

Cohasset Public Schools

Administration Office • 143 Pond Street • Cohasset, MA 02025
www.cohassetk12.org • Facsimile: 781-383-6507

COHASSET PUBLIC SCHOOLS

REGULATIONS GOVERNING THE USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent in conformity with the following regulations, which have been approved by the School Committee.

1. "A" usage - All Cohasset School related events
2. "B" usage - Certified Non-Profits and/or events not raising funds
3. "C" usage - All For-Profit users
4. Use of facilities, buildings and grounds of Cohasset Public Schools application must be filed with the principal in the building of the school the applicant seeks to rent at least two weeks in advance of the proposed event. Late applications may be considered only at the Superintendent's discretion.
5. No person or organization renting any school facilities shall do any construction work or otherwise alter district property. Installing temporary seating, platforms or runways is not allowed. No lighting equipment, wiring or projection equipment will be utilized without the approval of the Facilities Manager. All wiring must be approved in writing in advance by the town wiring inspector.
6. Applicant, or adult designee named, agrees to be present at least one hour prior to, during the entirety of, and at least one hour after the event.
7. The cost to repair any loss or damage resulting from routine use, or misuse will be charged to the applicant. In most instances, the applicant or vendor will be required to provide a certificate of insurance, with the district as a named insured party. Insurance requirements are at the Superintendent's discretion. The Superintendent or designee shall make final determinations regarding the extent of any loss or damage.
8. Neither the Cohasset School Committee nor the Cohasset Public Schools will be responsible or liable for any harm or loss to a persons or property while the building or grounds are being used by and individual or group. In signing the Application for Use of School Facilities, the applicant and its agents, officers and assigns indemnify, release, and hold harmless the Cohasset School Committee, the Cohasset Public Schools, and the Town of Cohasset.
9. "Hourly" applies to events up to and including four (4) hours. "Full" day applies to events greater than four (4) hours and not exceeding specified facility closing time.
10. All events require Cohasset Public Schools custodian staff member(s) services, to be paid for by the applicant as an additional cost, at the custodian contractual rate per staff member. There is a minimum fee of 3 hours per custodian. Additional hours are billed hourly. Overtime hours may apply.
11. Kitchen rental requires the presence of a Cohasset Public School Kitchen staff member(s) to oversee operations, to be paid for by the applicant as an additional cost, at the cafeteria staff contractual rate per staff member. There is a minimum of 3 hours per kitchen employee. Additional hours are billed hourly. Overtime charges may apply. Food service is allowed in approved areas only. NO outside vendors are allowed.
12. Auditorium events using lighting and/or audio/visual/computer services require a technician and/or an Event Manager at the contractual rate per hour.
13. Athletic Field use is dependent upon weather and field conditions, and it is subject to postponement or cancellation, at the discretion of the Cohasset High School Athletic Director

14. Energy Surcharge will be assessed if applicant requests an increase or decrease in temperature that is above or below set temperature for that time of year.
15. Use of town Fields, (Milliken, Main Street, Beechwood) and facilities must be filed through Recreation Department
16. A 25% adjustment of the hourly or daily rate will be made for Practice/Rehearsal times.
17. Rental fees are due at least 72 hours prior to event. Checks should be made payable to Town of Cohasset and sent to Cohasset Public Schools, Business Office, 143 Pond Street, Cohasset, MA 02025
18. Police Details are required for traffic control if over 250 spectators. Contact Cohasset Police Department at 781-383-1212. Police Department will bill applicant separately. Detail must begin 45 minutes before and continue 45 minutes after the scheduled time of event.
19. Events with over 200 people will require a completed Town of Cohasset Event Permit Application. Applications are available online at Applications are available online at:
<https://www.cohassetma.org/DocumentCenter/View/694/Event-Application-?bidId=>
20. No smoking of any kind (including cigarettes, chewing tobacco, ecigs, vapors, cigars), marijuana, illicit drugs, alcoholic beverages, or weapons will be allowed on school property.
21. Group's holdings meetings must assume responsibility for any loss or damage to school property and are expected to leave the facility clean and in order.
22. The School Department has full and final authority to approve or deny facilities use applications and to ensure that all provisions of the rules and regulations of the facility are observed. The Superintendent can deny or terminate use of contract

The District reserves the right to postpone or cancel an applicant's use of District facilities at any time and for any reason, including but not limited to: reasons relating to school operations or safety; weather, flooding, acts of God or fire; damage to physical plan; interruptions or malfunctions in infrastructure, technology or utilities; pandemic, epidemic or other public health concerns.