

Use of School Buildings by School & Non-School Based Organizations Policy

Effective as of 7/1/16

Policy Statement:

The Cranston School Committee believes that the public schools should be considered as community schools and is, therefore, committed to the concept of making Cranston school facilities available for use outside normal educational programs. While school facilities are owned by the public and paid for by tax dollars, the general public should not be considered as having an obligation to fund extra costs for private or for-profit groups' use of facilities. It is for this reason that the school committee feels it reasonable to expect groups authorized to use facilities to pay all related personnel costs as well as minimal costs so incurred for said use of buildings and/or grounds. The committee further recognizes, however, that there are certain instances wherein the cost for use of school facilities should be borne by the school district.

Rules, Regulations and General Information

All authorized persons or organizations must comply with the following rules and regulations for use of school buildings. The Cranston School Department, the superintendent or his/her designee and/or school committee reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of school buildings.

Terms & Conditions**General**

1. No permit will be confirmed until it has been approved by the superintendent or his/her designee and has been processed and approved through the application process.
2. Facility request permits must be filed at least thirty (30) school days prior to the date of the desired request. Requests cannot be made through school custodians or other school personnel.
3. No permits will be issued to any persons under the age of 21.
4. The applicant shall assume and accept all legal responsibilities and necessary costs resulting from its activities including full responsibility for damage or theft that occurs during their use of the building as a result of the actions of any member of their group.
5. The applicant shall assume and accept all terms and conditions and responsibilities listed under "Physical Site" and "Supervision and Behavior" for the actions of any member of their group during their use of the building.
6. There are certain restrictions upon the use of school property and the building. The applicant is solely responsible for the fulfillment of the regulations of the following:
 - a. State Department of Public Policy
 - b. State and Local Fire Laws
 - c. State and Local Police Laws
 - d. Internal Revenue Admission Laws
 - e. State Laws Relating to Rental of School Facilities

Use of School Buildings by School & Non-School Based Organizations Policy (cont.)

7. The applicant may be required to have a police officer or firefighter in attendance (See- Fire Safety Regulations, Police Safety Regulations). The applicant is responsible for any fees associated with these arrangements.
8. Unanticipated use after 10:00 pm may be subject to additional charges.

Accessing the Requested Facility

1. Applicant must have their approved and date-valid request form available at all times.
2. Entry into a facility will not be permitted until the applicant responsible or their designee is present, and at the conclusion, the applicant or their designee must remain until the last attendee has left the school building.
3. School buildings will only be opened to authorized "applicant" or their designee and at such time the "applicant" or their designee will be responsible for the actions of the event attendees.
4. Entrance to the property shall be permitted ONLY via the main (front) doors of the school in use. All doors to the facility shall remain LOCKED at all times, except that custodial personnel shall unlock main entry doors for entrance by authorized groups as scheduled (fifteen minutes before and after scheduled start).
5. The permit is issued for a stated period of time and the user must abide by the time. Cranston Public Schools reserves the right to stop any event going past the time stated on the permit issued.

Assignment of Specified Area of Usage & Guidelines

1. Groups requesting a permit for school usage will be assigned to common areas based on availability.
2. Common areas include; library, cafeteria, gymnasium, auditorium or any combination of those areas.
3. If multiple rooms are needed or those areas are not available, then groups will be assigned a classroom by the building principal.
4. The classroom teacher will be notified by the principal that their classroom will be occupied by a group/organization.
5. The assigned space will be the only space a group is permitted to be in during their rental/usage time.
6. Access to a classroom does not include access or usage of a teachers' workspace. This includes the teachers' desk, work table, computer stations, filing cabinets, supplies or materials.
7. Access to a classroom does not include access to student desks except for the top work surface.
8. Violation of these terms will void any future permits and usage of the schools will be denied.

Use of School Buildings by School & Non-School Based Organizations Policy (cont.)

