



**PAWTUCKET SCHOOL DEPARTMENT**

Administration Building  
P.O. Box 388  
286 Main Street  
Pawtucket, RI 02862

Phone: (401) 729-6350 Fax: (401) 729-6353 TDD (401) 729-6338

**APPLICATION FOR USE OF SCHOOL**

**This application must be submitted two weeks prior to the event!**

Date: \_\_\_\_\_ Permit No: \_\_\_\_\_

Name of Association: \_\_\_\_\_

Address: \_\_\_\_\_

Principal Officer: \_\_\_\_\_

Address: \_\_\_\_\_

Property Requested: \_\_\_\_\_ Date(s): \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Starting Time: \_\_\_\_\_ To: \_\_\_\_\_ Doors Opened: \_\_\_\_\_

Admission to be charged: Yes  No  Amount \$ \_\_\_\_\_ Number of People Attending: \_\_\_\_\_

Comments: \_\_\_\_\_

I (we), having fully read the USE OF BUILDINGS POLICY, understand and agree to comply with this policy, understand the rate fees, and agree that claims arising from Lessee's usage of equipment and facilities for breakage or loss, shall be met by the Lessee. The Lessee will hold the Pawtucket School Committee, the Pawtucket School Department, and any of its employees, harmless for any personal injuries, liable, or any other suits arising as a result of the use of the facilities by the Lessee to either participants or spectators.

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

Daytime Telephone #: \_\_\_\_\_ Evening Telephone #: \_\_\_\_\_

**REQUIRED ENDORSEMENT**

Pawtucket Police Department – Police Required Yes  No  Number Needed \_\_\_\_\_

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

Pawtucket Fire Department – Fire Personnel Required Yes  No  Number Needed \_\_\_\_\_

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

**ASSIGNMENT OF PERSONNEL**

Custodians: \_\_\_\_\_ Electricians: \_\_\_\_\_ Matrons: \_\_\_\_\_

BUILDING PRINCIPAL APPROVAL Yes  No  Date Approved \_\_\_\_\_

**PLEASE READ THE USE OF BUILDINGS POLICY  
IT WILL BE STRICTLY ENFORCED**

## USE OF BUILDINGS POLICY

Adopted 4/23/02

PAWTUCKET SCHOOL COMMITTEE

It shall be the policy of the Pawtucket School Committee to authorize the use of school buildings by public, semi-public and private agencies. The Superintendent of Schools shall be empowered to grant the use of school buildings within the following guidelines. Any deviations from this policy must be approved by the Superintendent of Schools or his/her designee.

- a) The use of school facilities must not conflict with the function or purpose of the School Department.
- b) The using agencies must assume all legal responsibilities and necessary costs resulting from its activities.
- c) The using agencies, by their request, assume responsibility for obtaining on their own, an accident and liability insurance policy insuring the agency and the Pawtucket School Committee, Pawtucket School Department and the City of Pawtucket, for and from any liability for personal injuries and/or property damage which may result during the time the agency is using the facilities of the Pawtucket School Department. The minimum amount of coverage shall be \$100,000 for property damage, \$500,000/\$1,000,000 for liability and \$5,000 for medical payments. Non-profit groups directly related to the public schools or other reputable groups serving Pawtucket school age children, shall be exempt from this insurance at the discretion of the Superintendent.
- d) The school Building Principal has the authority to deny use of the school facility, or to cancel any activity due to a conflicting school event.
- e) An adult supervisor must be present at all times.
- f) Organizations using the school facilities may be required to provide police and/or fire personnel, depending on the number of people attending/using the facility.
- g) Custodial, Matron, and / or Electrician overtime, FICA, and Medicare may be required for certain events, and is mandatory for the use of all facilities on Saturday or Sunday. The using organization will be invoiced in advance of the estimated overtime to be incurred at the prevailing overtime rate. Invoices must be pre-paid seven days in advance of the event. After the occurrence of the event any overpayment of overtime will be refunded to the agency. Any additional overtime incurred will be invoiced to the organization, with payment due within 30 days of the invoice date.
- h) Each year from July 1 through August 31, the school department will hold an application period, during which all organizations that used school facilities the prior school year, may reapply for use of the same facility, dates, time frames, and days of the week, for the upcoming school year. These applications will be given first priority over new applications requesting use of facilities. Every effort will be given to assign each organization to the same facility, dates, time frames, and days of the week as was used in the prior school year. Applications from prior year organizations for use of facilities that are in addition to prior year usage (additional facilities, dates and/or times), or new organizations for use of facilities that are in addition to prior year usage (additional facilities, dates, and/or times), or new organizations applying for use of facility, will be assigned on a first come first served basis during this application period. It is strongly recommended that applications be made as early as possible during this application period.
- i) All applications for use of facilities received after August 30<sup>th</sup> each year will be assigned building usage dates and times on a first come first served basis. It is strongly recommended that you apply at least six months in advance of the need for the facility. All applications must be submitted two weeks prior to the use of the facility.
- j) Use of gymnasiums and/or multipurpose rooms between the hours 5:00PM and 9:00PM, Monday through Friday each week, by each organization, will be limited to: One two hour time slot, per gymnasiums and/or multi-purpose room, per night, with a maximum of 24 hours usage time of all gymnasiums and/or multi-purpose rooms system wide per week, per organization. There will be two time frames available each night, for each gymnasium or multi-purpose room. The first time frame will be from 5:00PM to 7:00PM, and the second time frame will be from 7:00PM to 9:00PM. Organizations that use the first time frame must leave the facility no later than 7:00PM. Abuse of this privilege may lead to revocation of the use of building permit. (The maximum hours of usage time does not include the Jenks Junior High School Cafeteria.)
- k) Use of facilities may be cancelled at any time, in the event a custodian is not available to work at a particular school. Due to budgetary constraints, the school district may not always be able to provide custodial coverage due to a custodian's absence. The school district will try to provide as much advance notice as possible of such cancellation.
- l) Should an organization finish using a facility before the end date on your Use Of Buildings permit, it has the responsibility to immediately inform the Physical Plant clerk (729-6350) handling Use of Building permits that it has finished using the facility. This way the facility may be assigned to another organization.