason other than weather-related) that require custodial overtime fees will be billed for three hours of custodial overtime.

School events may result in and override any previously requested reserved space. The Administration will do everything possible to accommodate the renter when this occurs with as much notice as possible. If the District is closed due to inclement weather or any other unexpected reason, every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given.

If a rental must be cancelled or altered by the renter, please contact the Somerset Berkley Regional School District at 508.324.3100 as soon as the renter is aware of the need to cancel or alter rental.

### **Liability and Insurance**

A copy of the Certificate is due when the application is submitted. Liability limits are required to be a minimum of \$1,000,000 per occurrence/\$2,000,000 per aggregate. The Somerset Berkley Regional School District needs to be listed as an additional insurer. User is responsible for getting the insurance coverage.

It is the renter's responsibility to maintain insurance up to and including the time of the event. Updated copies of insurance policies should be sent to the SBRHS Administration **as well as** the Regional Treasurer at the District Office.

Failure to present proof of insurance voids all agreements. Events without the proper insurance on file will be cancelled. The permit holder will be fully responsible for all loss, damage, or abuse of school property, including property of students and employees during the time the building is in use.

## **Payment**

The individual(s) who signed the application and agreement are responsible for payment of the cost per hour charged for the use of the facility and per staff member required, in addition to any other incurred costs. A down payment of 75% is due within fourteen (14) calendar days of the date of the invoice; failure to pay deposit within fourteen (14) calendar days will result in the cancellation of the rental.

The remaining balance for the event is due in full fourteen (14) calendar days before the event. Failure to make full payment for an event within the time frame allotted will result in cancellation of the event and inability to utilize facilities for future events.

## **Prohibited Use**

- School facilities are not available for private use, private parties or family reunions.
- School facilities cannot be used for political gain.
- Games of chance, lotteries or other activities classified as gambling cannot be conducted on school premises.
- Facility use is limited to the function and area described in the Facility Use Application. Changes in plans or usage will constitute a separate request and charge. There shall be no third-party use of the facilities.
- Activity that promotes commercial gains cannot be conducted without the consent of the Superintendent.
- Alcoholic beverages of any nature shall NOT be served or consumed on school property. Smoking or controlled substances are NOT permitted on school property in accordance with state law.

## **Curfew Guidelines**

Baseball, Softball and Soccer Fields – Curfew in effect from dusk until dawn, unless special circumstances are approved by the Superintendent.

Football Fields and Track – Curfew in effect from dusk until dawn.

Lighted Tennis Courts–Curfew in effect from 10:00pm until dawn.

## **Set Up & Clean Up**

The District will designate personnel to be on duty whenever a facility is being used except as exempted by the Administration and so noted on the permit. SBRHS personnel will provide assistance in handling furniture and equipment and will be responsible for clean-up and assessment of the facility's conditions post-use. The user will reimburse the District at a rate determined by the Class selected on the application, including set-up and clean-up. A minimum of three hours will be charged when custodial services are requested on these days. During the week, custodial use beyond the normal 8-hour shift shall be paid at time and a half when contractually required. Community youth groups will only be required to pay fees if additional time is required beyond the normal workday or work week (M-F). No charge will be assessed for use of school facilities during the normal workday or work week by a designated teacher or school personnel groups or student organizations.

Only SBRSD personnel may move or direct movement of school equipment, furniture, etc. No person, staff included, may operate any stage equipment or other electrical or mechanical equipment without approval from the Tech Services. If stage curtains, projection equipment, lighting, and PA systems are to be used, arrangements will be made with the Administration to provide technically qualified personnel to perform the tasks at the user's expense.

No piano is to be moved from its present location at any time without prior approval.

Only in the case of a documented emergency are offices to be opened and/or telephones used.

When an organization is granted use of the Performing Arts Center and stage for a performance, it may use the facilities for **one rehearsal period**. Rental fees and custodian charges will apply for this rehearsal time. The organization **MUST** schedule the rehearsal in advance with the Administration and identify the rehearsal on the Facility Use Application.