Cancellation Rights

1. Phone and written notification of cancellation is required 24 hours before the scheduled event.
2. If the event is scheduled to be held on Saturday, Sunday, or a holiday, notification must be made 48 hours in advance.
3. Cancellations must be made to both the superintendent's office and the plant operations office by phone.

Cranston School District Rights of Cancellation

1. When schools are closed for inclement weather, all activities are cancelled.
2. Cranston Public Schools have the absolute right of cancellation/termination or to make necessary changes in the event of an emergency of any permit if the facility becomes unavailable. Should such termination take place, Cranston Public Schools shall not be held liable for any lost income, losses incurred, or otherwise any damages as a result of termination of the permit.
3. Cranston Public Schools will cancel the reservation of any organization whose chaperones fail to enforce the policies, regulations, and rules regarding the use of facilities.
4. Approvals are subject to change at any time based upon the rescheduling of RI Interscholastic Athletics, team practices, or school-related activities or events. The Cranston School Department will make an effort to make reasonable alternatives to said organization.

Physical Site Terms & Conditions

Specified Areas

Use of the facilities is limited to the area specified in the Facilities Use Request Form.

Property, Furniture, Equipment, Decorations, Special Equipment, Accidents & Damage to Building

1. Applicant or their designee must leave clean and free of damage, all property, equipment, walls and furnishings. Any damages sustained to the facility and/or equipment during its use will be considered the responsibility of the applicant.
 - a. CPS will bill applicant for the repair and/or replacement of any damage, destructions, or loss of school department property and equipment.
 - b. CPS will bill the applicant for cleaning beyond what is considered routine.
2. Applicant or their designee must return furniture and equipment to their proper places and remove all temporary decorations upon an event's completion and leave the facility in the condition in which it was found.
3. Applicant or their designee must receive prior approval in writing by the superintendent or his/her designee to bring special equipment, decorations, electrical fixtures, electrical equipment, or make any changes or modifications of school facilities to a specific area on the Facility Use Application.
 - a. If approved, such equipment and/or decorations are the responsibility of the applicant or their designee and must be removed immediately following the event.
 - b. Applicant or their designee may use only masking tape to affix decorations or other approved objects for ceilings & walls.

Use of School Buildings by School & Non-School Based Organizations Policy (cont.)

- c. Applicant or their designee may not tie into circuit breaker panels.
4. All animals are prohibited from all school grounds with the exception of service dogs, canine units, etc.

Smoking, Use of Tobacco

Use of tobacco or smoking is prohibited anytime and anywhere in school buildings and on school grounds.

Alcohol

Alcohol is prohibited anytime and anywhere in school buildings and on school grounds.

Food & Beverages

1. Food & beverages are not allowed in any area of the school buildings, including gymnasiums, with the exception of school cafeterias or other areas by prior approval.
2. Food & beverages cannot be sold or served in school premises unless permission is granted by the superintendent or his/her designee of Cranston Public Schools.
3. If such sale is approved, all health regulations and permits, local or otherwise, must be adhered to at all times.
4. Applicant is responsible for contacting the Board of Health to determine if a temporary food permit or license fee is required for any event that involved the sale or distribution of food.

Vending, Selling, Exhibitions, Displays

1. Applicants or their designee may not engage in vending, free "give-a-ways", exhibiting or displaying products, etc., including commercial advertisements without specific approval through the application process.

School Phones

1. School phones are not available for applicants or their designee. In an emergency, the school principal or the custodian in charge may permit phone use, if accessible.
2. Applicants or their designee should possess alternative communication devices such as cell phones.

School Technology

Applicants or their designee may not use school technology or other related equipment.

Use of School Buildings by School & Non-School Based Organizations Policy (cont.)

