

**AGAWAM PUBLIC SCHOOLS  
1305 SPRINGFIELD STREET  
FEEDING HILLS, MA 01030**

**USE OF BUILDINGS AND GROUNDS  
APPLICATION AND REGULATIONS**

**METHOD OF APPLICATION**

1. Applications area available at the Agawam Public Schools central office or on-line at [http://www.agawampublicschools.org/pages/Agawam\\_PS](http://www.agawampublicschools.org/pages/Agawam_PS)
2. Approval of application will be made by the Agawam Public Schools central office in conjunction with the building maintenance department. Once received at central office, allow a minimum of ten (10) business days for processing and approval.

## **USE OF BUILDING AND GROUNDS**

### **WHO IS ELIGIBLE TO USE SCHOOL FACILITIES**

School facilities shall be available to the organizations listed below according to regulations and rental fees approved by the School Committee.

1. Agawam Public School activities
2. Agawam parent-teacher activities.
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel.
5. Other town-sponsored activities.
6. Non-profit and non-commercial organizations from the Town of Agawam.
7. Metropolitan civic, educational, social and religious organizations, a substantial portion of whose members are Agawam residents.
8. Use of school buildings and other facilities by any organization will be permitted only when:
  - a) A worthy educational, civic or charitable purpose will be served.
  - b) A substantial group in the community will be benefited.
9. For-profit and out of town organizations need prior School Committee approval.
10. Other organizations when approved by the School Committee.

### **SCHOOL AND TOWN PREFERENCE**

1. School Activities have priority for the use of all facilities.
2. Town Council meetings and elections have priority over other activities.
3. Other town activities have the next priority.

## **GENERAL RULES AND REGULATIONS**

The applicant organization is held responsible for knowing and carrying out the rules governing building use.

1. On school days, space will normally not be available until after 5:00 p.m. **This time may differ from school to school.**
2. No reservations will be confirmed until the official application is completed and approved by **the building principal, central office administrator, maintenance administrator, and School Committee, if required.**
3. Any activity that requires a license, the applicant shall be referred to and acted upon by the proper licensing authority before a building use application is approved. **A copy of the license or approval must be attached to the building use form.**
  - Certificate of liability for a profit and an established non-profit organization
  - Any food being brought in to a school building
  - The event organizer must contact the Police Department once the application is approved to see if personnel are needed.

Please note:

- Any event with 250 people or more must have a minimum of one police officer present.
4. No facility shall be used without a custodian being present. He/she must be on duty for the activity for which they are engaged and must be paid by the organization using the facilities, with the exception of parent-school group meetings. Custodial rates will be established by the Building Maintenance Department. Custodians assigned to rental functions will devote their full time to preparation of the area involved, assisting renters, controlling lighting, heating, ventilation and guarding against unauthorized use of facilities and equipment. They will clean and restore all used areas to the proper condition for the next school use. They will also be responsible for reporting all loss or damage to facilities or equipment.
  5. There will be no charge for custodial services on school days for school events or meetings concluding by 9:00 p.m. provided the activity is sponsored by a non-profit-making organization and admission fees are not charged.
  6. **At the beginning of each event, an announcement prepared by the School Department must be read.** The announcement will give information regarding fire exits, lavatories, and other matters concerned with public safety and convenience.
  7. Groups using the building will be required to provide adequate adult supervision for the activity. Such responsibility for supervision shall extend to any person(s)

(authorized or unauthorized) in the building as a result of that activity. This Person(s) must be the first to arrive and the last to leave the building.

8. The applicant will be responsible for any damage to school buildings, grounds, or equipment or for any personal injuries incurred. Note: all profit making and established non-profit organizations must present a certificate of insurance to the Central Office prior to approval of said application. The amount of liability coverage needed will be determined by the School Committee.
9. The applicant is responsible at all times for not exceeding the legal posted capacity of the area being used. School authorities and the custodian reserve the right not to allow entrance to persons in excess of these legal limits even though tickets have been sold.
10. The use of school facilities for dances is restricted to areas having movable furniture and non-carpeted floors.
11. All decorations, scenery and special equipment must meet the specifications of the fire department and must be removed at the conclusion of the event by the renter. Any damage caused to the building, walls, ceiling, etc. is the responsibility of the renter. No modifications to the electrical or plumbing systems may be made. Any special needs with regard to electrical or plumbing must be approved by the Building Maintenance Department.
12. The drinking of alcoholic beverages on the premises is prohibited.
13. Food and drink may not be sold except by written permission from central office **and will need to be approved by Board of Health**. Food and drink will be distributed and consumed only in approved areas.
14. Building equipment such as stage, light control panel, public address system, projectors, screens, scenery, pianos, are not available for use. The renter must bring their own equipment of this nature.
15. When a group requires a major change in the arrangement of furniture, the group will be required to furnish help to make the change and to put the room back in order for the next day of school, under the supervision of a custodian.
16. Arrangements for moving school pianos from the stage to the auditorium floor, or vice versa, shall be made in advance and only by school personnel, so as to prevent interference with a school's regularly-scheduled activity.
17. Arrangements for bringing in special equipment must be approved in advance by central office.

