

Cumberland School Department

Use of School Facilities Packet

 Use of School Facilities Policy

 Frequently Asked Questions about Facility Rentals

 Facility Fees

 Applications for Facility Rental

- Field
- Wellness Center
- Building Use

Rental Period July 1, 2017 – June 30, 2018



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The school committee encourages use of the public school facilities by residents of Cumberland and non-profit organizations.

In addition to Eligible Organizations (see definitions below) that shall have free use of the buildings exclusive of custodial fees, the School District will charge fees on TWO separate, two tier-systems. There will be a schedule for non-profits located in Cumberland Monday thru Friday and another schedule for holidays and weekends. There will be the same two-tier system for profit organizations and non-profits located outside Cumberland.

All groups and organizations will pay the rates reflected in this policy unless the School Committee has specifically approved an exception.

1. **Rental Guidelines** - The following applies to the rental of all school facilities.

A. Continuous Use

Only requests for intermittent use will be approved.

B. Insurance

A minimum of \$1,000,000 liability coverage naming the Cumberland School Department as an “additional insured” is required of all organizations renting school facilities. Detailed explanation of a TULIP policy, one option for purchasing this insurance, is included in this packet of information.

C. Fire and Police Coverage

Organizations must contact their local fire district directly to determine if coverage is necessary, and to schedule that coverage.

D. Bingo and Card Parties

School buildings shall not be used for bingo or card parties for profit or fundraising.

E. Movies

Movie picture entertainment for which admission is charged is not permitted in school buildings.

F. Open Meetings

All meetings will be in compliance with the Open Meeting laws.

2. **Interagency Agreements**

On a case-by-case basis, interagency agreements may be formed between the Cumberland School Department and a town agency or an agency that provides services to the residents of Cumberland. All approved agreements will appear as information only on the subsequent school committee agenda.



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3. Eligible Organizations

The following organizations shall have free use of the buildings, **(custodial fees charged when applicable)**, when there is no conflict with regular school programs.

A. Parent Teacher Organizations (PTO)

PTOs are entitled to use school buildings without rental charge during the regular school year. When the PTO uses the building to raise money to support school programs no fee shall be charged. However, the school department may charge a PTO for reimbursement of any and all costs associated with any damage or excessive debris caused by the PTO during an event.

B. Cumberland School Department School Groups

Cumberland School Department Groups are entitled to use school buildings without rental charge during the regular school year. When the groups use the building to raise money to support school programs no fee shall be charged. However, the school department may charge a CSD School Group for reimbursement of any and all costs associated with any damage or excessive debris caused by the CSD School Group during an event.

C. Boy Scouts/Girl Scouts

Boy or Girl Scout organizations are entitled to the use of a room for their weekly meetings provided that the leader is in attendance at each meeting. The leader is to be the first to enter and the last to leave the building and will be responsible for good order. When the Scouts use the building no fee shall be charged except custodial fees that shall be paid by the group.

D. Special Instruction

Any legally established community organization that wishes to furnish a regular program of educational activity for the citizens of Cumberland may have auditorium or other rooms without charge, except for custodial fees.

E. Alumni Associations

Alumni associations of Cumberland High School shall be entitled to one rental per year without charge, except for custodial fees.

F. Cumberland Parks Department

The Cumberland Parks Department shall be entitled to use the school buildings and facilities without charge except for custodial fees.

4. Fees

The school committee sets rental fees annually. Rates are based on the approved school calendar. Rentals shall not extend beyond 11:00 p.m. All rental fees must be paid in full 48 hours prior to the event being held.

The Superintendent of Schools administers the policy of the school committee in order that the process will be fair to all organizations utilizing the school buildings. The process includes individuals and organizations making application to the school Superintendent, via the policy approved by the school committee, in order to use the facilities of the district. That policy includes a schedule of fees that will be charged for said use.



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In the event that the individual or the organization is dissatisfied with the decision of the Superintendent relative to fees to be charged or is seeking a waiver of the fees, that individual or organization, through an authorized representative, shall petition the school committee in writing. The petition shall state the reasons for the appeal of the Superintendent's decision. The petition shall be placed on the school committee agenda, pursuant to the requirements of the Open Meetings Laws, and heard in public session at the scheduled school committee meeting. The individual or organization shall have an opportunity to present information to the school committee with regard to the reasons stated in their petition for a waiver or reduction of fees and/or other related information. The Superintendent shall have an opportunity to present information in support of his decision. The School Committee shall decide the issue/issues by open deliberation and vote regarding the petition

See attached fee schedules for current rates.