High School Auditorium

1. Applicant may be required to have a police officer or fireman in attendance (**see next page-Fire Safety Regulations, Police Safety Regulations**).
2. Stage curtains, lights, specialized sound and lighting auditorium equipment, and sliding wall panels shall be manipulated by authorized school personnel only.
3. Pianos are not to be moved without specific authorization. Organizations should request that pianos be moved on the application.
4. No refreshments may be served or taken into the auditorium.
5. Organizations may not place or allow to be placed any nails, tacks, screws, or other fasteners.
6. No part of the building shall be defaced; no substance shall be applied to the floors.

Gymnasiums are Intended for Athletic Use

1. Applicant may be required to have a police officer or firefighter in attendance (**see next page-Fire Safety Regulations, Police Safety Regulations**).
2. No approval for gymnasium and/or athletic facilities will be granted/confirmed any earlier than thirty (30) days from date of applicant's event.
3. Groups will furnish their own equipment, etc., and will not use apparatus (ropes, ladder, etc.) unless specifically authorized on the permit.
4. Users will wear appropriate athletic footwear on any gymnasium playing surface. Street shoes are not allowed on the gym floor and participants cannot wear cleats of any kind inside any school.
5. No refreshments (food or drink) may be served or taken into the gymnasium; unless previously approved on application.
6. Organizations may not place or allow to be placed any nails, tacks, screws, or other fasteners.
7. No part of the building shall be defaced; no substance shall be applied to the floors.
8. Spectators are not permitted on the playing surface.
9. Applicants or their designee are responsible for the conduct of their members and spectators.
10. Adult chaperones are required in locker rooms, if in use. Applicants or their designee are responsible for the conduct, and any related damage of those using the locker rooms.
11. Applicants or their designee renting a gymnasium or athletic facility must provide first aid kits.

Kitchen Support & Equipment: Internal Programs Only

1. Internal school programs/groups may request use of the kitchen equipment in the cafeterias with a minimum of one (1) school-qualified safety-certified food service employee on duty. The group is responsible for associated fees. Any damage or additional cleanup costs necessary to facility or equipment will be charged to the group.
2. A school-qualified safety certified food service employee must be assigned to any event/function that the kitchen area is requested and will be assigned by the food service director or his/her designee.

Use of School Buildings by School & Non-School Based Organizations Policy (cont.)

“Supervision and Behavior” Terms & Conditions

1. The applicant or their designee must be present throughout the time the facilities are being used.
2. Adult supervision (21 years or older) shall be provided at all events and said supervision must be present throughout the event. Entry into a facility will not be permitted until the applicant or their designee responsible is present, and at the conclusion, the applicant or their designee must remain until the last attendee has left the school building.
3. The applicant or their designee shall be directly responsible for and accept responsibility for the supervision, behavior/decorum, and discipline of person(s) using the facilities and/or attending activities under their sponsorship. The applicant’s or their designee responsibility shall include, but is not limited to the following:
 - a. Minors must be adequately chaperoned by responsible adults.
 - b. Applicant or their designee/chaperones must be present the entire time minors are on the premises.
 - c. When minors are using a facility, they are required to have adult supervision on a 1:15 ratio basis.
 - d. The district expects applicant or their designee/chaperones to enforce all policies, regulations and rules of Cranston Public Schools and use sound judgement to ensure the safety and well-being of all those in attendance.
 - e. All children including siblings of participants are NOT ALLOWED in school facilities without a parent or responsible adult.
4. All use shall be conducted in a manner designed to ensure the safety of those involved.

NOTE: CPS will cancel the reservations of any organization whose chaperones fail to enforce the policies, regulations, and rules regarding the use of facilities.

Fire Safety Regulations

1. On an event-by-event basis, in the absence of unusual hazard, the Fire Chief will determine the need for the presence of firemen according to city rules and regulations. The applicant will be required to pay for one or more uniformed firefighters as stipulated.
2. Use of matches, candles, incense, pyrotechnics, and open flames/smoke are strictly prohibited in any school location.
3. Total admittance for any single performance shall not exceed the maximum seating capacity of the facility in use.

