

**HINGHAM PUBLIC SCHOOLS**

Hingham, Massachusetts

781-741-1511

781-741-1512 (fax)

**APPLICATION for Permit to Use Facilities and Fields**

**FROM:**

Responsible Person: \_\_\_\_\_

Telephone (Home): \_\_\_\_\_

Organization: \_\_\_\_\_

Telephone (Cell): \_\_\_\_\_

Address: \_\_\_\_\_

Telephone (Work): \_\_\_\_\_

Email: \_\_\_\_\_

FAX: \_\_\_\_\_

**REQUIRED INFORMATION:**

1. School \_\_\_\_\_ Room \_\_\_\_\_ Field \_\_\_\_\_ Other \_\_\_\_\_

2. Purpose of Use: \_\_\_\_\_

3. Date(s) Requested \_\_\_\_\_ Hours \_\_\_\_\_ Date(s) Requested \_\_\_\_\_ Hours \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

4. Number of Participants: \_\_\_\_\_ Majority of Hingham Residents? (Yes / No): \_\_\_\_\_

5. Is this event open to spectators? Yes \_\_\_\_\_ No \_\_\_\_\_ Expected number of attendees? \_\_\_\_\_

Is a fee charged for this event? Yes \_\_\_\_\_ No \_\_\_\_\_ Amount \$ \_\_\_\_\_

(Attach program, brochure or flyer)

Additional Explanation: \_\_\_\_\_

6. On-site Supervisor/Coach: \_\_\_\_\_ Telephone: \_\_\_\_\_

7. Do you need use of the kitchen? Yes \_\_\_\_\_ No \_\_\_\_\_ Specify \_\_\_\_\_

8. Will special equipment be required? Yes \_\_\_\_\_ No \_\_\_\_\_ Specify \_\_\_\_\_

9. Will food or beverages be served? Yes \_\_\_\_\_ No \_\_\_\_\_ Specify \_\_\_\_\_

**10. Mandatory**

For All Youth Organizations: I certify that all volunteers have been CORI checked as required by MA state laws. (Chapter 385 of the Act of 2002 – Sec 172 H)

For All Applicants: I certify that I have read and understand the MA Anti-Hazing Law (MGL 269 Sections 17:19) attached to this application, and that the organization will disseminate a copy of sections 17 and 18 of the law to all participants in the program for which the facility is being used.

\_\_\_\_\_ (Responsible Person's Signature ) Date: \_\_\_\_\_

I have read and agree to comply with the facility and field use guidelines of the Hingham Public Schools included with this application which are incorporated into and made part of this application/permit. I will assume responsibility for the payment of any fees associated with this permit. The Hingham Public Schools may revoke this permit for failure to comply with the guidelines governing the "Use of Facilities and Fields."

Signature of Applicant	Address	Date
Supervisor of Building and Grounds		Date Approved
Principal		Date Approved
Athletic Director (Only required for Use of High School Athletic Facilities)		Date Approved

This application, once approved, shall serve as the permit to use the facilities indicated above for a period of one month (or such shorter term as may be indicated in Required Information #3, above); provided that this application/permit, once approved, shall be automatically renewed for one month periods ending on the last date indicated in Required Information #3 above, absent cancellation by the Hingham Public Schools as set forth in the attached Guidelines paragraph 23. Applicant should have this application in his/her possession during the usage period.

See "Schedule of Fees for Buildings and Fields" And Estimate of Charges

Additional Personnel, Permit, or Certificate of Insurance may be required (These charges are in addition to the Schedule of Fees for Buildings and Fields. (The Organization utilizing the facility will pay any required charges directly to the Police, Fire or BOH.)

Police Dept. Contact Required (Yes/No): _____	The responsible party may be required to secure a fire or police detail for an event or secure a permit from the Board of Health. A Police detail is required if 200 or more people will attend. A Fire detail may be required if more than 400 people attend. A BOH permit may be required if food will be offered.
Fire Dept. Contact Required (Yes/No): _____	
Board Of Health (BOH) Contact Required: _____	
Certificate of insurance showing general liability coverage and naming Town of Hingham as "additional insured" is Required : _____	Typically, a certificate of insurance will be required unless the event holds minimal potential liability to the School Department or Town of Hingham.

## GUIDELINES OF THE HINGHAM SCHOOL COMMITTEE

The Hingham Public Schools will establish an orderly and fair procedure for reserving the facilities and athletic fields controlled by the Hingham Public School Department. The policy will balance demand for facilities and fields use while considering maintenance, rest and renovations required to ensure long-term use of facilities, playability of fields and user safety. Usage pricing will be established to recover all incremental and overhead costs and to defray costs incurred resulting from additional usage.

