



SOUTH HADLEY PUBLIC SCHOOLS

No. _____

Facilities Usage Application

Name of Organization: _____

Category: In-town Civic/Recreation ___ In-town Non-Profit/Individual ___ Commercial/Out-of town ___

Address _____ Telephone _____

Name of Person Requesting Usage _____

School Requested _____

Date(s) Requested _____ Hours Requested _____

A custodian will be required on site and all groups will be charged the overtime rate of pay for assigned custodian(s).

Areas Requested: Auditorium* ___ Music Room ___ Classrooms (state # needed) ___
 Library ___ Locker Room ___ Kitchen ___ Cafeteria ___
 Gym ___ Pool * ___ Other (specify) _____

Auditorium -- If renter will be using any lighting equipment, audio equipment and/or rigging changes (the process of hanging backdrops) other than the equipment the renter holds ownership of, an experienced technician familiar with that equipment and general theater safety **MUST** be on site when that equipment is being used. If your organization does not have an experienced technician, you may hire a technician from any professional production company or the Technical Director from the SHHS Harlequins. You may call South Hadley High School for contact information. Any hired technicians are considered independent contractors and must be paid at their own rate by the renter.

Technician to be used: _____ Contact Number: _____

* Pool: will you provide your own lifeguards? ___ Yes ___ No (School Department will provide at cost)

Purpose for which space will be used _____

List any equipment needed _____

Estimated # of people _____ (including participants and spectators)

As an official representative of the above-named organization, I have read and am empowered to guarantee that this organization will fully comply with the rules and regulations governing this use of the school facility. I have read and will comply with M.G.L. Chapter 269 printed on the back of this form. I further agree that my organization will be responsible for any facility use costs and any costs caused by damages incurred during our use of the facility. I further agree that the Town of South Hadley (including the School Department) will not be liable for any injuries or damages caused by or during our use of the facility.

Signature _____ Date _____

Print Name _____

ie use as outlined is: _____ Approved _____ Not approved (reason _____)

Principal's Signature _____ Date _____

Facility Director's Approval _____ Date _____

Fees: Facility Rental _____ Custodial Overtime _____

Forward copies to: Requester _____ Head Custodian _____ Business Office _____ School _____ Cafeteria _____

CHAPTER 269 – AN ACT INCREASING THE PENALTIES FOR HAZING

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for no more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully and recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonable practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organizer, a copy of this section and sections seventeen and eighteen provided, however, that an institution's compliance with this section's requirements than an institution issue copies of this section and sections seventeen and eighteen to unaffiliated groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes pledge or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually to the institution an attested acknowledgement stating that such group, team or organization had received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall at least annually before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall, promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such report.

FACILITY RENTAL FEES

(Unless otherwise stated, all rates are per hour.)

<u>Space</u>	<u>In-Town Civic and Recr Groups *</u>	<u>In-Town Non-Profit and Individuals</u>	<u>Out-of-Town and Commercial</u>
Classroom	0	10	20
Cafeteria	0	20	40
Kitchen	0	15	30
Gym(w/o locker rooms)	0	20	40
Gym (w/locker rooms)	0	25	50
Auditorium	0	35	70

Pool

(See separate policy # KF-E-3)

Other Charges:

1. If the building is not open and staffed with custodians, custodial overtime will be billed to the group renting the facility. There is no waiver of overtime charges; all groups are responsible for those costs.
2. If the building is open and no custodial overtime is needed, there will be no custodial charge above the rental fee outlined above.
3. In addition to custodial fees for the hours of usage, additional fees will be assessed for clean-up if necessary.

* Civic and Recreation Groups:

Town government meetings
 Town recreation department activities
 Boy/Girl Scouts
 Chamber of Commerce
 South Hadley Community Band
 South Hadley Community Theatre
 South Hadley Youth Center
 South Hadley Lions Club
 South Hadley Know Your Town

In situations where there is no cost to the school system, or where fundraising to benefit the school system is involved, rates may be modified or eliminated by the superintendent.

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In situations where extended usage for a long period will occur, rates may be set at a contract price.