



### RULES AND REGULATIONS FOR USE OF BERKLEY PUBLIC SCHOOLS BUILDINGS

1. Use of special facilities such as kitchens, stages, and libraries only permitted with employee present.
2. Use of tobacco, alcoholic beverages and illicit drugs are prohibited on school grounds at all times. No pyrotechnics or smoke machines allowed.
3. Beverage or food may be sold or served only in the cafeteria and kitchen (and by permission in the foyer).
4. Proper athletic footwear must be worn for athletic activities in the gym
5. Payment, scheduling and documentation (5 days prior to scheduled event) of police detail and fire detail when required (see application).
6. *Fire Safety:* Fire detail is required when use of the cafeteria or gym is planned for 75% of the posted capacity, for activities held when school is not in session (see application). Event organizer (host) will announce the location of exit doors. Building must be evacuated if fire alarm sounds. Fire lanes must be clear at all times. Parking only in designated areas.
7. Organizations assume responsibility for:
  - a. Decorations and posters (if approved by authorizing person),
  - b. Use only reserved spaces or rooms reserved,
  - c. Supervision of activities and restrooms (no one to wander the building),
  - d. Children must be properly supervised. Group must have at least one adult present for each 10 children,
  - e. Pick up of all trash, wipe tabletops, and return furniture to its proper place,
  - f. Alterations or substantial rearrangement of facilities and equipment is not permitted.
8. The user group is responsible for payment for any damages to school property; any expenses or losses -- including personal injury and property damage -- arising out of the event; arranging for its own liability insurance; and, indemnifying the Berkley School Department from any claim against the School Department arising out of the event. A copy of \$1,000,000 general liability insurance policy should be included with each application.
9. The user group will not sub-let the space to another organization or group and merely act as an agent for what might otherwise be a non-permitted use.
10. Certain spaces will not be used by the public under any circumstances. These include offices where pupil records are kept, computer lab, science lab or other areas where potentially dangerous or high value equipment is kept.
11. Berkley School Department reserves the right to review applications, reject, and/or make necessary changes. The district will not be held liable for any damages, direct or consequential, if for any reason the facilities agreed upon are not made available.
12. Failure to observe these rules will result in suspension of the use privilege for a specified period of time.

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As an authorized and responsible representative of the user group, I hereby understand and agree to the above rules.

By: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Print Name

Date: \_\_\_\_\_ Name of Group: \_\_\_\_\_ Telephone #: \_\_\_\_\_



## **RULES AND REGULATIONS FOR USE OF BERKLEY PUBLIC SCHOOLS GROUNDS/FIELDS**

1. School sports have first priority on all fields. With all scheduling, Berkley Public School District reserves the right to cancel an event, due to our scheduling need. Sometimes this may happen with less than 24 hour notice.
2. In the event of pending inclement weather, makeup dates will be approved as long as no conflict with school sports schedules.
3. All fields and buildings should be left in the manner in which they were found. The area should be cleaned of any litter or refuse and placed in appropriate containers.
4. Only players with an adult are allowed in the inside playing area. Children not playing in the game are not allowed in this area.
5. A Certificate of Liability Insurance must be provided at the time application is submitted. Liability limits are required to be a minimum of \$1,000,000 per occurrence/\$2,000,000 per aggregate. Berkley Public School District is to be listed as an additional insured. User is responsible for obtaining insurance. Certificate holder on the policy should read:

Berkley Public School District  
21 North Main St.  
Berkley, MA 02779
6. All applicants are responsible for obtaining town permits, if applicable.
7. If nets are provided by the school district, it will be the applicant's responsibility to ensure all nets are used appropriately.
8. Groups are expected to conduct themselves in an orderly manner and refrain from profanity at all times.
9. NO trespassing around the grounds maintenance building.
10. NO smoking, NO alcohol, NO controlled substance on school property.
11. No dogs allowed on fields.
12. NO vehicles will be permitted to park on the walking/emergency path or on the fields.
13. NO machinery or equipment on any field. No machinery or equipment is to be brought in by requester to groom or prepare any field.
14. Parking in designated parking areas only. FIRE lanes may not be blocked. Vehicles are not allowed on any grass areas or areas designated "NO PARKING".

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As an authorized and responsible representative of the user group, I hereby understand and agree to the above rules.

By: \_\_\_\_\_ Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Print Name

Date: \_\_\_\_\_ Name of Group: \_\_\_\_\_ Tel. #: \_\_\_\_\_



Today's Date \_\_\_\_\_

**APPLICATION FOR USE OF BERKLEY PUBLIC SCHOOL BUILDINGS & GROUNDS/FIELDS**

Name of organization: \_\_\_\_\_ Is this a 501(c)(3) organization? \_\_\_\_\_

If so, attach document or provide # \_\_\_\_\_

Date desired: \_\_\_\_\_ Time/from-to: \_\_\_\_\_ Activity/Purpose: \_\_\_\_\_

Name of Requestor: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

No. of participants expected: \_\_\_\_\_ No. of staff to supervise: \_\_\_\_\_ Estimated no. of spectators: \_\_\_\_\_

Building Requested: \_\_\_\_\_ Berkley Community School \_\_\_\_\_ Berkley Middle School

Room requested:

\_\_\_\_\_ Cafeteria: BMS capacity 480; 75% capacity 360; BCS capacity 310; 75% capacity 232 (see #6 "Rules")

\_\_\_\_\_ Number of chairs

\_\_\_\_\_ Number of tables

\_\_\_\_\_ Gym: BMS capacity 946; 75% capacity 709; BCS capacity 650; 75% capacity 487 (see #6 "Rules")

\_\_\_\_\_ Music Room

\_\_\_\_\_ Library

\_\_\_\_\_ Athletic Field(s)

I hereby agree to abide by the rules and regulations governing the use/rental of Berkley school facilities and grounds.

Signature (requesting person) \_\_\_\_\_ Title \_\_\_\_\_

School Official Signature: \_\_\_\_\_

**BUILDING & GROUNDS USE FEE SCHEDULE effective 9/1/17**

The fee for any room used by Berkley Non-Profit Organizations after 9 PM and on Weekends is \$45/hour. The fee for any room used by Outside Organizations at any time is \$60/hour. A daily \$20.00 flat fee is required to reserve the gymnasium. Athletic field use fee by Outside Organizations is \$35/hour. Weekend charges are for the number of hours reserved. Cancellation Policy: Seven day notice required for all cancellations or payment is required. Superintendent/School Committee reserve the right to waive fee(s). No charge for PTO, PAC, or other Berkley Schools groups. Payment must be received in advance. \*Payment by check only, payable to Town of Berkley\*.

**NOTES:**

1. A Certificate of Liability Insurance must be provided when application is submitted. Liability limits are required to be a minimum of \$1,000,000 per occurrence/\$2,000,000 per aggregate. The Berkley Public School District needs to be listed as an additional insured. User is responsible for obtaining insurance.
2. Berkley recreational adult ball teams must have a majority of Berkley residents.
3. Gym users will dry mop floor and pick up trash. If additional custodial time is required to clean an area after its use, the group using the area will be billed for the additional cost.
4. Gym, Cafeteria, Music Room users must monitor the foyer.
5. No basketballs are allowed in foyer, except for coaches.
6. Parent/Guardian must accompany all players and friends to all games and practices.
7. All building users are responsible for damage caused by that group, inside and outside building.
8. No smoking, no alcohol, no controlled substances on school property.
9. No parking where posted (Fire Lanes, etc.)
10. All rules and regulations on attached form must be followed. Problematic groups will be told to leave or will not be allowed to return.