5. Use of Specific Areas/School Equipment

A. Cafeteria

Organizations may use cafeterias for serving suppers but no equipment other than tables, benches, and chairs may be used. Kitchen facilities may be rented under unusual circumstances, but at least one member of the cafeteria staff must be on duty the entire time that the kitchen is used. The organization renting the facilities shall be billed for the services of the employee.

B. Musical Instruments

Community organizations renting a school auditorium may use a school piano provided it is not moved. If it is desired to have the piano tuned, the request should be made to the designated person in the Office of the Superintendent who shall arrange to have the piano tuned at the expense of the organization using it. Renting organizations are forbidden to move school pianos.



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FACILITY RENTALS

Frequently Asked Questions

Q: I want to hold an activity at a Cumberland School Department facility. What do I have to do?

A: You must obtain one of the following applications: Field, Wellness Center, or Building Use. You may obtain the form from the building principal at any Cumberland Public School, or download it from our web site at www.cumberlandschools.org. Each form details the steps to follow to complete the process.

Q: I want to hold an activity at a Town Field. What do I have to do?

A: To rent a field operated by the Town, you should contact the Parks and Recreation Department at (401) 334-9996.

Q: I want to hold an activity at the Pool located at Cumberland High School. What do I have to do?

A: To rent the pool, you should contact Envious Swimming, attention Marshall Muir at (401) 286-4107 or email mmuir@enviousswimming.com.

Q: What is required to rent a school facility?

A: A complete application, which includes the appropriate signatures, a valid Certificate of Insurance (as needed), and payment of the rental fee.

Q: Where do I get the application?

A: You may obtain an application at the location you are requesting to use, or at the school department website at www.cumberlandschools.org.

Q: How much will I have to pay?

A: See attached schedule. Please note that fees will be adjusted annually as of July 1.

Q: What insurance do I need?

A: You need a minimum of \$1,000,000 liability coverage naming the Cumberland School Department as an "additional insured." Detailed explanation of a TULIP policy, one option for purchasing this insurance, is included in this packet of information.

Q: What is the "additional insured" language required on the certificate provided by the insurance agent?

A: Cumberland School Department requires that groups renting school facilities include Cumberland School Department as an additional insured person on their policy. The policy should state: *"Cumberland School Departments has been added as an additional insured under the policy."*

Q: Where do I send the Certificate of Insurance?

A: Please submit your insurance certificate, along with your facility rental application, to Cumberland School Department, Office of the Superintendent, 2602 Mendon Road, Cumberland, RI, 02864.

Q: Will the Cumberland School Department make an exception to the insurance requirement for our group if we can't afford insurance?

A: No. All groups using Cumberland School Department facilities must provide proof of necessary liability insurance. There is **NO** allowance for waiving this requirement.



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Q: Can the fees be waived?

A: Yes. (*See School Committee Policies*)

Q: Do PTOs need to provide a certificate of insurance?

A: Yes, PTOs must provide their own certificate of insurance.

Q: How long can a building remain open?

A: No later than 11:00 p.m.

Q: How soon can I use the school?

A: Processing an application takes approximately 2-3 weeks after the application is received in the Superintendent's office. *Please allow for this processing period when you submit your application.*

Q: Is the equipment included in the rental fee?

A: Not necessarily. The building principal must approve use of microphones, PA systems, and podiums. Athletic Equipment must be approved by the athletic director or building principal.

Q: Can we use the school for fund-raising events?

A: This will be reviewed on a case-by-case basis. For all fund raising events, you must first obtain permission from the Office of the Superintendent to hold such an event before you request permission to use the facility. To obtain permission, contact the Superintendent's office to request a Fund Raising Event permission form.

Q: Can we distribute a flyer within the school department to announce the event?

A: This will be reviewed on a case-by-case basis. The Office of the Superintendent must first approve all flyers. To obtain permission, contact the Superintendent's office to request a Flyer Approval form.

Q: Whom do I contact if I have additional questions or am interested in an interagency agreement?