18. School authorities reserve the right to re-assign facilities when, in their judgment an alternate facility is more suitable or **for any other circumstances due to emergencies and/or weather.**
19. The Central Office must be notified of cancellations at least five (5) working days prior to use.
20. In the event of a school cancellation or early dismissal due to weather or any other emergency, scheduled events will not be held. The event may be re-scheduled or the fee will be refunded if a new date is not decided upon. All school cancellations will be aired on television stations Channel 22, Channel 40, Channel 3, Channel 12, and on radio stations WMAS & WHYN. Cancellations will also be posted on the Agawam Public Schools web page. We do not provide a list of cancelled events. It is the organizations responsibility to inquire and notify the attendees.
21. Buildings are not available for rent during school vacation weeks during the months of December, February, and April, as well as during summer vacation.
22. The School Committee reserves the right to accept or reject any application, to change and/or amend these regulations or vote an exception to any or all of these regulations.
23. No substance may be used on the stage floors without prior approval from the **building maintenance department** including, but not limited to, resin, tape or paint. Damage fees will be assessed for any floor surface damage.

## **CAFETERIA AND KITCHEN RENTAL**

1. Use of cafeteria equipment is not available during the summer months.
2. A regularly employed cafeteria worker must be on duty when the kitchen is used **for a minimum of 3 hours with an hourly rate up to \$40.00 per hour.**
3. This cafeteria worker must be secured through the cafeteria supervisor and paid for by the organization renting the kitchen. The cafeteria worker must be confirmed by the cafeteria supervisor prior to final approval of the rental application.
4. No machine-operated equipment may be used except under the direct supervision of a regularly employed cafeteria worker. Neither the custodian on duty for groups serving refreshments only, nor the cafeteria worker in the case of regular meals, is expected to wash dishes or do the major work in the kitchen. They will show how to run the equipment and where other equipment is located, but the actual washing of dishes, clean up, etc., must be done by the renting group.

5. When organizations rent a school **cafeteria and/or kitchen** the caterer shall be expected to furnish all necessary supplies, **food service certifications, and an approval from the Board of Health.**
6. **Payment for a food service worker will be included as part of the rental fee. If the event goes over the estimated hours for a food service worker, the organization is responsible for payment of those additional hours.**

## **GYMNASIUM RENTAL**

1. Elementary school **cafeteriums and gymnasiums** as well as the junior high and senior high school gymnasium shall be reserved for school use on a priority basis.
2. Competent adult leadership must be provided. This person(s) must be the first to arrive and the last to leave the building.
3. Non-school athletic teams using a school gymnasium and locker room facilities shall furnish their own soap and towels.
4. Priority for the use of gymnasium will be given to the following:
  - a) To the school for their own varsity or intramural teams
  - b) Other school functions
  - c) To town-wide recreational activities open to all
5. Gymnastic equipment may not be used without a qualified/certified adult supervisor. **This person must be noted on the building use form.**
6. Non-scratching and non-marking sneakers are to be worn on gymnasium floors.

## **POOL RENTAL**

Contact: Director of Parks & Recreation  
1000 Suffield St., Agawam, MA 01001  
413-821-0513

## **HIGH SCHOOL AUDITORIUM**

1. Wheelchair seating: The level areas designated for accessible wheelchair seating in the Agawam High School Auditorium will be clear of any equipment (sound, lighting, etc.) one (1) hour prior to a performance. If it is determined that no accessible seating will be required, the area may be filled with additional foldable seats as needed.

**The following rates pertain to established non-profit and profit-making organizations only.**

**RATES-PERSONNEL**

1. Hourly rates for services rendered – minimum two (2) hours.
  - a) Custodian: **\$45.00 per hour** (Double time on Sunday and holidays)
  - b) Cafeteria staff: Up to **\$40.00 per hour** (Double time on Sunday and holidays)
  - c) Police Officer: **Fee set by Police Department**
  
2. The custodial hourly rate is based on the following criteria:
  - amount of time required to arrive and prepare facilities
  - amount of time until the event concludes and area can be cleaned
  - amount of time required to make the area ready for school use
  - amount of time required to ensure the building is secured and locked

**RATES – RENTAL SPACES** (plus custodial/cafeteria worker/police dept. fees) A rental fee will not be refunded if central office is not notified within five (5) business days of the event date.

Auditorium	\$500 A/C \$600
Gymnasium/Main	\$500 A/C \$600
Cafeteria	\$300 A/C \$400
Kitchen	\$300. NA
Library( based on what is needed)	
Classroom	\$75 A/C \$125
Conference Room	\$150 A/C \$200

**Invoicing**

Once the application is approved, an invoice will be generated and sent to the event organizer for payment. Maintenance fees are billed separately.

**Terms**

Ten (10) business days to be paid in full before the day of the event.

The sponsoring event organizer is responsible for making the following announcement before the event starts.

AGAWAM PUBLIC SCHOOLS

PRE-EVENT ANNOUNCEMENT

ALL INDOOR EVENTS

The school department has the following announcements:

3. The exits from this room are located ----- (point to exits)
4. **Massachusetts General Law, Chapter 270: Section 22  
Smoking in public places-** Smoking shall be prohibited in all public school buildings and their grounds.
5. The use of drugs or alcohol shall be prohibited in all public school buildings and their grounds.
6. Lavatories are located --- (point to area)
7. Any vehicle that is illegally parked may be towed at the owner's expense.
8. In case of an emergency the exits are located ( point to area)

**Approved by School Committee on November 10, 2013, by a vote of 6 – 0 – 1 absent.**