Police Safety Regulations

1. Whenever police are required by CPS, the applicant will be responsible for associated fees. Applicant will be billed by the police department.
2. Any vehicle parked in a fire lane, no parking zone, or in front of a private driveway will be towed at the owner’s expense.

Use of School Buildings by School & Non-School Based Organizations Policy (cont.)

Custodial Support

1. School custodians are required to be on duty at all times when a school building is in use. Custodians shall not be asked to grant special privileges which are not specifically designated on the permit.
2. Under no circumstance shall a custodian, either on regular duty or assigned for a specific event, be responsible for supervision of participants before, during, or after an event.
3. A custodian on his/her regular duty will not be available for service during the time of the use and have no responsibility to groups, as they have regular duties to be completed, except in the case of an emergency. He/she will be limited to opening/closing the building for the applicant.
4. For events that required the services of an assigned custodian, the number of custodians shall be determined by the superintendent or his/her designee and head of plant operations and will be determined from the information provided by the organization on the applicant form.
5. The custodian on an assigned duty shall be responsible for the supervision of the building and equipment, safety precautions in the building, cleaning of the building after its use, and for any services required by the applicant in accordance with the use of the facilities approval.

Accident, Liability & Insurance Certificates

1. User groups other than those specifically exempted by the school committee must present the Cranston Public School Department with an accident and liability policy insuring the agency, school committee, the Cranston Public School Department and the City of Cranston 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 Cranston Public Schools.
2. Certificate of Insurance provided to the school department must show evidence of insurance for property damage, liability, and medical liability and name the Cranston School Department and the City of Cranston as additional insured's to the user group's policy. The minimum amount of coverage acceptable shall be \$200,000 for property damage, \$1,000,000 per occurrence and \$10,000 for medical payment liability. (See Tenant Users Liability Insurance)

Eligibility, User Groups, Building House & Availability

Cranston Public School Department will consider facilities use eligibility upon the following criteria:

- a. School need for special events
- b. Community need for special events
- c. Date of COMPLETED application
- d. Season of the sport or activity

Use of School Buildings by School & Non-School Based Organizations Policy (cont.)

Eligibility- User Groups

1. The superintendent of schools or his/her designee is hereby authorized to permit the use of CPS facilities under the condition that the use of public school facilities for school-related purposes will take precedence over all outside use.
2. CPS will endeavor to permit use of facilities on an equitable basis and accommodate the needs of applicant wherever possible.
3. The use of school facilities will not interfere with the normal operation of school, even when such activities are scheduled after building use has been approved.
4. The school committee and superintendent or his/her designee retain the right to deny the use of school facilities to any group if it deems the use is detrimental to the interest of the community or interfered with the operation of the schools.
5. The following groups are eligible for the use of school facilities:

Group I

Educational Program

An educational program shall be considered as any activity sponsored by Cranston Public Schools, which takes its base in the educational offering the school committee as provided for within its operating budget.

Civic/Recreational Program

A civic/recreational program shall be any activity sponsored by the Mayor's Office, City Council, and/or the City's Department of Recreation.

Community Groups

A community group shall be considered as a formally organized non-profit or for-profit group of persons wherein the majority of its members are residents of the City of Cranston and whose base of operation is located in Cranston.

Non-Resident Groups

A non-resident group shall be considered as a formally organized non-profit or for-profit group wherein the majority of its members are not residents of the City of Cranston.

Use of School Buildings by School & Non-School Based Organizations Policy (cont.)

Group II

Non-Cranston resident/Rhode Island resident non-profit and for-profits

School Year “Building Hours”

“Building Hours” are 7:00am to 9:00pm and are school year hours, excluding weekends, holidays, election days, vacations, and are subject to change.

Availability

1. School facilities are not available for non-school use on all Federal and Rhode Island holidays. The superintendent or his/her designee may waive the facility availability on a holiday, if he/she deems the request to be an extraordinary event and custodial coverage can be obtained.
2. Summer rental requests are rarely granted so that all schools can be cleaned and repairs made for fall use.