A: Contact the Office of the Superintendent at 401-658-1600 ext. 8.

Q: Whom do I contact to determine if coverage is necessary for my event?

A: Your organization must contact the Cumberland Fire District to determine if fire detail coverage is necessary, and to schedule that coverage. All applications require a signature from the Chief or Fire Marshal at the fire district listed below.

Cumberland Fire Department
3502 Mendon Road
Cumberland, RI 02864

Business Phone: (401) 658-0544

Q: Whom do I contact at the Cumberland Police Station to determine if police coverage is necessary for my event?

A: Your organization must obtain signatures from the police station to determine if police coverage is required for your event. Obtain signatures from the Chief of Police, Deputy Chief or Officer in Charge.

Cumberland Police Department
1380 Diamond Hill Road
Cumberland, RI 02864

Business Phone: (401) 333-2500



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WHAT IS A TULIP POLICY AND WHY DO I NEED ONE?

(Tenant User Liability Insurance Policy)

The Cumberland School Department regularly leases its property to third parties for events such as meetings, athletic events, receptions, festivals, birthdays and other special events. When our property is used by outside groups, the Cumberland School Department exposure to liability losses is increased. Additionally, as the third party leasing the Cumberland School Department facility and hosting the function, you are, in most cases, liable for losses occurring during your function.

It is the Cumberland School Department requirement that you, the third party utilizing the School Department facilities, carry proper liability insurance protection for the Cumberland School Department and yourself for the day of your function. Your homeowner's insurance may be able to provide you with this protection, assuming your insurance company is willing to name the Cumberland School Department as an "*Additional Insured*" to your policy and your limit of liability is \$1 million per occurrence. However, in the event you do not wish to use your homeowner's insurance or do not currently own a home, we have made arrangements with a special events insurance company to provide you with the protection needed at a nominal cost. This special events policy is referred to as the TULIP (Tenant User Liability Insurance Policy) Program. **The TULIP policy helps protect you and the Cumberland School Department from financial harm in the event of a liability claim arising from your function.**

The TULIP policy provides one million dollars of general liability insurance per event to the certificate holder (third party) and names the Cumberland School Department as additional insured to the policy. With the TULIP policy in place, the Cumberland School Department will be provided with the assurance that if a lawsuit arises out of that special event, the School Department will not be the principal party or the only financial resource to defend against the claim and pay the loss if that is the final determination. The TULIP policy will be the primary insurance applicable to any claim arising out of the special event.

The rating of the program is done according to the liability exposure of the special event and the number of days the special event will run. Rates are determined by a schedule of hazard/risk classifications. In most cases, rates are priced well below current market premiums. Premiums vary depending on the type and duration of the special event, but can be as low as \$110 for many of the scheduled hazard/risk classifications.

The process for obtaining a TULIP policy is simple.

The TULIP program is autonomous. Coverage can be quoted and purchased online directly to you.

Here's how it works: Log on to the Web site: www.ebi-ins.com/tulip

Step 1:

Enter our ID Code: then press enter.

Step 2:

Follow the steps listed on the pages. Once you have entered "Average Daily Attendance" you can obtain a quick price quote by clicking on the "Get your premium now with Quick Quote."

Step 3:

- a) If you would like to proceed and purchase the coverage, please complete the requested "Contact and Credit Card Information" sections and your coverage is automatically bound.
- b) A "Certificate of Insurance" is issued and sent via e-mail in your name or organization's name to both of us for our records.

Please see the attached sheet for additional information.



What is a TULIP Policy and Why Is it Needed?

A TULIP (Tenant Users Liability Insurance Policy) is a fast and easy way to provide property/liability coverage on most types of events and activities that are held by the public on your property.

Why TULIP?

Public requests to use property or facilities owned by cities, towns, schools, and special purpose districts for "special events" have become increasingly common. However, it's important to know that if your public entity grants the public permission to use your property for such events, they are not covered under your Trust Property/Liability insurance policy if a loss or injury occurs.

As a value-added benefit, The Trust can help your entity reduce unnecessary risk by providing you with the ability to offer a liability insurance program through HUB International New England called TULIP (Tenant User Liability Insurance Policy) to independent, third-parties that use your property to hold special events. This program provides a quick and easy solution to third-parties who have no liability insurance protection in place.

TULIP is a low-cost insurance policy that protects both you and the third-party, or "Tenant User". The policy is purchased by the Tenant User and applies to bodily injury or property damage arising out of the use of your property or facility during the event. With a TULIP policy in place, Trust Members receive assurance that should a lawsuit arise from a third-party event, they will not be the principal party or only financial resource defending the claim; the TULIP policy will be the primary source of insurance.

What Kind of Special Events Does TULIP Cover?

Events may range from low-risk activities such as meetings, seminars, weddings, and receptions to higher-risk events including sports, festivals, or concerts. Please see detailed event listing.

The premium for a TULIP policy is based upon the risk associated with the particular event or activity, the number of days needed to be covered, and the number of participants attending the event. Also taken into consideration are special requirements of the event such as alcohol liability, food service, etc.

Coverage and Limits

Coverage limits of \$1 million are available for products/operations, including liability for bodily injury and property damage. The policy will pay those sums that the insured (The Tenant User) becomes legally obligated to pay as damages because of bodily injury or property damage to which this insurance applies. There is no deductible prerequisite for claims.

Coverage includes:

- Premises Operations
- Products/Completed Operations
- Contractual Liability
- Broad Form Property Damage
- Personal Injury Liability
- Cost of defense in addition to the limit of liability for any coverage
- Liquor Liability
- Increased Third Property Damage Limits
- Your entity becomes an "Additional Insured" for each covered event.
- No Deductible

How it Works

The TULIP program is autonomous. Coverage can be quoted and purchased online directly by the third-party. Your entity has already been registered to use the TULIP program account through HUB International New England at no cost and has been provided with a six-digit ID code that will enable you and your Tenant Users to use the online quoting/purchasing system as outlined below:

- When you grant an uninsured Tenant User permission to use your facility and/or property, advise them of the TULIP program and direct the Tenant User to: www.ebi-ins.com/tulip. Provide the Tenant User with your entity's six-digit ID code so they may access the program directly.
- The Tenant User will then complete an online questionnaire regarding their event and a premium price quote will be generated.
- To purchase a policy, the Tenant User can simply enter credit card information and coverage will be bound. A Certificate of Insurance will automatically be sent via e-mail to you, the Tenant User, and the broker.
- If the event falls outside of the program's scope, an automatic quote will not be generated and the Tenant User will be directed to a toll-free number to receive a quote.



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CUMBERLAND NON-PROFITS

Facility Fees per Hour

MINIMUM 2 HOUR RENTAL FEE INCLUDES 1 HOUR OF ACTUAL USE
PLUS ADDITIONAL ½ HOUR SET-UP AND ½ HOUR CLEAN-UP

EFFECTIVE JULY 1, 2017 – JUNE 30, 2018

<u>Location</u>	<u>Week Day Fees</u>	<u>Weekend & Holiday Fees</u>
Auditorium (Rehearsal)	\$35.00/hr	\$45.00/hr
Auditorium (No Admission Charged)	\$70.00/hr	\$95.00/hr
Auditorium (Admission Charged - Minimum Fee Up to 4 hours)	\$540.00	\$725.00
Band Room	\$20.00/hr	\$50.00/hr
Cafeteria	\$45.00/hr	\$70.00/hr
Classroom	\$15.00/hr	\$45.00/hr
Classroom (air-conditioned)	\$20.00/hr	\$50.00/hr
Open Concession Stand	\$15.00/hr	\$45.00/hr
Field	\$20.00/hr	\$20.00/hr
Gym (wood floor excluding Wellness Center)	\$25.00/hr	\$50.00/hr
Kitchen	\$65.00/hr	\$90.00/hr
Media Center	\$45.00/hr	\$65.00/hr
Wellness Center		
Left Practice Court	\$40.00/hr	\$60.00/hr
Right Practice Court	\$40.00/hr	\$60.00/hr
Center Court w/Bleachers	\$200.00/hr	\$210.00/hr
Use of all three courts	\$200.00/hr	\$210.00/hr

Custodian Fee of \$33.30/per hour will be added on to weekends or if additional janitorial staff is needed for cleanup or supervision.



