

**NORTH PROVIDENCE PUBLIC SCHOOLS  
PROPERTY USAGE PROTOCOL**

**INTRODUCTION**

This protocol accompanies and facilitates the North Providence Public Schools’ (the “District”) Property Usage Policy.

**APPLICATIONS**

All applications must be submitted on appropriate school department forms that are available on the District’s website, at the facilities office, or the office of any school. Applications must be filled out completely and delivered to the facilities office at least 15 days prior to the regular monthly school committee meeting and prior to the date of use.

All applications require the approval of the Director of Facilities, the site-based administrator, and the Athletic Director if applicable.

The School Committee shall have final approval of any use of property for non-school events. The organization or individual will not be permitted to use school facilities and school grounds until authorized by the School Committee by vote at a regularly scheduled meeting.

**AVAILABLE FACILITIES**

Athletic fields, courts, school buildings, and school grounds shall be available for community usage, subject to the following limitations:

- Classrooms shall be off-limits to community usage, unless authorized by the site-based administrator for educational purposes. Any approved classroom use may be subject to District employee supervision.
- Libraries shall be off-limits to community usage, unless authorized by the site-based administrator for educational purposes. Any approved library use must be subject to District employee supervision.
- The community shall not access District technology (e.g. computers, cameras, or media equipment) without supervision from the IT department.
- All school grounds and parking lot usage require an approved Use of Property Application.

**TERMS OF USE**

All use of District facilities or grounds are subject to District policies, procedures, and code of conduct.

The following terms and conditions shall be included with each agreement for use of facilities:

### Conduct expectation for attendees

- Be respectful of the school environment and the facility.
- Attendees shall not attempt to nor ambulate into non-designated areas.
- Attendees and organizers must fully vacate school property at the designated time.
- Attendees must properly supervise all participants and spectators.
- Attendees must follow all emergency procedures.

### Prohibited items and activities

- There is no smoking/vaping on school property.
- No flammable decorations will be used. Balloons are prohibited. All decorations are subject to the prior approval of the District.
- No gambling of any kind will take place on school property.
- No alcoholic beverages are allowed on school property.
- No child or parent/guardian can leave the area outlined in the applicable rental agreement.
- No door may be propped or held open at any time.
- No adjusting or tampering with building heating or cooling systems is permitted.

### Prohibitions specific to gymnasiums

- Chairs are not permitted in any gymnasium.
- Hard balls are not permitted in any gymnasium.

### Use of District equipment

- Renters of District facilities may use District technology upon request. Any technology services must be determined and agreed upon prior to application approval by the Facilities Director and IT Director. All technology must be set up properly by a District IT employee.
- Use of any other equipment, including, but not limited to, tables, chairs, or sporting equipment may be used upon request. Any equipment use must be determined and agreed upon prior to application approval by the Facilities Director.

### Limitations on religious activities

The use of a facility by a religious group for instructional and/or religious purposes must be restricted to temporary or emergency basis only.

### Sporting events

All sports leagues will have a certified CPR person on duty at all times. The certified CPR person must be identified on the rental application and such person's certificate must be provided as part of the application. Any applications to host sporting events lacking such documentation will be rejected as incomplete.

### Early end of use

Should an organization finish using a facility before the end date on their approved use of District facilities, the user must immediately inform the Director of Facilities that it has finished using the facility.

## FEES

- a) All organizations will pay applicable employee fee charges, facility charges, and security deposits in a timely manner.
- b) The School Committee reserves the right to amend the regulations regarding the paying of fees and charges.
- c) Once approved, all rental usage fees, and custodial fees, if applicable, shall be submitted through a certified check or money order made payable to North Providence School District.
- d) Any organization that does not pay their required rental fees in a timely manner may have their rental privileges immediately revoked, and may be denied future rental privileges.

*\* Use of property is contingent upon submission of a fully executed Facility Rental Agreement contained in this protocol.*

[Facility Rental Agreement Form](#)