



Westport Community Schools
17 Main Road, Westport, MA, 02790-4202

APPLICATION FOR USE OF SCHOOL BUILDINGS AND GROUNDS
[Please Print Legibly – Black Ink Only]

ORGANIZATION _____ Non-Profit Status (501(c)3) ()

ADDRESS _____

PHONE (Day) _____ (Evening) _____

DAY(S) AND DATE(S) REQUESTED: _____

BUILDING _____ AREA(S) _____ HOURS OF USE _____

TYPE OF ACTIVITY _____

ADMISSION FEE _____ PROJECTED ATTENDANCE _____

SPECIAL EQUIPMENT REQUIRED? () YES () NO

DESCRIBE _____

Please Note: Application for kitchen use must be done through the Student Services Coordinator

No alterations of school grounds/buildings shall take place unless specifically authorized.

In requesting the use of school facilities, I agree to indemnify, hold harmless, and defend the Town of Westport and its agents and employees from all suits and actions, including attorneys' fees and all costs of litigation and judgments of every name and description brought against the Town as a result of loss, damage or injury to person or property by reason of any act or failure to act through my participation. You must submit a copy of a certificate of insurance with the minimum requirements of insurance and listing the Town of Westport as an Additional Insured:

Comprehensive General Liability	\$1,000,000
Auto Bodily Injury	\$1,000,000
Property Damage	\$1,000,000
Workmen's Compensation & Statutory	\$100,000

Furthermore, I have read the School Committee policies printed on the reverse side of this form and understand the requirements of those policies.

Liability Coverage Attached () Yes () No Non-Profit Status Attached () Yes () No

Signature of Representative _____ Print Name _____ Date _____

For Office Use

PRINCIPAL APPROVAL _____ DISTRICT OFFICE APPROVAL _____

Projected Charges: (Bill will be mailed within five (5) days of event)	
Custodial Staff No.: _____	Projected billable custodial hours: _____ Rate: _____
Police Detail: _____	Building User Fee: _____
Security Detail: _____	Total Projected Charges: _____

USE OF SCHOOL FACILITIES

The annual school appropriation includes a budget associated with building maintenance. These costs are charged directly to the minimum requirement for instructional spending in support of schools. The School Committee is not at liberty to incur costs related to recreational use or community use of facilities unless funds have been earmarked for that purpose in the Civic Activities Account.

The Committee strongly supports school building use, especially for youth recreational activities, senior citizen activities, and adult education. In order to provide low cost facilities use to the community, the Committee will annually review the Use of Facility Fee Schedule to make such building use as economical as possible without transferring any costs to the instructional school budget. The Committee's goals in assessing such fees are: to pay actual energy costs for heat and lights; to pay for personnel assigned to security, custodial, or maintenance details; to pay actual costs for grounds maintenance related to field use and/or building use; and to support the costs related to athletics and student activities.

The fee schedule reflects the fact that the Committee does not seek to generate new revenues through use of facilities by youth league or Town group usage. The Committee's only goal is to reimburse the instructional budget for ordinary operating expenses incurred from building/grounds use for non-instructional purposes. The Committee also expects organizations will promptly pay all billable charges and reserves the right not to approve applications of organizations that do not make timely payments.

Use of Facilities Charges

	Per Hour Use	Season or Series Flat Rate Fee Per Building
Cafeteria/Classrooms	\$20.00	\$130.00
Auditorium	\$25.00	\$200.00/day*
Gymnasium	\$35.00	\$200.00/day
Field Use**	\$25.00	\$100.00/day**

½ with application; ½ mid season

*Additional cost for the use of school equipment and having staff to operate it

Additional Custodial or Security Services will be at contract rate.

NOTE: Specifically authorized extra-curricular student activities and parent teacher organizations are exempted from the building use fee.

The School Committee expects that all organizations or groups that utilize school buildings will abide by all relevant federal, state, and local laws, regulations, and/or by-laws. Specific concern is the Massachusetts State Law prohibiting smoking and/or tobacco products on school grounds.

AHERA NOTIFICATION

A copy of the AHERA Management Plan for the schools is maintained at the central administrative office located at 17 Main Road and at each of the school's administrative offices. The management plan is available, during normal business hours, without cost or restriction, for inspection by representatives of the EPA, the State, the public, including teachers, other school personnel and their representatives, parents, employees and sub-contractors. The Westport Community Schools shall charge a fee to make copies of the management plan.