#### **SPECIFIC REGULATIONS FOR USE OF: Athletic Fields (baseball, softball and soccer)**

- School sports have priority on all fields. Please note, that with all scheduling, SBRSD reserves the right to cancel an event, due to scheduling need with practices, games and/or a SBRSD event. Also note, sometimes this may happen with less than 24 hours' notice.
- In the event of inclement weather, makeup dates will be approved as long as no conflict with school sports schedules.
- All fields and buildings should be left in the manner they were found. The area should be cleaned of any litter or refuse and placed in appropriate containers. If you are using any of the high school fields for your sporting events there will be a grounds/custodial person assigned to each event. Please review our fee schedule.
- No players/children should be in or on any structure (sheds, goal posts, soccer goals, nets, etc.)
- If handicap access is needed for sports fields, arrangements can be made with the Administration office prior to the event.
- All applicants are responsible for obtaining town permits, if applicable.
- Nets will be provided by the school district for any sport. It will be the applicant's responsibility to ensure all nets are used appropriately.
- Absolutely NO trespassing around the SBRHS maintenance building.
- No machinery or equipment will be permitted on any field.
- No machinery or landscaping equipment is to be brought in by requester to groom or prepare any field. Permission must be granted in writing by the SBRSD Administration.
- The group is to park in designated parking areas. FIRE lanes must not be blocked. Vehicles are not allowed on any grass areas or areas designated "NO PARKING." Any damage to fields and grass areas will be charged to the renter.
- SBRSD will vigorously enforce the policy and seek damages for the cost of any repairs required by violation of the policy to the extent permit by law, including holding parents responsible for damages caused by minor children.

#### **SPECIFIC REGULATIONS FOR USE OF: Outdoor Track and Turf Field**

- Players wearing cleats are not allowed on the track at any time. Players will be allowed to walk across the track in designated areas only where proper matting is available.
- High School Turf Field: No food or drinks other than clear water.
- NO vehicles will be permitted on the track at any time.
- NO vehicles will be permitted to park on the walking/emergency path going up to the high school. SBRSD vehicles are permitted with authorization from Administration.
- The track and turf field should be left in the manner they were found. The area should be clean of any litter or refuse and placed in appropriate containers. If you are using any of the high school fields for your sporting events there will be a grounds/custodial person assigned to each event. Please review our fee schedule. No players/children are allowed in the Press Box and Concession Stands.
- Absolutely NO trespassing around the SBRHS maintenance building.
- No machinery or equipment will be permitted on the turf field or track.
- The group is to park in designated parking areas. FIRE lanes must not be blocked. Vehicles are not allowed on any grass areas or areas designated "NO PARKING."
- Use of the turf field by the general public is prohibited. Only preapproved organized and supervised sports activities may occur on the turf field. Members of the public using the track in accordance with this policy should avoid the use of the turf field.
- Use of any equipment such as bicycles, skateboards, roller skates, rollerblades or baby strollers on either the turf field or track surface are strictly prohibited.

## **SPECIFIC REGULATIONS FOR USE OF: Indoor Track**

For indoor track use, members must enter through the Performing Arts entrance.

- Appropriate footwear must be worn at all times when using the indoor track. Dark soled running shoes, turf shoes or any other type of footwear which may mark the floor are not allowed.
- Only clear water containers (no glass containers) may be brought into the track area. All water containers must be removed from the track area upon leaving the track. No food, candy, or gum is allowed in the track area.

## **SPECIFIC REGULATIONS FOR USE OF: Tennis Courts**

- To thoroughly enjoy the continued use of these courts, everyone must assist in ensuring their proper use, including keeping the area clean.
- The following rules and regulations must be adhered to:
  - Appropriate footwear must be worn when using these courts. The courts are for tennis use only. No bicycles, skateboards, rollerblades or street hockey may be played on the tennis courts and are strictly prohibited.
  - Water is the only drink allowed inside the tennis court areas. No glass containers or other beverages are allowed. No food is allowed in the court areas. Water bottles or containers must be removed from the tennis court area before leaving the facility.
- The maximum number of courts to be used under the facility usage agreement is four (4), unless prior approval is given by the Administration and Superintendent.
- Tournament play cannot be extended beyond the specific dates and time of the original facility usage application without prior authorization from the Administration and Superintendent.

