

Facilities Application/ Master Calendar Request Form

Amesbury Public Schools

School Year 2023-2024

This form is to be used any time a school facility is being requested or any event is added to the Master Calendar

Organization: _____

Individual Responsible: (Sign name) _____ (Print name) _____

(Street) _____ (Town) _____ (State/Zip) _____

Phone Number: _____ Date: _____ Email (Required*): _____

Name of the event: _____

Date(s) of the event: _____ Day(s) of the week: Mon Tue Wed Thu Fri Sat Sun

Time of the Event (Start/end time for calendar post): From: _____ To: _____

Time of reservation (include rehearsal, Set-up/ breakdown time): From: _____ To: _____

The school you are requesting this event is to be held at (please circle): SHAY CES AMS AHS

Location of event on the school property (Please check box)

- Library Cafeteria Auditorium Gym Classroom _____ Fields Comp. Labs (Mac/PC)
 Other spaces needed (i.e., bathroom, kitchen, locker room) _____

Purpose of Use: _____

Is this event open to the Public?: Yes No Cost of Admission \$ _____

Estimated attendance: _____ Parking requirements: _____

By signing below, the applicant agrees that they have carefully read, reviewed and agree to the regulations governing this rental found in the Amesbury Public Schools Policy Manual and on the reverse side of this application, and further agree to pay any and all fee charges, including general liability insurance and permits, damages, or cost incurred by the district/city in conjunction with the rental. If is expressly understood the undersigned assumes full liability for injury to, or loss of, city property in consequence of and use of above described accommodations, and agrees to make the same good without expense to the district or city. The applicant assumes responsibility and guarantees that the organization it represents will comply in full.

Applicant Signature: _____ Date _____

Principal Reviewed: _____ Date _____

For Central Office Use Only

- Added to Master Calendar
 Conflict - Please choose another date
 Other _____
 Added to City's Website

Amesbury Public School Regulations Governing Use of Facilities:

1. Requests (applications) for school building and/or athletic field use must be submitted on the school district Use of Facilities form found online at: <https://schools.amesburyma.gov/Page/429> CLICK ON: Facilities Use Request form.
2. All applications submitted must be reviewed and approved by the Director of Finance and Operations.
3. The user/requester shall provide necessary police and fire protection as per City ordinances, or as required by the Amesbury Public Schools.
4. Only such facilities as have been requested and approved on the application shall be made available to the user/requester.
5. The cafeterias, gymnasiums, auditoriums, or other school rooms shall not be made available to the user/requester on school days for any preparation or performance before 4:30 pm without the consent of the Director of Finance & Operations and building principal, with the exceptions of approved after school programs & community based after school programs/activities approved by the Superintendent
6. Arrangements must be made in advance with the office of the school building and the building maintenance technician if preparations are to be made earlier than the day of the requested event
7. Anyone considering the possibility of renting the cafeterias, gymnasiums, auditoriums, or other rooms, and who wish to enter the building to take measurements or survey other arrangements, must make arrangements with the Director of Finance & Operations or designee.
8. Decorations must be fireproof as required by law. No decorations shall be attached to walls, ceilings, or stage draperies in any manner whatsoever, except by special permission of the building maintenance technician or the Director of Facilities.
9. **THERE SHALL BE NO SMOKING OR USE OF TOBACCO PRODUCTS OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND IN THE BUILDING OR ON SCHOOL GROUNDS.**
10. There shall be no refreshments sold or consumed on the premises except in the areas designated by the Director of Finance & Operations.
11. In the Auditorium, there shall be no changes in lighting, sound or stage equipment arrangements, unless permission has been granted by the Director of Amesbury Community Television. The Technical crew shall supervise the set up and use of the sound booth, lighting, and all sound and stage equipment.
12. District Food Service employees are only on duty to supervise the use of the kitchen and equipment.
13. All non-school related users must submit a CERTIFICATE OF INSURANCE LIABILITY naming the Amesbury Public Schools as additional insured. The Organization/Event Sponsor maintains Commercial General liability coverage of at least \$1 million per occurrence. A Certificate of Insurance endorsed to name the Amesbury Public Schools, as an additional Insured, will be provided before any approval of facility use.
14. All applicants for use of Amesbury Public Schools facilities shall hold the Amesbury Public School District free & without harm from any loss or damage liability or expense that may arise during or caused in any way by such use of occupancy of these facilities.
15. Applications for seasonal or long-term use, (e.g., basketball leagues, scouting, after school programming) should be submitted as soon as possible at the beginning of the school year. Decisions regarding use will be made on a first-come, first-serve basis and soon after the opening of the school year. The Fee Categories list as referenced in paragraph 1 will serve as the priority order for facility usage. Individual requests will also be handled on first-come, first-serve basis according to the Fee Category Priority and availability after seasonal/long-term applications are addressed.
16. During the school day, facilities may not be used prior to 4:30pm with the exceptions of the after-school programs and community based after school programs/activities approved by the Superintendent.
17. People or organizations renting the facilities shall clear their equipment at the end of their function. The applicant and organization shall be held responsible for the proper use of facility, for the conduct of the persons attending, and shall see to it that the activities are confined to the areas requested and the hours agreed to in the Use of Facilities application. In the event, that property loss or damage is incurred during such occupancy of district facilities, the amount of damage shall be decided by the Director of Finance and Operations or designee. A bill for damages will be presented to the individual or group using or occupying the facilities during the time loss or damage was sustained. Additional maintenance personnel charges may be incurred if a maintenance technician is assigned to supervise clearing away anything left behind the following day.
18. Any requests for waivers of fees must be addressed by the Director of Finance and Operations.

All educational, non-academic programs, activities and employment opportunities at the Amesbury Public Schools are offered without regard to race, color, sex, religion, national origin, ethnicity, sexual orientation, gender identity, homelessness, age and/or, disability, and any other class or characteristic protected by law.