User Fee Schedule

Rates/Fees-Payment Terms & Conditions

When school buildings are used for the purpose other than for school use, fees are charged to help cover the cost of additional expenses, including but not limited to:

- Heat
- Lights
- Other operating expenses
- Wear & Tear- replacement or repair costs
- Maintenance of the facility-upkeep
- Custodial services
- Maintenance supplies that are incurred by the public school system

User fees for facility use shall be considered as those expense incurred above and beyond the fulfillment of the educational, civic, or recreational mission. These costs are specifically detailed in the user fee schedule.

1. Parent advisory boards, PTO, civic/recreation sponsored, school department sponsored and Cranston non-profit and 501C3 community organizations, shall not be charged user fees as prescribed in this policy.

Use of School Buildings by School & Non-School Based Organizations Policy (cont.)

General Provisions

Facility use(s) not requiring payment of the established user fee include:

1. Educational activities sponsored by Cranston Public Schools.
2. Civic activities sponsored by the Mayor's Office and/or City Council.
3. Recreational events sponsored and supervised by the City of Cranston Parks & Recreation Department.
4. Parent and/or teacher organizations and advisory committee meetings.
5. Cranston organizations having a 501C3 status.

Therefore, charges are made by CPS to cover these costs.

Exceptions

1. The use of public school facilities for school (group) related purposes will take precedence over all outside use and are exempt from all charges with the exceptions as noted.
2. If the school function takes place outside the normal building hours of the custodial coverage.
3. If the school function requires set-up and/or clean-up.
4. If the school function requires custodial services throughout the event.
5. If the school function requires the staffing of the food service department.

Approved municipal department meetings are exempt from all charges with exceptions as noted.

1. If a requested use of a school building takes place outside the normal building hours of the custodial coverage.
2. If a requested use of a school building requires set-up and/or clean-up.
3. If a requested use of a school building requires custodial services throughout the event.
4. If a requested use of a school building requires the staffing of the food service department.
5. The district PTO's are exempt from use of facility charges for monthly PTO events.
6. Use of facilities for emergency purposes for the Emergency Management Association (EMA) will be established in a separate Memorandum of Agreement.
7. The school committee and superintendent or his/her designee retain the right to deny the use of school facilities to any group if it deems the use detrimental to the interest of the community or interferes with the operations of the schools.
8. The facility use fee schedule is outlined on the following page.

Use of School Buildings by School & Non-School Based Organizations Policy (cont.)

Custodial Fee Guidelines

1. Custodial/supervisor service: To perform duties that are specifically related to facility usage, including preparation set-up and break-down time, which shall be charged to the applicant per fee schedule; except that custodian(s) may not be required during athletic team practices or other extra-curricular activity under the direction of the team coach or a teacher respectively. Custodial fees will be charged when:
 - Beyond their normal shift hours
 - When it's determined the applicant is required to have an assigned custodian to an activity or event even when occurring during normal shift hours.
 - When there is no regular shift assignment for custodians.
2. Subject to negotiations for long term/multiple use requests.
3. If a custodian is in the building during normal working hours then the custodial hourly rate would be a minimum of one (1) hour to allow for cleanup of the area used.
4. Any time a custodian is needed outside of normal scheduled working hours and/or if a custodian is needed during the event then the three (3) hour minimum rate would apply. Billing may be subject to change based on the event needs.
5. If food or beverages are being served during the use of the facilities, then the 3 hour minimum custodial fee would apply.
6. An additional one (1) hour custodial fee will apply during non-work hours for clean-up after the event is over.

User Fees

The following fees are established for use of facilities. These fees are in addition to the custodial hourly rate fees and/or technician fees.