## **SPECIFIC REGULATIONS FOR USE OF: Performing Art Center (PAC)**

- All requests for Performing Arts Center use that include equipment rental require a trained A/V Technician or Event Coordinator for the operation of lighting and/or sound system. Generally, the assignment of the technician includes set-up and time to remove the equipment. All lighting, sound or special effects requests needs will incur additional fees for labor and must be communicated in writing to the technician at least two weeks prior to the scheduled facility use meeting. Requests submitted less than two weeks prior to the event will not be honored. Performing Arts Center systems (stage rigging, lighting, audio & video) may only be operated by individuals approved by the SBRSD.
- The Performing Arts Center should be left in such a fashion that will allow for the daytime use of the Performing Arts Center by the staff and students. The stage area is to be left clear.
- Under no circumstances should sets or stage pieces be attached to the floor. It is the responsibility of the user to remove all tape and/or other markings from the floor, seats, doors and stage area. Only gaffers tape should be used for markings. Gaffers tape is supplied by the renter. Masking and Duct tape and other adhesive substances that leave a residue will not be allowed in the Performing Arts Center at any time. Cleaning costs will be billed for any damage caused by the use of prohibited adhesive substances. Building of sets for performances will not be permitted in the Performing Arts Center area. Arrangements should be made in advance for an area for this purpose.
- Props, backdrops, etc. may only be hung in a safe manner according to the intended use of stage rigging and sets. No objects are to be fastened to the stage curtains. No objects are to be hung from the sprinkler pipes. No objects are to be fastened to the stage floor or walls. Administration and custodial staff have absolute authority to require the removal of the unsafe material or modifications to satisfy safety needs.
- All equipment, props, etc., owned by the renter must be removed from the premises on the evening of the last performance, unless other arrangements have been made with the Administration's Office.



- Total occupants allowed in the Performing Arts Center have been established by the Town Building Commissioner, as per the certificate of inspection. Occupancy for the Performing Arts Center is limited to no more than seven hundred and fifty (750) people. This amount shall not be exceeded. No entrances, exits, corridors, or other means of egress will be blocked or restricted in any fashion.
- Scenery and decorations must be fire safe. Wiring for, materials used for, and operation of special effects in performances on the stage must receive approval from the local Fire Department.
- The time specified in the contract shall be strictly enforced. Exceptions may be made only by the Administration.
- The chorus classroom adjacent to the Performing Arts Center as well as the Student Dining Center and nearby locker rooms can be available for use as dressing rooms if needed.

#### **SPECIFIC REGULATIONS FOR USE OF: Gymnasium**

- No sports other than indoor sports will be allowed in any SBRSD facilities unless the equipment being used has been modified for acceptable indoor use. This modification will be the recommendation of the Director of Athletics and the Administration and finalized by the Superintendent of schools. This includes soccer, baseball, softball, golf, football, etc.
- No one is allowed on the gymnasium floor without proper footwear. Only scuff-resistant shoes are allowed in the activity areas of the building. **Dark soled running shoes, turf shoes, spiked shoes and any other types of shoes which mark the floors are absolutely prohibited.** Muddy or dirty shoes are not permitted. Participants are asked to please change into a separate, clean pair of shoes for their indoor recreational use. Shoes are required to be worn at all times while in the facility.
- The District will not store gym equipment for sports (i.e. soccer balls, basketballs). The group will be responsible for bringing their own equipment.
- Gymnasium systems (bleachers, scoreboard, adjusting basketball hoops, operating divider curtains, sound system, floor protective covering) can only be operated by individuals approved by SBRSD.
- Total occupants allowed in the gymnasium have been established by the Town Building Commissioner, as per the certificate of inspection. Occupancy limit for the gymnasium is one thousand (1,000) people. This amount shall not be exceeded. No entrances, exits, corridors, or other means of egress will be blocked or restricted in any fashion.
- No tape or other adhesive substances that leave a residue shall be applied to the gymnasium floor, walls, or bleachers. No objects are to be fastened to or dragged across the gymnasium floor. Cleaning costs will be billed for any damage caused by the use of prohibited adhesive substances. If required, a special floor covering may be needed in order to protect the gymnasium floor during exhibits, shows and assemblies at the user's expense.
- Arrangements must be made in advance for use of equipment.
- Persons using gymnasium are responsible for their own belongings.
- Use of school gymnasium does not include use of locker rooms. This must be indicated on your request. Only program participants will be allowed in the locker room/shower areas.