1. All school property will be made available under such terms and conditions as determined by the School Committee. School activities will have first priority for use of school facilities and fields. Failure to comply with all guidelines may result in additional charges and denial of future use requests.
2. Failure to promptly pay all charges may result in late fees or loss of future use privileges.
3. In the event of a conflict in reservations between a school activity and a previously scheduled non-school activity, the school request will take precedence. It may also be necessary to cancel reservations due to weather or other unexpected circumstances that may arise.
4. When Hingham student groups use school facilities, a member of the Hingham school staff must be present in a supervisory capacity until the activity is completed.
5. Charges for facilities and personnel will be made in accordance with the prevailing schedule attached. Failure to cancel at least 24 hours prior to contracted use will result in custodian and set-up charges being billed if such charges would have applied to the event.
6. The individual who signs the request form assumes responsibility for any accidents or damages, which may occur to the facilities or equipment. The applicant will be held responsible for the cost of any required repairs. Accidents or damages must be reported to the staff member on duty at the time of the incident.
7. If additional time or services are required to make the facilities ready for the next school function, a charge will be billed for these services.
8. Certain school equipment may be used by prior arrangement with the school principal, athletic director or other designee as appropriate. Only qualified persons will be permitted to operate school equipment. Only adults or school assigned personnel are allowed in the Multi-Purpose Field Press Box.
9. Pianos must not be moved from their assigned locations without the permission of the school principal, music resource teacher, or designee. If permission is granted, the person or group making the request assumes responsibility for any damages, including tuning, which may result from the move.
10. Materials and stage properties are only available for use by the public with the permission of the school principal. All equipment used must be returned in good condition to its original location at the conclusion of the scheduled event. All-purpose rooms must be left as they were found prior to applicant's function.
11. Cafeteria staff is required to supervise when school kitchen and equipment are used. Charges are based on the prevailing fee schedule. If food or refreshments are served, all tables must be thoroughly washed after use. Refreshments may only be served in areas approved in advance by the supervisor of buildings and grounds.
12. Food and snack items, including Gatorade, soda and other drinks may not be consumed on the Multi-Purpose Field. Only clear water is allowed. Food and snack items are restricted to the bleacher area and the concession pavilion area.

## GUIDELINES OF THE HINGHAM SCHOOL COMMITTEE (Cont.)

13. Dogs (excluding service animals) and other pets are not allowed inside the fenced areas or on the bleachers at the High School Fields.
14. Decorative materials not clearly labeled as fire safe are not permitted unless approved by the Fire Chief. The decoration of any school building area must be accomplished under the direction of an adult supervisor, and all decorations must be completely removed at the conclusion of the event.
15. The permit holder must complete their usage within the time period stated on their application or additional charges will accrue. Grounds and facilities must be cleared of materials and equipment and cleaned up immediately following the conclusion of each event. Trash must be picked up and placed in proper receptacles. Additional charges may apply for excessive cleaning required or trash remaining.
16. The use of tobacco products and the possession or use of alcohol, narcotics or any controlled substance are strictly prohibited in school buildings or on school grounds.
17. Police, fire, or supervisory coverage may be required at the discretion of the School Department. It is the permit holder's responsibility to make arrangements to provide any required coverage.
18. Neither the Hingham School Committee nor the Town of Hingham will be responsible for injury to persons or damage to property while the buildings or grounds are used by any group. Typically, the School Committee requires all Category 2 and 3 applicants to obtain suitable insurance coverage to protect the Town.
19. A non-refundable deposit may be required from organizations using school facilities. Deposits are refundable when the School Department cancels a scheduled event.
20. It is the responsibility of the applicant to complete appropriate CORI checks for activities where an adult may have unsupervised access to children. Organizers must also comply with the MA Anti-Hazing Law MGL 269 Sections 17:19.
21. Hingham is an eco-friendly town, and everyone using our facilities must comply with all Town recycling bylaws and requirements. All recyclable materials must be collected and deposited in containers provided (not in trash receptacles), and all corrugated cardboard must be removed by the renting, individual or organization. Corrugated cardboard must not be thrown in the trash. Re-usable drink containers are encouraged.
22. In case of an emergency at one of the High School fields, call "911" and provide the field "letter" designation (see diagram provided) to facilitate timely response.
23. Notwithstanding number 3 above, the Hingham Public Schools may, in its discretion and without cause, terminate and revoke this permit/application at the end of the initial one month term or any renewal term (as described in the application/permit) by giving notice to the Responsible Person at the address in this application/permit not less than 10 days prior to the end of the initial or a renewal term, as applicable.
24. All applicants and users are responsible for familiarizing themselves with the Conditions of Use as set forth in the Hingham Public Schools Policy Section 7.4.2 and must abide by the same. (<http://hinghamschools.com/school-administration/business-operations/facilities/>)