Classrooms	\$10 per hour & custodial hourly rate
Gymnasium	\$35 per hour & custodial hourly rate
Cafeteria	\$20 per hour & custodial hourly rate
Auditorium	\$200 per hour & custodial hourly rate
Computer Lab	\$20 per hour & custodial hourly rate
Pool Facilities	\$25 per hour & custodial hourly rate
Outdoor/Grounds	\$15 per hour & custodial hourly rate
Auditorium Technician	\$20 per hour & custodial hourly rate
Computer Lab Technician	\$28 per hour & custodial hourly rate

Use of School Buildings by School & Non-School Based Organizations Policy (cont.)

Application & Approval Process

Obtaining Application

A facility use application form may be downloaded from this site or may be requested from the plant operations office, website, and/or the office of any school principal.

Facility Application Process

Applications must be submitted at least thirty (30) calendar days in advance of the anticipated date of use via the office of the principal in the facility to be used.

Submission

The facility use application form must be filled out completely. If the facility use application form is missing any required information, the permit process may be delayed.

Any person, organization or group – applicant – wishing to use a facility of CPS must:

1. Complete the facility use application form.
2. Attach required insurance certificate if applicable.
3. After all the necessary approvals are obtained, and the facility use application form is approved/denied, the plant operations office will forward a copy of the permit to the applicant.
4. Applicants requesting repeated facility usage may file a single facility use request form which lists all dates requested.

Signature

The applicant's signature on the facility use application form verifies acceptance of the billing as well as provide confirmation that the requester has read, understands, and will abide by the rules and regulations governing Cranston Public Schools use of facilities.

Response

1. The superintendent or his/her designee, shall review and either approve or deny the request for facility use.
2. The superintendent or his/her designee, shall approve or deny the request for facility use within 7-10 business days after the application has been vetted by the building principal, athletic director and the director of plant operations.
3. The superintendent or his/her designee shall determine the need for a representative(s) of the school district to be present during the use of school facilities.
4. The superintendent or his/her designee and school committee reserve the right to cancel any approved use of the school facilities for violation of the listed terms and conditions.
5. All information sent to the applicant should be reviewed, and if the applicant has any questions, he/she must contact the plant operations office for assistance.

Use of School Buildings by School & Non-School Based Organizations Policy (cont.)

The Cranston Public School Department will consider facilities use upon the following criteria:

- a. School need for special events
- b. Community need for special events
- c. Date of COMPLETED application
- d. Season of the sport or activity
- e. An application may be denied for any, but not limited to, the following reasons:
 - Space availability limitations on the day(s), hours(s), and area(s) required to meet the applicant's needs.
 - Failure to submit a completed application request within the stipulated 30 day time frame.
6. Approvals are subject to change at any time based upon the rescheduling of RI Interscholastic Athletics, team practices, or school-related activities or events.
7. When schools are closed for inclement weather, all activities are cancelled.

Policy Amended: 5/21/07 (Res. No. 07-5-29)
Regulations Repealed: 5/21/07 (Res. No. 07-05-29)
Policy Amended: 3/14/16 (Res. No. 16-03-35)

CRANSTON PUBLIC SCHOOLS
CRANSTON, RHODE ISLAND

Office use only: Date submitted: _____ Name: _____

CRANSTON PUBLIC SCHOOLS APPLICATION FOR USE OF SCHOOL BUILDINGS

Step 1 of 6: Contact Information (print legibly)

Name of Individual Applicant and Group Name Requesting Use:

Group Representative/Title: _____

Your requested GROUP classification (refer to user group descriptions/criteria to determine your group)

Group 1 _____ Group 2 _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: (____) _____ Evening Phone :(____) _____

Cell Phone :(____) _____ E-mail: _____

Step 2 of 6: Activity/Event Description

Purpose of Event: _____

Is this event sponsored by the Cranston Public Schools? Yes___ No ___

Expected Attendance: _____

Describe Event: _____

Will the public be admitted? Yes___ No ___

Will a fee be charged for admission? Yes___ No ___ (If yes, admission charge: \$ _____)

Is this event a fundraising activity? Yes ___ No ___ (If yes, please explain: _____)

Is custodian needed? Yes___ No ___

Remarks: _____

Is this a commercial (for-profit) event? Yes ___ No___ (If yes, please explain)

Step 3 of 6: Select Facility, Area and Equipment, Obtain Signatures

Date(s) Requested:

Day(s) (Please Circle): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Entrance Time to Facility: _____

Start of Activity: _____

End of Activity: _____

Time Exiting Facility: _____

Groups Using School Facilities Must Conclude Their Activities By 10:00 P.M.