**SPECIFIC REGULATIONS FOR USE OF: Student Dining Center (SDC)**

- Individuals requesting the use of the kitchen require at least one member of the Student Dining Center staff to be on duty to supervise use of the kitchen.
- Caterers may use the kitchen, but not the dishes or utensils. At least one member of the Student Dining Center staff must be on duty to supervise. The area must be maintained according to school standards.
- Only areas specified in the original request may be used. It is advised that all potential renters visit the proposed site before rental.

*Amended by the Somerset Berkley Regional School Committee October 20, 2020*

*Amended by the Somerset Berkley Regional School Committee September 19, 2023*

**SOMERSET BERKLEY REGIONAL SCHOOL  
DISTRICT  
HIGH SCHOOL FACILITIES USE APPLICATION**

**APPLICATION MUST BE SUBMITTED AT LEAST ONE MONTH IN  
ADVANCE OF THE EVENT OR IT WILL NOT BE ACCEPTED**

(This form must be filled out **completely**. Please print or type clearly.)

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Today's Date

Name of Organization

---

Street Address of Organization

City

State Zip Code

**Check one:**

- Class 1 School or Municipal Group Sponsored
- Class 2 In District\* Non-Profit Community Organization (501(c)(3) form is required)
- Class 3 In District\* for Profit Making Community Organization
- Class 4 Outside Group (Not In-District) for Non-Profit (501(c)(3) form is required)
- Class 5 Outside Group (Not In-District) Profit Organization

**\*In District must have 75% Somerset and/or Berkley participants; documentation may be required.**

**Contact Information:**

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First & Last Name

Title

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Contact's Street Address

City

State Zip Code

---

Email

Cell Phone Number

**Event Details:**

Name of Event: \_\_\_\_\_ Date(s) of  
Event: \_\_\_\_\_ In the section

below, please fill out information pertaining to the dates you will be using our facility for this event. Each day you are requesting use should have a designation (e.g. rehearsal, set up, practice, etc.) as to what activities are occurring that day. These days should be consecutive and pertain only to this specific event. This is not for multiple events. If you are requesting more than 3 consecutive dates, please use a separate sheet of paper and submit it with your application.

Day (1) Activities: \_\_\_\_\_

Date: \_\_\_\_\_

Estimated # of Attendees (Participants and Audience Members)\*: \_\_\_\_\_

Entrance Time into Building: \_\_\_\_\_

Exit Time from Building: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Day (2) Activities: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated # of Attendees (Participants and Audience Members)\*: \_\_\_\_\_

Entrance Time into Building: \_\_\_\_\_

Exit Time from Building: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

Day (3) Activities: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated # of Attendees (Participants and Audience Members)\*: \_\_\_\_\_

Entrance Time into Building: \_\_\_\_\_

Exit Time from Building: \_\_\_\_\_

Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_

\* See page 3 of application regarding police detail

**Facilities Being Requested:**

1.) **School Room(s)**: (check all that apply)

- |  |                             |
|--|-----------------------------|
| _____ Distance Learning Center (Lecture-Style Room, Accommodates 60-70 people) | _____ Student Dining Center |
| _____ Performing Arts Center   | _____ Gymnasium             |
| _____ Music Room   | _____ Library               |
| _____ Locker Room(s)   | _____ Art Gallery           |
|  | _____ Kitchen               |

\_\_\_\_\_ Conference Room      \_\_\_\_\_ Classroom(s)

\_\_\_\_\_ Check here if requesting a **Multi-Night Package** (includes Performing Arts Center, Student Dining Center, Music Room and Locker Rooms). **A flat fee will be of \$800 per night will be charged.**

2.) **Athletic Space(s)**: (check all that apply)

_____ Bathrooms in Concession Stand	_____ Turf Stadium w/Lights	_____ Soccer Fields
_____ Turf Stadium w/o Lights	_____ Baseball Fields	_____ Softball Fields
_____ Concession Stand	_____ Outdoor Track	_____ Indoor Track
_____ Tennis Courts		

3.) **Additional Service(s) Needed**: (note number of each item needed)

_____ Microphone(s)	_____ Cable (s)	_____ Stage Lights
_____ Podium(s)	_____ Screen	_____ Television
_____ DVD Player	_____ Extension Cord(s)	_____ Overhead Projector(s)
_____ Computer/Laptop	_____ Projector	_____ Chairs
_____ Cafeteria Services (required if using the kitchen)	_____ Tables	_____ Lighting

All lighting, sound or special effects requests needs will incur additional fees for labor. Requests must be submitted in writing to the Technician at least two weeks prior to the scheduled facility use meeting. Requests received less than two weeks prior to the event will not be honored.