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FOR PROFIT ORGANIZATIONS AND OUT OF TOWN NON-PROFITS

Facility Fees per Hour

MINIMUM 2 HOUR RENTAL FEE INCLUDES 1 HOUR OF ACTUAL USE
PLUS ADDITIONAL ½ HOUR SET-UP AND ½ HOUR CLEAN-UP

EFFECTIVE JULY 1, 2017 – JUNE 30, 2018

<u>Location</u>	<u>Week Day Fees</u>	<u>Weekend & Holiday Fees</u>
Auditorium (Rehearsal)	\$40.00/hr	\$50.00/hr
Auditorium (No Admission Charged)	\$75.00/hr	\$100.00/hr
Auditorium (Admission Charged – Minimum Fee Up to 4 hours)	\$600.00	\$800.00
Band Room	\$20.00/hr	\$50.00/hr
Cafeteria	\$50.00/hr	\$75.00/hr
Classroom	\$20.00/hr	\$50.00/hr
Classroom (air-conditioned)	\$25.00/hr	\$55.00/hr
Open Concession Stand	\$25.00/hr	\$50.00/hr
Field	\$25.00/hr	\$25.00/hr
Gym (wood floor excluding Wellness Center)	\$30.00/hr	\$60.00/hr
Kitchen	\$70.00/hr	\$100.00/hr
Media Center	\$50.00/hr	\$75.00/hr
Wellness Center		
Left Practice Court	\$45.00/hr	\$75.00/hr
Right Practice Court	\$45.00/hr	\$75.00/hr
Center Court w/Bleachers	\$215.00/hr	\$225.00/hr
Use of all three courts	\$215.00/hr	\$225.00/hr

Custodian Fee of \$33.30/per hour will be added on to weekends or if additional janitorial staff is needed for cleanup or supervision.



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Reviewed and Approved by Policy & Procedures Sub-Committee: 1/31/2012
Amended Policy Approved by School Committee: 2/9/2012
Amended Policy Approved by Policy & Procedures Sub-Committee: 5/21/2013
Amended Policy Approved by School Committee: 5/23/2013
Reviewed and Approved by Policy & Procedures Sub-Committee: 9/23/2014
Amended and Approved by School Committee: 9/25/2014
Reviewed and Approved by Policy & Procedures Sub-Committee: 9/8/2015
Amended Policy Approved by School Committee: 9/10/2015
Reviewed and Approved by Policy & Procedures Sub-Committee: 10/20/2015
Amended Policy Approved by School Committee: 10/22/2015
Reviewed and Approved by Policy & Procedures Sub-Committee: 8/11/2016
Amended Policy Approved by School Committee: 8/11/2016
Reviewed and Approved by Policy & Procedures Sub-Committee: 08/09/2017
Amended Policy Approved by School Committee: 8/10/2017

Cumberland School Department
2602 Mendon Road
Cumberland, RI 02864

(401)658-1600

www.cumberlandschools.org

For Office Use Only

FEE: _____ Account is current Yes No Permit #: _____
Approval _____ Date Approved _____

APPLICATION FOR USE OF SCHOOL FIELDS

Step 1 of 8: Contact Information (Please Print)

Group/Individual Requesting Use: _____ Contact Person: _____
Street Address: _____ City: _____ State: _____ Zip Code: _____
Daytime Phone: (____) _____ Evening Phone: (____) _____ Fax: (____) _____
Email: _____

Step 2 of 8: Activity/Event Description

Purpose of event: _____
Is this event sponsored by the Cumberland School Department? Yes No Expected Attendance: _____
Has this activity previously been held at a Cumberland School Department facility? Yes No
If yes, give approximate date and location of previous event: _____
Will the public be admitted? Yes No
Will a fee be charged for admission? Yes No If yes, admission charge: \$ _____
Is this event a fundraising activity? Yes No
If yes, explain: _____
Is this a commercial (for-profit) event? Yes No
If yes, explain: _____

STEP 3 of 8: Select Facility, Field and Equipment, Obtain Signatures

Date(s) Requested: _____ Times: from _____ a.m./p.m. to _____ a.m./p.m.
Day(s) (PLEASE CIRCLE): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Facility Requested:

Cumberland High School

Field(s) Requested: (check all that apply)

Football Practice Field
 Soccer Field

Equipment Needed:

Bleachers
 Chairs
 Lighting
 Microphone
 Podium
 P.A. System
 Sound
 Other _____

For Office Use Only:

Custodial Hours:

From _____ a.m./p.m.

