

JOHNSTON PUBLIC SCHOOLS

10 Memorial Avenue
Johnston, Rhode Island 02919
(401) 233-1900

Pursuant to Title 16 the General Laws of Rhode Island -Public Use of School Buildings
Johnston School Committee POLICY/USE OF SCHOOL COMMITTEE Resolution 05-08—8 August 23, 2005

Application to Use School Facilities

Name of school/organization _____

Name of person responsible _____ Telephone _____

Address _____ City/Town _____ State _____ Zip _____

SCHOOL BUILDING REQUESTED _____

EVENT _____

Date(s) of event Beginning _____ Ending _____ Day(s) of week _____

Time(s) Starting _____ AM/PM Ending _____ AM/PM

AREA(s) Auditorium _____ Gymnasium _____ Cafeteria _____ Library _____ Field _____
Classrooms-#'s _____ Parking Lot _____

Number of people expected _____

APPLICANT'S AGREEMENT

- If permission is granted to an eligible group to use the school facility(ies) only the area(s) requested may be used.
- Custodian(s) are to be there one half hour prior to the starting time unless it is requested that more time is needed, and after the program to clean and prepare the school for the next day.
- The group will provide responsible supervision. Any group misusing the facilities will be responsible for restitution relating to any/all damages and may forfeit rights for future use.
- No decorations may be used unless a Certificate of Flameproof is furnished to the Johnston Fire Department and Johnston Public Schools Facilities.
- No smoking, open flames, pyrotechnics, alcoholic beverages, etc... are allowed in school buildings or on school grounds.
- All applicable Codes must be adhered to: Example: Fire Codes, Police requirements, Building Codes, Insurance requirements, etc...
- IT IS THE APPLICANTS' RESPONSIBILITY TO NOTIFY FACILITIES, JOHNSTON FIRE DEPARTMENT, JOHNSTON POLICE DEPARTMENT AND OTHERS OF ANY CHANGES IN SCHEDULE OR APPLICABLE CHARGES WILL BE INVOICED.

Describe all types of decorations, props, and furnishings
etc... _____

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I/WE THE ABOVE NAMED APPLICANT(S) OR AGENT THEREOF, CERTIFY THAT I/WE HAVE READ, UNDERSTAND AND WILL COMPLY WITH ALL THE JOHNSTON PUBLIC SCHOOLS POLICIES INCLUDING BUT NOT LIMITED TO "POLICY/USE OF SCHOOL FACILITIES"

I/WE AGREE TO BE HELD PERSONALLY RESPONSIBLE AND FINANCIALLY RESPONSIBLE FOR ANY DAMAGES OR LOSS OF SCHOOL PROPERTY THAT MAY RESULT FROM OUR USE OF FACILITIES. I FURTHER AGREE TO PAY ALL COSTS INCURRED BY JOHNSTON PUBLIC SCHOOLS ASSOCIATED WITH THIS EVENT.

•CERTIFICATE OF INSURANCE MUST BE PROVIDED BY NON SCHOOL DEPARTMENT/TOWN GROUPS

• A STATE/NATIONAL BCI BACKGROUND CHECK MAY BE REQUIRED (RI General Laws 16-2-18.1, 16-2-18.2)

Payment must be received no longer than 10 business days after receipt of invoice.

Signature of Guarantor _____ Date _____

Procedure: Applicant must receive approval as follows;

BUILDING PRINCIPAL

Signature _____ DATE _____ __Approval __Denial

ATHLETIC DIRECTOR

Signature _____ DATE _____ __Approval __Denial

JOHNSTON FIRE DEPARTMENT

Signature _____ DATE _____ __Approval __Denial

NOTE: SpecialRequirements _____

JOHNSTON POLICE DEPARTMENT

Signature _____ DATE _____ __Approval __Denial

NOTE: SpecialRequirements _____

DIRECTOR OF FACILITIES

Signature _____ DATE _____ __Approval __Denial

Copy Returned To Applicant _____ DATE _____

		<u>Per Hour Rate</u>			<u>Per Hour Rate</u>
Johnston High School			Elementary Schools		
Athletic Complex	Days.....	\$ 150.00	Gymnasium.....		\$ 70.00
Athletic Complex	Nights.....	\$ 180.00	Cafeteria.....		\$ 35.00
Site Manager	Mon. thru Sat.	\$32.00	Library.....		\$ 35.00
	Sun. & Holidays	\$42.00	Classroom (up to four classrooms).....		\$ 30.00 ea
Auditorium.....		\$ 65.00	Classroom (additional after four).....		\$15.00 ea
Johnston High School / Ferri Middle School			Parking Lot.....		\$25.00
Cafeteria.....		\$ 45.00	Parking Lot Use: Refer to Hold Harmless And Indemnification Agreement section in Policy		
Library.....		\$ 40.00	Custodial Fees		
Band Room.....		\$ 55.00	Monday – Saturday.....		\$32.00 per hour
Classroom (up to four classrooms).....		\$ 30.00 ea	Sunday/Holidays.....		\$42.00 per hour
Classroom (each additional classroom after four).....		\$ 15.00 ea			
Parking Lot.....		\$ 25.00			

CUSTODIAL FEE \$ _____ SITE MANAGER \$ _____

BUILDING RENTAL FEE \$ _____

OTHER EXPENSES \$ _____ TOTAL DUE \$ _____

Fees associated for coverage by the Johnston Fire Department and/or Johnston Police Department are the responsibility of the applicant/group and will be invoiced directly by the Johnston Fire Department and/or Johnston Police Department separately.

FACILITY RENTAL

(Excludes custodial/maintenance costs)

Ferri Middle School

Gymnasium.....	\$ 70.00
Cafeteria.....	\$ 45.00
Library.....	\$ 40.00
Band Room.....	\$ 55.00
Classroom (up to four classrooms).....	\$ 30.00
Classroom (each additional classroom after four).....	\$ 15.00
Parking Lot.....	\$ 25.00

Elementary Schools

Gymnasium.....	\$ 70.00
Cafeteria.....	\$ 35.00
Library.....	\$ 35.00
Classroom (up to four classrooms).....	\$ 30.00
Classroom (each additional classroom after four).....	\$ 15.00
Parking Lot.....	\$ 25.00

EMPLOYEE COVERAGE

(in addition to facility rental rates)

Monday – Saturday	time and one-half	\$32.00/hour
Sunday/holidays	double-time	\$42.00/hour