Arcadis was contracted by the Westport Community Schools to conduct the AHERA mandated three-year reinspection of the Alice A. Macomber School, Westport Elementary School and the Westport High School in January, 2015. A thirteenth 2-hour asbestos awareness-training seminar was held in May, 2016, to train all the school system's maintenance and custodial personnel. Periodic surveillance activities in each school are conducted at least once every 6 months, in accordance with the AHERA regulation.

Asbestos-abatement response actions were conducted at the Alice A. Macomber School and the Westport Middle School during the summer of 1988/89. In addition, a major asbestos abatement response action was conducted at the Westport High School during the summer of 1992 and 2003, and also at the Macomber School during the summer of 2002 and 2003. In 2004, there was one small scale short duration action completed at the Macomber School. In 2007, there was one small scale short duration action completed at the Elementary, Middle, and High School. In 2014, there was one small scale short duration action completed at the Elementary School. In 2016, there were three small scale short duration actions completed at the High School.

As Head of Maintenance & Facilities, I have been appointed as the *Designated Person* for the Westport Community Schools, in compliance with the AHERA regulation. My responsibilities include the management and proper implementation of the Management Plan(s) for the Westport Community Schools. Questions in regards to the status of the Management Plan document(s) should be forwarded to me at my office at the above address.

TOBACCO-FREE SCHOOLS

In keeping with the School Committee's policy that all school buildings and grounds remain smoke-free at all times, the following regulations will apply to all staff, students, vendors, guests, as well as organizations and groups who utilize school facilities.

The use of school buildings and grounds by non-school groups will be permitted to the extent that such individuals or organizations are willing to respect this no-smoking policy.

Regulation:

1. The use of tobacco and tobacco products is strictly prohibited in all school buildings and grounds in compliance with Massachusetts General Laws, Chapter 71 of the Acts of 1993, as well as local Board of Health regulations.
2. Smoking is prohibited in all school buses and in all official school vehicles.
3. Smoking is prohibited by all staff and students at off-campus school-sponsored events.
4. The Head of Maintenance and Facilities will post no-smoking signs at appropriate interior and exterior locations to remind staff, students, and guests of the no-smoking policy.

Consequences:

1. Individuals and organizations whose members or guests violate the no-smoking policy following two written warnings will have their building/grounds authorization withdrawn for violation of the policy.
2. Staff who violate the no-smoking policy subsequent to two written warning letters may be subject to additional disciplinary action up to and including dismissal.
3. Students who violate the no-smoking policy may be subject to short or long-term suspension from school. Students under the age of 18 are subject to short or long-term suspension from school for the possession of tobacco products in addition to other sanctions for use of tobacco products.
4. The principal or dean reserves the right to substitute voluntary smoking cessation education or fines imposed by the Town of Westport as substitutes for detention or suspension for student violations of this policy.

For further information regarding the hazards of smoking or for information on no-cost and low-cost smoking cessation programs, contact the Human Resource Assistant, Westport Community Schools, 17 Main Road, Westport, MA, at 508-636-1140, or by fax at 508-636-1145.

NON DISCRIMINATION/EQUAL OPPORTUNITY

The School Committee is committed to a policy of nondiscrimination in relation to race, sex, sexual orientation, religion, national background, age, marital status, and physical challenge. Respect for the dignity and worth of each individual shall be paramount in the establishment of all policies by the Committee and in the administration of those policies.

In keeping with these statements, the following shall be objectives of this school district relative to nondiscrimination and equal opportunity:

1. To promote the rights and responsibilities of all individuals as set forth in the state and federal constitutions, pertinent legislation and applicable judicial interpretations.
2. To encourage positive experiences in human values for children and adults who have differing personal and family characteristics or who come from various socio-economic, racial and ethnic groups.
3. To consider carefully, in all decisions made which affect the schools, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
4. To utilize educational experiences to build each individual's pride in the community in which he lives.
5. To initiate a process of reviewing all policies and practices of this school district in order to achieve to the greatest extent possible the objectives of this policy.

The district will require all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance.