

SCHOOL UNION 61
HOLLAND ELEMENTARY SCHOOL

APPLICATION FOR USE OF SCHOOL PROPERTY

Application must be made at least 10 days prior to the date requested. Requests for use of school facilities during the summer months must be made while school is in session.

Today's Date August 8, 2023

Name of Organization Stop Abuse Today, Inc - Holland Police Department

Type of Event Planned 5K Walk & Run - Start and Finish Line @ HES Parking Lot

Facility Requested * Parking Lot ONLY Adult in Charge Bryan C. Haughey

| Date(s) requested | Starting Time | Closing Time |
|-------------------------|---------------|--------------|
| <u>October 14, 2023</u> | <u>0700</u> | <u>1300</u> |
| _____ | _____ | _____ |

The above dates and times should include time for rehearsal and/or other preparation, set up and clean up. Set up and clean up will be done by the group requesting use, unless a custodian is being paid by that organization. Organizations may use the building during the approved times only. Organizations must be sure the building is secure upon closing.

I agree to pay all bills and to observe all regulations appearing in the Rules and Regulations (see reverse side) for use of school property.

Stop Abuse Today, Inc 27 Sturbridge Rd Holland, MA 413-245-0117 ext: 330

| Name | Address | Phone |
|------|---------|-------|
|------|---------|-------|

Bryan C. Haughey - Chief of Police
Signature of person making application

Authorized school official _____ Date _____

Will you need any of the following?

| Item | Amount | Item | Amount |
|--------|-----------|------------|-----------|
| Tables | <u>NO</u> | Podium | <u>NO</u> |
| Chairs | <u>NO</u> | Microphone | <u>NO</u> |

Are you requesting the kitchen? NO If yes, rate paid _____

* The parking lot will be closed to vehicle traffic and parking during the 5K to accommodate placement of the start and finish line. The authority of the Chief of Police to temporarily close a way and restrict parking is in accordance with General Bylaw GBL 9.2.5.2 pursuant to ARTICLE II, Sections 2-2, 2-3 of the MUTCD Massachusetts Amendments. There also may be a Porto-Potty placed on the grass between the lot and the road for the event. Use of the interior of the building is not required.

regulation, or guideline concerning use of the premises in the past or which has otherwise abused this privilege.

12. A custodian may be requested for the contractual rate as set forth in the contract payable by the organization. This request must be made at least 2 weeks in advance. Every effort will be made to secure a custodian, however this is not a guarantee.

13. If a **Town of Holland affiliated** organization requests the use of the building when a custodian is not on duty, the organization will be provided a key and will be responsible for the following:

- Make sure all outside doors are closed and locked
- Turn off all lights in the gym, halls, and bathrooms
- Check the bathrooms, clean up any paper on the floor and any visible messes
- Dry mop the gym floor before you leave
- Children are allowed to use the gym as well as the bathrooms in the front hallway, they are not allowed to be in any other part of the school nor are they allowed to have balls anywhere other than the gym.
- If the facility is not clean, the organization responsible will be required to pay the custodian at his/her regular hourly rate for the time it takes to restore the site to an acceptable condition.
- *It is the obligation of the person who signs this form to sign the key in and out of the office. The signer will also be responsible for ensuring that the above list is completed, and that all coaches, or other adults responsible for groups using the building are informed of the above Rules and Regulations for Use of School Property.*

14. If a **non-Town of Holland affiliated** organization requests the use of the building when a custodian is not on duty, the organization will be required to pay a custodian at his/her overtime hourly rate for the entire time of use. Keys and unmonitored access to the building will not be provided for any non-town affiliated use.

Guidelines for Scheduling/Approvals

1. The building Principal, in attempting to make the school facilities available to the maximum number of persons/organizations in the community will consider applications for use in the following order whenever feasible and practical:

- Holland School Student Groups(k-6)
- Holland Support Group (i.e. PTO)
- Youth Groups Sponsored by Holland
- Tantasqua/Union 61 Youth Groups
- Holland Adult Recreation
- Tantasqua/Union 61 Adult Recreation
- Civic Non-Profit Organizations
- Other Groups Located in Holland
- Other Groups Located outside Holland

The Principal will be the final determining agent regarding any scheduling conflicts.

2. **Single event** requests – must be made at least 10 school days prior to the event
3. **Seasonal** requests – applications will be accepted four times a year as follows:
 - By July 1st for Fall activities
 - By September 1st for Winter activities
 - By January 1st for Spring activities
 - By April 1st for Summer activities
4. **Short term** on-going request – will be defined as more than seasonal, but less than six months. Any organizations, regardless of group category, using facilities for more than a season will be charged an Overhead fee to cover rising utility costs and general wear and tear of facilities.
5. **Long term** agreements – No agreements will be entered into for periods of more than six months per fiscal year with the exception of agreements for classrooms. Any long term agreements for classroom use must be approved by the Superintendent.