



# Provincetown Schools

## APPLICATION FOR SCHOOL FACILITIES USE

### Applicant *(please check one)*

- School                       Youth Activity                       Town Department
- Non-Profit                       For-Profit                       Other (specify) \_\_\_\_\_  
501(c)3 req'd

Organization/Group Name: \_\_\_\_\_

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

Contact Person: \_\_\_\_\_

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

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

Requested Space(s) *(fee schedule attached)*: \_\_\_\_\_

Requested Dates/Times (please be specific):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will the public be charged a fee for attending your event?  Yes  No Amount? \_\_\_\_\_

Anticipated number of people attending \_\_\_\_\_

Please provide purpose, event description:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*I agree to the attached conditions specified by the Provincetown School Committee Policy, Community Use of School Facilities (see attached), and to accept the responsibilities as set forth therein.*

\_\_\_\_\_ Date    \_\_\_\_\_ Signature of Authorized Representative

Cert. of Insurance: \_\_\_\_\_ Date Received: \_\_\_\_\_

Approved                       Denied                      \_\_\_\_\_  
*Signature of Superintendent*



## Fee Schedule

	School, Youth or Town Dept.	Non-Profit	For-Profit
<i>Security Deposit</i>	<i>No Charge</i>	<i>\$275</i>	<i>\$425</i>
<b>Auditorium (Fishermen Hall)</b>	No Charge	\$450/day	\$525/day
<b>Media Center</b>	No Charge	\$275	\$325
<b>Cafeteria/Kitchen</b>	No Charge	\$225	\$275
<b>Gymnasium</b>	No Charge	\$175	\$225
<b>Classrooms</b>	No Charge	\$100/\$125/\$150	\$\$125/\$150/\$175
<b>Utility Fee</b>	No Charge	\$150	\$150
<b>Custodial Overtime</b>	Per Contract	\$45/hour	\$55/hour
<b>Bus Rental</b>	\$50	\$100	\$175

***10% of house sales AND 10% of ticket sales for major productions in effect on July 1, 2020***

- *If reservation cancelled within 30 days of event, security deposit is not refunded.*
- *If space used is left in disarray/damaged, security deposit is not refunded.*



## COMMUNITY USE OF SCHOOL FACILITIES

The superintendent in conformity with the following regulations; which have been approved by the Provincetown School Committee, will authorize the use of school buildings, grounds, equipment and facilities.

1. Requests for the use of school facilities will be made at the office of the superintendent at least 30 days prior to the date of use.
2. **All promotional materials must be approved through the Office of the Superintendent.**
3. Requests for school facilities must be cleared by either the building principal, superintendent and/or school committee, based on the nature of the request.
4. School-related groups will be permitted reasonable use of school facilities without charge.
5. All activities must be under competent adult supervision approved by the superintendent, the principal of the building involved, and/or school committee. The group using the facilities will be responsible for any damage to the building or equipment and any imposed cost(s) at the end of the event. (i.e. having to pay personnel to come and secure the building.)
6. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested change(s) are approved by the superintendent.
7. Groups receiving permission are responsible at all times for the observance of fire and safety requirements.
8. Smoking is not permitted anywhere on school property or at any school functions away from school property.
9. Permission for the possession and sale of alcoholic beverages may be granted to a non-profit organization, which is properly licensed, only by the school committee. (proof of license must be provided)
10. Proper liability insurance will be required of all groups given permission to use school facilities. A certificate of insurance is required prior to approval and must be submitted with this form.
11. The school committee will approve and periodically review a fee schedule for the use of school facilities.
12. In situations where there is no cost factor to the school system, or in situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be modified or eliminated by the superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
13. The school committee reserves the right to cancel any permission granted, with no time restrictions.