**Renters must pay the cost of at least one (1) custodian to be present during the entire**

This section to be completed by Somerset Berkley Regional High School Staff:	
<b><u>Custodial OT &amp; Incidentals (minimum 3 hours)</u></b>	<b><u>Light/Sound Operator Hours</u></b>
Mon.-Fri # _____ Hours @ \$45.00/Hour	Operator for _____ Hrs. @ \$50.00 /Hour
Saturday # _____ Hours @ \$60.00/Hour	
Sunday # _____ Hours @ \$70.00/hour	

**event(s) however, additional custodians may be required depending on the number of people expected.**

**\*If an event has more than 200 participants and audience members expected, the renter must contact the Somerset Police Department at (508) 679-2138, to order a Police Detail for safety reasons.** The Somerset Police Department will invoice the renter directly for the service. The renter shall provide Administration with proof of the details of the security arrangement prior to the event.

**Please list any special requests for your event not included above:** \_\_\_\_\_

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**Once the application is completed, please return to the high school for review and approval, along with a copy of your certificate of liability insurance documentation. Your certificate of**

liability must name Somerset Berkley Regional School District as the certificate holder and must be valid through the date(s) of your event.

Somerset Berkley Regional High School staff will contact you in a timely manner regarding the status of your application. A meeting between the responsible party and the SBRHS administration will be scheduled within three weeks of the date of the event. If you have any questions, please contact the high school at 508-324-3115.

If the above permission is granted, we hereby agree to comply with all of the rules and regulations set forth in the Somerset Berkley Regional School District Facility Use Policy and Application.

Requester: Signature on this application attests that you have read and understand the policies and procedures in the Facility Use Policy and as written on this application.

Signature of Requester \_\_\_\_\_  
Name Date

Administration Approval \_\_\_\_\_  
Name Date

Director of Business & Finance Approval \_\_\_\_\_  
Name Date

Superintendent Approval \_\_\_\_\_  
Name Date

**This form will become a binding contract upon approval from all above-named parties and confirmation of this request.**

**No application should be considered approved until all above-named parties have signed this application.**

If the activity is cancelled by the renter at least one week in advance of the scheduled event, the renter will receive a full refund of their payment less any related expenses incurred by the School District. If the event is cancelled less than one week prior to the event by the renter, the permit holder will receive a half refund minus the non-refundable administrative fee, less any related expenses. Any events cancelled less than one week in advance of the event (for any reason other than weather-related) that require custodial overtime fees will be billed for three hours of custodian overtime.

The invoice for applicable rental fees for your usage will be sent to you upon approval and confirmation of this application. A 75% deposit is **due within 14 days** from the date of invoice. Payment in full is due fourteen calendar days prior to the event. Failure to make full payment for an event within the time frame allotted will result in cancellation of the event and inability to utilize facilities for future events. Please make checks payable to "Somerset Berkley Regional School District" and list date(s) of rental on your check. **Submit check to:**

Somerset Berkley Regional School District  
Attn: Superintendent's Office  
580 Whetstone Hill Road Somerset, MA 02726

**For Office Use Only:**

Date Form Received by SBRHS \_\_\_\_\_

Has event been pre-checked to proceed with a Facility Use Meeting? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_ N/A

Date of Facility Use Meeting: \_\_\_\_\_

Meeting concluded and okayed to proceed to Central Office : \_\_\_\_\_ Yes \_\_\_\_\_ No

Date Form Submitted to Central Office for final approval: \_\_\_\_\_

Date Final Approval for event received: \_\_\_\_\_

Copy of Insurance Policy on File \_\_\_\_\_ (please initial/date)