

Revised
DOUGLAS SCHOOL DISTRICT
FACILITIES USE APPLICATION
Approved by School Committee _____

Building Requested:

High School ___ Middle School ___ Elem. School ___ Primary School ___

1. Requesting organization: _____

2. Organization mailing address: _____

Email: _____

3. Specific area(s) to be used: _____

4. Applicant responsible for supervision/use of building/grounds, etc:

Name: _____ Title: _____ Phone number: _____

5. Tax free I.D. #: _____

6. Purpose for which school facility will be used: _____

7. Number of people expected: _____ Will admission be charged? _____ If so, how much? _____

8. Day(s)/date(s) of activity: _____ State hours from: _____ to _____
_____ to _____
_____ to _____

9. **Group Category:** (See Group Definitions)

1. School/School Support/Town/Youth ___
2. General Non-Profit ___
3. For-Profit (with/without school affiliation) ___

Please identify specific needs:

- Will refreshments be served? _____
- Will concession stand be needed? _____
- Will cafeteria/kitchen be needed? _____
- Other equipment needed: _____

-Custodians and cafeteria workers will be assigned by the building principal or asst. principal.

-Police protection must be provided at the discretion of the building principal.

-Charges for property use, including custodial and cafeteria worker services and energy fee, if applicable, must be paid five (5) business days prior to the event.

10. My organization is aware that its proposed use of Douglas school facilities is not covered by the School Committee's liability insurance and hereby certifies that the requesting organization has its own related liability insurance. Liability Ins. Carrier (attach copy): _____

The undersigned, on behalf of all members of the group using school facilities and its licensees or invitees, assumes all risks and hazards incidental to such use, including injuries incurred by persons using school facilities. The undersigned and the group represented by the undersigned hereby waive, release, absolve, indemnify and agree to hold harmless the Douglas School District and its officers, employees and agents from all liability from such injuries.

11. The applicant agrees to abide by the policy and procedures of the Douglas Public Schools, including but not limited to the Douglas Public Schools Health and Wellness Policy and the Douglas Public Schools Life Threatening Allergy Policy (attached).

Signature of applicant: _____ Date: _____

Approval of school administrator: _____ Date: _____
(signature)

GROUP DEFINITIONS:

Group 1 – School, School Support, Town, and Youth Groups:

- Any group that is part of the internal school structure (athletic teams, band, school council, etc.) and organizations whose primary purpose supports school activities (PTO, athletic and cheer booster clubs, parent clubs, etc.).
- Town of Douglas official organizations or activities, town meetings, etc.
- All scouting organizations.

-No fee for Group 1 except for custodial, kitchen manager, and energy fees as needed.

Group 2 – General Non-Profit Groups:

- This group includes adult sports groups, dance and theater groups, social clubs, and other non-profit organizations.

Group 3 – For-Profit Groups with/without School Affiliation:

- This group includes all businesses, camps, clinics, enrichment programs, tutors, dance and theater groups, and all others utilizing the buildings for personal or commercial benefit. Custodial and energy fees will be charged on Saturdays and Sundays. Checks are to be made payable to the Douglas Public School District, accompanied by a registration form indicating the type of activity associated with the payment. The program director will submit all checks to the Superintendent's Office (21 Davis St., Douglas, MA 01516) and indicate the program title.

I. GENERAL POLICY and PROCEDURES

A. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor the purposes they represent. The right to authorize use of school facilities shall be retained by the School Committee and/or Superintendent or his/her designee. Use of the district facilities shall be totally free from purposes of a disruptive nature.

- B. The Douglas Public School District assumes no liability for injury to persons authorized to use the facilities and further assumes no liability for loss or damage to equipment, materials, or other individual property. Any and all damage to equipment or facilities are to be charged to the contracting party.
- C. Facility usage will be granted only if it does not interfere with the activities scheduled by the school. Long-term scheduled facility use may be pre-empted by a school activity or event.
- D. Applications must be submitted to the building principal or assistant principal at least ten (10) business days prior to the event.
- E. All activities must be appropriately supervised as determined by the building principal or assistant principal. The amount of supervision required will be agreed upon at the time of approval of the request.
1. A custodian and/or administrative staff members designated by the principal or assistant principal must be on duty at all times when the building is in use. It may be necessary to hire a school custodian for an event, as prescribed by the building principal or assistant principal, at the appropriate overtime rate. A custodian must be hired on weekends or whenever they are not scheduled to work.
 2. It may be necessary to hire security police at the discretion of the building principal or assistant principal. There must be at least one police officer for events open to the public. The organization using the facility will be responsible for arranging police protection and the cost shall be paid by the organization using the school facility.
- F. Use of the kitchen is determined by the cafeteria manager and approved use will require supervision by the manager or his/her designee. If kitchen equipment is used, an authorized cafeteria employee must be on duty. The group using the facility will be charged accordingly. No food or other items are to be stored in the kitchen except during the hours stated on the Facilities Use Application.
- G. A sound system technician approved by the principal or assistant principal must be present when the sound system is used. The Facilities Use Application does not authorize the use or operation of any school equipment other than that specifically stipulated on the application. Specialized equipment such as stage lighting, scenery, curtains, projectors, PA systems, bleachers, etc., shall be permitted only when operated by school employees or by other persons authorized by school officials. Requests to use this specialized equipment must be indicated on the application.
- H. Should a group cancel use of the facilities within 48 hours, it will be responsible for incurred costs.
- I. It is the responsibility of the applicant to restore the school facility and/or school grounds in good, clean condition immediately after the event and remove all trash themselves. If the facilities are not left in the same condition as received, the applicant will be charged for cleaning services. Additionally, the applicant will be charged for any damages to the property.
- J. All groups using a school facility must adhere to the Douglas Public Schools Health and Wellness Policy and the Douglas Public Schools Life Threatening Allergy Policy (attached).
- K. Approved food and beverage will be served and consumed only in designated areas.
- L. All Douglas Public School buildings and grounds are smoke-free.
- M. Alcohol may not be served or consumed in school facilities or on school grounds at any time.

N. Insurance: Special liability insurance may be required of some groups in the minimum amounts of \$1,000,000 per person/\$3,000,000 per occurrence. Proof of insurance is required.

O. Individuals using the gym must wear appropriate shoes to protect the floor surfaces.

P. When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur. Information is available on local television and radio stations.

II. ORDER OF PRIORITY FOR USE OF SCHOOL FACILITIES:

1. Douglas school-sponsored activities, functions, and/or events;
2. Events sponsored by school-related organizations or support groups (PTO, Booster groups, etc.);
3. Town of Douglas official organizations or activities;
4. Community-based youth activities or organizations;
5. Community-based adult activities or organizations;
6. Any for-profit organization or activity approved by the superintendent and building principal on a first-come, first-served basis.

SECURITY DEPOSIT

A security deposit (\$250) will be required of all parties renting school facilities. The deposit must be in the form of a check, made payable to the Douglas Public Schools, which will be attached to the application. This deposit will be forfeited if the facility is not left in a clean condition, as determined by the building principal. Otherwise, the applicant may request that the check be voided or returned.

FEE TABLE

Douglas High School	Group 1	Group 2	Group 3
Auditorium	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Gymnasium	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Kitchen/Cafeteria	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Cafeteria	No fee	\$35/3 hours	\$200/3 hours;\$50 ea. add'l hr.
Professional Dev. Room (C208)	No fee	\$35/3 hours	\$200/3 hours;\$50 ea. add'l hr.
Classroom	No fee	\$25/2 hours	\$50/2 hours;\$20 ea. add'l hr.
School Grounds (fields)	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Library	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Computer Room	No fee	\$35/2 hours	\$65/2 hours;\$25 ea. add'l hr.

Douglas Middle School	Group 1	Group 2	Group 3
Auditorium	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Gymnasium	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Kitchen/Cafeteria	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Cafeteria	No fee	\$35/3 hours	\$200/3 hours;\$50 ea. add'l hr.
Professional Dev. Room	No fee	\$35/3 hours	\$200/3 hours;\$50 ea. add'l hr.
Classroom	No fee	\$25/2 hours	\$50/2 hours;\$20 ea. add'l hr.
School Grounds (fields)	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Computer Room	No fee	\$35/2 hours	\$65/2 hours;\$25 ea. add'l hr.

Douglas Elementary School	Group 1	Group 2	Group 3
Cafetorium	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Cafeteria	No fee	\$35/3 hours	\$200/3 hours;\$50 ea. add'l hr.
Professional Dev. Room	No fee	\$35/3 hours	\$200/3 hours;\$50 ea. add'l hr.
Classroom	No fee	\$25/2 hours	\$50/2 hours;\$20 ea. add'l hr.
School Grounds (fields)	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Library	No fee	\$50/3 hours	\$300/3 hours;\$75 ea. add'l hr.
Computer Room	No fee	\$35/2 hours	\$65/2 hours;\$25 ea. add'l hr.

- Custodial and Kitchen Manager fees will be charged at their appropriate rate. A minimum of four (4) hours is required.
- An Energy Fee of \$40 per day (subject to change) will be charged when using the auditorium, gymnasium, cafeteria, or library in any of the facilities.
- The above fees represent one period of time facilities are used (not to exceed one day and not to be prorated). Fees for personnel (i.e., custodian, kitchen manager, administrator, sound system technician) and energy will be charged when applicable.

ADMINISTRATIVE USE:

1. Rental Fee _____ 2. Energy Fee _____ 3. Personnel _____ **TOTAL CHARGE:** _____

WELLNESS POLICY: PROCEDURAL GUIDELINES

General Policy Statement

It is the policy of the Douglas Public School District to promote actions that create a healthy and safe environment for all students, faculty, staff and citizens. The school district is committed to taking the necessary precautions that will enable all users of our schools to learn, teach, and visit in our schools.

It is our goal to promote the student's physical, emotional, and social wellbeing through a coordinated school health program. This includes providing a healthy environment, school nurse services, nutritious school meals, health education and opportunities for physical activity. It is the intent of this policy to enable students to become independent and self-directed learners by taking initiative to meet their own health and nutritional needs as developmentally appropriate.

Furthermore, it is our expectation that specific actions will take into account the health needs and well being of all children without discrimination or isolation of any child. It is the School Committee's belief that education and open and informative communication are vital for the creation of an environment with reduced risks for all students and their families.

The School Committee recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive district wellness program.

Wellness Committee:

The committee shall include at a minimum representative from a wide range of school health and health-related disciplines, including school nurses, counseling department, school nutrition and physical activity staff, community agencies serving youth, parents, students, and the school committee.

(a) Appointees to the maximum extent possible shall reflect the cultural, linguistic and ethnic composition of the community.

(b) To the extent feasible, appointees shall include representatives of local boards of health, school physicians and local health care providers, such as hospitals and primary care providers

Committee Functions:

On an annual basis, the committee shall provide a report to the superintendent and School Committee regarding goals and objectives for the coming year and including:

An action plan;

- Recommendations regarding monitoring and evaluation of progress toward goals and objectives;
- Recommendations regarding developing community support for school wellness initiatives and coordinating school and community initiatives on physical activity and nutrition;
- An assessment of the accomplishments of the previous year and identification of work still needed in order to accomplish the previous year's goals and objectives; and
- A review of members and membership participation in the previous year, and as appropriate, a request to the superintendent for replacements.
- In setting goals and objectives, the committee shall consider:
 - Suggestions and recommendations from students, parents, teachers, school nurses, school administrators, nutrition and physical education staff and other interested parties;
 - Input from all schools potentially affected by the goals or objective to the maximum extent feasible;
 - General public health data; and
 - Information about current school and school district programs and practices that might have a bearing on student health.

Nutrition Promotion

- Students will be provided with healthy, nutritious, diverse meals, served in a sanitary dining environment and will include adequate time and space to eat school meals.
- Staff will be encouraged and promote healthy behaviors.
- Marketing on school property will encourage and promote healthy behaviors.

Nutrition Education

- Age-appropriate nutrition education will be provided to students from pre-K to Grade 12.
- Nutrition education will be aligned to the core curricula (i.e. math, science, language arts)
- Key activities at each grade level will be identified to highlight specific, targeted standards
- Appropriate professional development will be provided to staff.
- Additional opportunities for promoting health and wellness which are outside the curriculum will be supported.
- Nutrition education will be offered in the school cafeteria as well as in the classroom, with coordination between the nutrition services staff and other school personnel, including teachers.

Physical Activity/Education

- A quality physical education program will be provided for all students to learn about and participate in physical activity.

- Wellness education will be integrated into the curriculum. This will include opportunities for every student to understand the short and long term benefits of a physically active and healthy lifestyle.
- Students will be provided opportunities to develop the knowledge, skills and attitudes necessary to engage in physical activities and to participate in physical fitness classes.
- The denial of recess for disciplinary reasons will be strongly discouraged.
- Physical education will be aligned with the standards established by the Dept. of Elementary and Secondary Education.

Emotional Well-Being

- The district will provide a comfortable, secure atmosphere for our students PreK-Grade 12 to develop a healthy mind, body, and spirit.
- The district will provide an atmosphere and resources that encourage students to seek assistance for emotional challenges that are impacting their health and well-being or the health and well-being of a friend or family member.
- Faculty, Staff, Guidance counselors, Adjustment counselors, Nurses will provide comprehensive services to promote emotional and social well-being in our schools.

Other School-Based Activities to Promote Student Wellness

- Bake sales may be held outside of school hours for the purpose of raising funds for student clubs, teams, activities and other school-related needs. Organizers will be encouraged to recognize the importance of good nutrition and to offer healthy alternatives alongside the more traditional baked goods and/or non-food items.
- Concession stands may be operated outside of school hours at events open to the general public. Recognizing that extra-curricular activities also present an opportunity for educating our students, organizers will be encouraged to promote healthy food choices.
- Fundraisers holding merchandise sales outside the school day will be encouraged to offer items that promote wellness for students, families and the community, including non-food items.
- The Food Service Director will be available to provide information and recommendations regarding nutrition and healthy food choices.

Guidelines for Other Food offered in School

- All foods sold or provided at student-only, school-sponsored activities will ensure a balance between optimal nutrition and student acceptance. Foods such as candy and soda, which are of minimal nutritional value (as defined by the USDA) may not be served at student-only, school-sponsored activities.

- Use of food in the classroom for infrequent celebrations or to supplement the curriculum is allowed. However, teachers are advised to ensure healthy food options are provided to students, to be aware of the health needs of their students including allergies, and to consult with the School Nurse on student allergies and get approval from the Principal prior to the event.
- Principals may develop specific written procedures for the use of food in their schools. However, those procedures must not conflict with this policy.
- Healthy food choices are encouraged at staff events.

Nutrition Guidelines for Reimbursable Meals and Competitive Foods

- Reimbursable meals are those served under the auspices of the National School Lunch Program. Those meals will adhere to USDA national guidelines.
- Competitive Foods are those foods served in addition to the National School Lunch Program and shall not include foods sold or provided as part of the School Breakfast Program, the School Lunch Program.
- Competitive Foods are defined as "foods and beverages sold or provided in:
 - School cafeterias offered as a la carte items
 - Vending Machines
 - School stores and snack bars
- Competitive foods must meet Department of Public Health (DPH) Standards.
- The DPH standards apply to competitive foods and beverages sold or provided to students beginning at midnight prior to the start of the school day until 30 minutes after the school day ends.
- Foods and beverages sold in vending machines must comply with DPH standards at all times.

JLCCB - LIFE THREATENING ALLERGY POLICY STATEMENT

Douglas Public Schools (DPS) recognizes that students with life-threatening allergies (LTA) require reasonable accommodations necessary to ensure access to available education and education-related benefits. It is the policy of DPS that the management of LTA be accomplished in compliance with applicable state and federal guidelines established by the Massachusetts Department of Elementary and Secondary Education, in a document entitled, "Managing Life-Threatening Food Allergies in Schools" and other reliable resources relating to all LTA.

DPS cannot guarantee to provide an allergen-free environment for all students with LTA. The goal is to minimize the risk to students with LTA. The guidelines established include building-based plans, training programs for personnel, implementation of Individual Care Plans (ICP), medical forms, and additional accommodations as necessary that will ensure that students with LTA can participate fully in school activities without undue fear of harm from exposure to life threatening allergens.

Approved by School Committee: May, 2006

Revised by School Committee: April 4, 2022

Approved by School Committee: September 7, 2022