To _____ a.m./p.m.

Signature of Athletic Director to Acknowledge Availability of Fields

Date

FORM IS CONTINUED ON THE OTHER SIDE. PLEASE TURN THE PAGE OVER.



STEP 4 of 8: Obtain Fire/Police Protection

Your organization must contact your local fire district/police station directly to determine if coverage is necessary, and to schedule that coverage as required. **Payment for these services is the responsibility of the individual/group requesting use of the building.**

Obtain signatures from these authorities to confirm you have completed this step in the process.

- Police coverage required and obtained
- Fire coverage required and obtained
- Police coverage not required
- Fire coverage not required

Signature of Police Department Date

Signature of Fire Department Date

STEP 5 of 8: Additional Documentation

If this activity is a fund-raiser and/or requires a flyer to be distributed, these permissions must be obtained from the Superintendent prior to submitting this application. **Copy of approval(s) must be included in this packet.**

STEP 6 of 8: Submit Complete Application Packet

Must be submitted at least **3 weeks** prior to activity or event. Complete packet includes:

- signed application
- payment (If applicable) by check made payable to "Cumberland School Department"
- certificate of insurance with a minimum of \$1,000,000 liability coverage, naming Cumberland School Department as an additional insured, unless otherwise requested.
- additional documentation as necessary. All additional documentation associated with this event (flyer distribution approval, fund-raising permission, etc.) must be pre-approved by the Office of the Superintendent.

Step 7 of 8: Requestor Signature

This permit is requested under the policies of the Cumberland School Committee, and I agree to become responsible for any damage to buildings, grounds and/or equipment.

Signature: _____ Date of Application: _____

Please note: The requestor will receive a copy of this application after it is fully approved by the Office of the Superintendent. Any changes must be submitted in writing and will affect processing time.

Step 8 of 8: Mail Complete Packet to :

Cumberland School Department
Office of the Superintendent
2602 Mendon Road
Cumberland, RI 02864

Date Stamp Received by Superintendent's Office

Cumberland School Department
2602 Mendon Road
Cumberland, RI 02864

(401)658-1600

www.cumberlandschools.org

For Office Use Only

FEE: _____ Account is current Yes No Permit #: _____
Approval _____ Date Approved _____

APPLICATION FOR USE OF WELLNESS CENTER

Step 1 of 8: Contact Information (Please Print)

Group/Individual Requesting Use: _____ Contact Person: _____
Street Address: _____ City: _____ State: _____ Zip Code: _____
Daytime Phone: (____) _____ Evening Phone: (____) _____ Fax: (____) _____
Email: _____

Step 2 of 8: Activity/Event Description

Purpose of event: _____
Is this event sponsored by the Cumberland School Department? Yes No Expected Attendance: _____
Has this activity previously been held at a Cumberland School Department facility? Yes No
If yes, give approximate date and location of previous event: _____
Will the public be admitted? Yes No
Will a fee be charged for admission? Yes No If yes, admission charge: \$ _____
Is this event a fundraising activity? Yes No
If yes, explain: _____
Is this a commercial (for-profit) event? Yes No
If yes, explain: _____

STEP 3 of 8: Select Facility, Area and Equipment, Obtain Signatures

Date(s) Requested: _____ Times: from _____ a.m./p.m. to _____ a.m./p.m.
Day(s) (PLEASE CIRCLE): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Facility Requested:

- Cumberland High School
Wellness Center

Area(s) Requested: (check all that apply)

- Locker Room
 Concession Stand
 Classroom (Air-conditioned)
 ___ 1 of 4
 ___ 2 of 4
 ___ 3 of 4
 ___ 4 of 4
 Gymnasium
 ___ 1 of 3
 ___ 2 of 3
 ___ 3 of 3
 Center Court

Equipment Needed:

- Bleachers
 Chairs
 Lighting
 Microphone
 Podium
 P.A. System
 Sound
Other _____

For Office Use Only:

Custodial Hours:

From _____ a.m./p.m.
To _____ a.m./p.m.

Signature of Athletic Director to Acknowledge Availability of Facility

Date

FORM IS CONTINUED ON THE OTHER SIDE. PLEASE TURN THE PAGE OVER. 