Facility Requested:

Elementary School Name: _____

Middle School Name: _____

High School Name: _____

Other: _____

Area(s) Requested (check all that apply)

<input type="checkbox"/>	Auditorium	<input type="checkbox"/>	Cafeteria
<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Gymnasium
<input type="checkbox"/>	Kitchen	<input type="checkbox"/>	Locker Room
<input type="checkbox"/>	Other	<input type="checkbox"/>	

Equipment Requested

<input type="checkbox"/>	Stage Lighting	<input type="checkbox"/>	P.A. System
<input type="checkbox"/>	Other	<input type="checkbox"/>	

If other, please list specific details: _____

Step 4 of 6: Submit Complete Application Packet

Must be submitted thirty (30) days prior to activity or event. Complete packet includes:

- a. Signed and completed application
- b. Certificate of Insurance with a minimum of \$1,000,000 for general liability coverage (covering bodily injury and property damage combined, and personal injury) naming Cranston School Department as an additional insured, unless otherwise requested.

Step 5 of 6: Requestor Signature

It is understood through the submission and signature on this application that:

- a. Additional charges may result after the use of facilities (e.g., cleanup, damages, etc.)
- b. Total fees are due at least two (2) weeks prior to the planned event date(s), unless otherwise approved; no organization will be permitted to use school facilities if an unpaid charge exists from a prior use.
- c. Any damages sustained to the facility during its use will be considered the responsibility of the organization, and will be billed for any repairs needed to restore the facility to its original condition.

Note – checks must be payable to the Cranston School Department; no cash will be accepted.

_____ Yes I have read the School Committee Policy, Rules and Regulations governing School Facilities Use.

_____ I understand that I and the organization I represent accept responsibility for compliance with the Cranston School Committee policies and regulations contained within as well as applicable laws, and payment of fees (if applicable, and subject to additional assessment in the event of damages) associated with the foregoing use of school facilities. Failure to do so may result in forfeiture of permit or failure of future school usage. I understand that the requested permit may need to be changed or cancelled to accommodate school groups/functions as outlined in School Committee policy and regulations.

Signature of Applicant Date

Print Name

NOTE: Upon approval of this request, THIS FORM WILL BECOME A BINDING CONTRACT

FOR OFFICIAL USE ONLY

Step 6 of 6: Obtain Fire/Police Protection –this section is completed by the Superintendent or his/her designee and/or Police/Fire Chief only. The Superintendent or his/her designee will determine if police coverage is required.

- a. Central Office will contact local fire officials directly to determine if coverage is necessary.
- b. Payment for these services is the responsibility of the individual/group requesting use of the building.

_____ Police coverage required _____ Fire coverage required

_____ Police coverage NOT required _____ Fire coverage NOT required

ALL appropriate approvals and signatures are required in order as listed below, before FINAL submission to the Superintendent or his/her designee.

1. Building Principal

Name of School Requested: _____ Available: ____ Yes ____ No

Additional Comments: _____

Signature

Date

2. Athletic Director [for gym and field use]

Name of facility/field Requested: _____ Available: ____ Yes ____ No

Additional Comments: _____

Signature

Date

3. Plant Operations

Approval: _____ Yes _____ No

Additional Comments: _____

Attach fee schedule backup: Yes

Facility Use Fee: \$ _____ Equipment Use Fee: \$ _____

School Personnel Fee: \$ _____ Total: \$ _____

Signature

Date

4. Superintendent or his/her designee

Approval: _____ Yes _____ No

Additional Comments: _____

Signature

Date