

NORTH PROVIDENCE SCHOOL DEPARTMENT PROPERTY USAGE POLICY	Approved: 12/18/2019

STATEMENT: The North Providence School Department (NPSD) maintains its buildings and grounds to provide educational services for students in the North Providence School Department. The NPSD also supports, through the granting of property usage, social and recreational programs for students and the North Providence community at large.

Under the direction of the Superintendent, the School Committee will determine the eligibility and approval of the use of all school district facilities. The Superintendent must also approve all applications for facility usage. Programs and activities of users must be of a nature suitable for a public school, must be lawful, and must conform to all of the usage policies of NPSD. The user of the facility will hold NPSD and its agents and representatives harmless for any liability of any nature whatsoever resulting from use of the premises.

The user must have insurance to cover any personal and/or property claims resulting from the event. The user agrees to indemnify NPSD and the Town of North Providence for any damages as a result of use of the facility by signing the property usage agreement. NPSD reserves the right to cancel any property use agreement whenever such cancellation is advisable and in the best interest of the students. The Superintendent is the final arbiter in regard to the fair and equitable implementation of this policy.

PRIORITY: All facility and property usage are subject to first priority by the School Department. School functions may supersede an approved property usage.

APPLICATIONS: All facility request applications must be made on appropriate NPSD forms, available at the Superintendent’s Office, 10 business days before the monthly School Committee meeting prior to the date of use. The Director of Facilities and Transportation will determine if additional custodial staff is required to promote the property use request.

TERMS:

- a.) All applications require the approval of the Director of Facilities and Transportation.
- b.) The use of a facility by a religious group for instructional and/or religious purposes must be restricted to temporary and emergency basis only.
- c.) All state laws, local ordinances and rules of the police and fire departments relating to public assemblies shall be held in compliance.
- d.) School “No Smoking /Vaping” rules shall be observed.
- e.) No flammable decorations shall be used.

- f.) No gambling of any kind will take place on school property.
- g.) No alcoholic beverages are allowed on school property.
- h.) As a condition of property usage, the user agrees to hold the NPSD and the Town of North Providence free and without harm from any loss or damage liability or expense that may arise or be caused in any way by such use or occupancy. The user also agrees to reimburse the NPSD for any damage, destruction or loss occurring during occupancy of the facility.
- i.) The use of school facilities and grounds are subject to the conditions of NPSD policies.
- j.) The NPSD requires a certificate of insurance or an appropriate bond.
- k.) Adequate supervision shall be provided by the school facility user to assure proper conduct of attendees and avoidance of damage to school property. Supervisors shall remain on site until all attendees have departed.
- l.) Custodial services will be provided by the NPSD in accordance with its agreement with Local 2435. Compensation will be paid by the user, if required, in accordance with the terms of the agreement between Local 2435 and the North Providence School Committee.
- m.) Police and/or Fire services will be provided, if required, at the expense of the user.
- n.) No child or parent/guardian can leave the area requested for use of property.
- o.) Chairs are not permitted in any gymnasium.
- p.) Hard balls are not permitted in any gymnasium.
- q.) Children are to be escorted to restrooms by an adult.
- r.) Any In Kind Service will be determined and agreed upon prior to approval.
- s.) Proof of liability insurance must be provided upon approval of request.
- t.) All sports leagues will have a certified CPR person on duty at all times. Certificates must be provided prior to start date.
- u.) No food or beverages are allowed without prior permission from school department
- v.) Doors must remain locked at all times and cannot be propped open at any time.
- w.) No adjusting or tampering with building heating or cooling systems of any kind is permitted.

x.) An assigned NPSD employee must be present at all times during requested use of property.

FEES:

- a.) All organizations will pay employee fee charges, facility charges and security deposits.
- b.) The School Committee reserves the right to amend the regulations regarding the paying of fees and charges.
- c.) All scheduling of additional custodians will be the responsibility of the Director of Non-Instructional Operations.

DISCLAIMER: Failure to comply with all regulations identified in this policy or violation of any of the requirements for property usage will result in a loss of all privileges. All parties granted use of property will be charged for damages, not excluding custodial services.

***A warning will be issued after every offense.
After three offenses, property rights may be revoked.**

***Surveillance cameras will be used to confirm any offenses.
Any criminal offense will be prosecuted by the law.**

DAMAGE TO PROPERTY: If damage occurs during the time of property usage, the organization shall be held liable. If the organization does not make restitution for payment within sixty (60) days, and/or if there is a recurrence of damage, the school department reserves the right to deny future property usage requests by said organization.

SCHEDULE OF FEES AS OF JULY 1, 2013

ANY NON-SCHOOL ACTIVITY WILL BE CHARGED

Employee Charge for Custodian: According to hourly rate as governed by the Collective Bargaining Agreement between the North Providence Federation of Educational Workers, Local 2435 and the North Providence School Committee.

Facility Charge Are Subjective To Availability

Elementary School Gymnasiums

North Providence Residents: p.m.	\$	60.00 per evening* – 6:00 p.m. to 10:00
Non-Residents: p.m.	\$	120.00 per evening* – 6:00 p.m. to 10:00

North Providence High School

Gymnasiums (1, 2 or 3):	\$	750.00 per day*
High School Auditorium:	\$	1,250.00 per day*
Cafeteria:	\$	750.00 per day*
Classrooms: p.m.	\$	50.00 per evening* – 6:00 p.m. to 10:00
Snack Bar Use:		

At the discretion of the Athletic Director or the Director of Non-Instructional Operations

Middle Schools

Gymnasiums:	\$	500.00 per evening*
Classrooms: p.m.	\$	50.00 per evening* – 6:00 p.m. to 10:00

<u>Scouting Organizations</u> Committee	\$	50.00 per month (exempt per School 2013-2014 school year)
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Use of Fields

Saturday or Sunday Baseball Leagues:	\$	50.00 per week*
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Exempt Organizations

Only in-kind services are to be required for the N.P. Jets & Cheerleaders, N.P. Youth Basketball, N.P. Youth Soccer, N.P Little League and N.P. Babe Ruth League, N.P. Girls' Softball League and Town Departments. They shall clean up after themselves as the school teams do. Once the property usage is approved by the NPSD, they cannot withhold permits pending in-kind services. In-kind services for these organizations will be voluntary and will not be mandatory.

**Plus Custodial, Police and Fire Department Fees based on specific function and number of people
Approved by the North Providence School Committee: December 18, 2019*

First Reading: 10/23/2019

Second Reading: 11/20/2019

Third Reading/Approval: 12/18/2019