STEP 4 of 8: Obtain Fire/Police Protection

Your organization must contact your local fire district/police station directly to determine if coverage is necessary, and to schedule that coverage as required. **Payment for these services is the responsibility of the individual/group requesting use of the building.**

Obtain signatures from these authorities to confirm you have completed this step in the process.

- Police coverage required and obtained
- Fire coverage required and obtained
- Police coverage not required
- Fire coverage not required

Signature of Police Department Date

Signature of Fire Department Date

STEP 5 of 8: Additional Documentation

If this activity is a fund-raiser and/or requires a flyer to be distributed, these permissions must be obtained from the Superintendent prior to submitting this application. **Copy of approval(s) must be included in this packet.**

STEP 6 of 8: Submit Complete Application Packet

Must be submitted at least **3 weeks** prior to activity or event. Complete packet includes:

- signed application
- payment (If applicable) by check made payable to "Cumberland School Department"
- certificate of insurance with a minimum of \$1,000,000 liability coverage, naming Cumberland School Department as an additional insured, unless otherwise requested.
- additional documentation as necessary. All additional documentation associated with this event (flyer distribution approval, fund-raising permission, etc.) must be pre-approved by the Office of the Superintendent.

Step 7 of 8: Requestor Signature

This permit is requested under the policies of the Cumberland School Committee, and I agree to become responsible for any damage to buildings, grounds and/or equipment.

Signature: _____ Date of Application: _____

Please note: The requestor will receive a copy of this application after it is fully approved by the Office of the Superintendent. Any changes must be submitted in writing and will affect processing time.

Step 8 of 8: Mail Complete Packet to :

Cumberland School Department
Office of the Superintendent
2602 Mendon Road
Cumberland, RI 02864

Date Stamp Received by Superintendent's Office
--

Cumberland School Department
2602 Mendon Road
Cumberland, RI 02864

(401)658-1600

www.cumberlandschools.org

For Office Use Only

FEE: _____ Account is current Yes No Permit #: _____

Approval _____ Date Approved _____

APPLICATION FOR USE OF SCHOOL BUILDINGS

Step 1 of 8: Contact Information (Please Print)

Group/Individual Requesting Use: _____ Contact Person: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Daytime Phone: (____) _____ Evening Phone: (____) _____ Fax: (____) _____

Email: _____

Step 2 of 8: Activity/Event Description

Purpose of event: _____

Is this event sponsored by the Cumberland School Department? Yes No Expected Attendance: _____

Has this activity previously been held at a Cumberland School Department facility? Yes No

If yes, give approximate date and location of previous event: _____

Will the public be admitted? Yes No

Will a fee be charged for admission? Yes No If yes, admission charge: \$ _____

Is this event a fundraising activity? Yes No

If yes, explain: _____

Is this a commercial (for-profit) event? Yes No

If yes, explain: _____

STEP 3 of 8: Select Facility, Area and Equipment, Obtain Signatures

Date(s) Requested: _____ Times: from _____ a.m./p.m. to _____ a.m./p.m.

Day(s) (PLEASE CIRCLE): Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Facility Requested:

- Ashton School
- B. F. Norton School
- Community School
- Cumberland High School
- Garvin School
- John J. McLaughlin Cumberland Hill School
- J. L. McCourt Middle School
- North Cumberland Middle School

Area(s) Requested: (check all that apply)

- Art Room
- Auditorium
- Band Room
- Cafeteria
- Classroom
- Classroom (Air-conditioned)
- Gym (Wood floor excluding Wellness Center)
- Kitchen
- Media Center

Equipment Needed:

- Lighting
- Microphone
- Podium
- P.A. System
- Sound
- Other _____

For Office Use Only:

Custodial Hours:

From _____ a.m./p.m.

To _____ a.m./p.m.

Building Principal Signature to Acknowledge Availability of Facility

Date

FORM IS CONTINUED ON THE OTHER SIDE. PLEASE TURN THE PAGE OVER.



STEP 4 of 8: Obtain Fire/Police Protection

Your organization must contact your local fire district/police station directly to determine if coverage is necessary, and to schedule that coverage as required. **Payment for these services is the responsibility of the individual/group requesting use of the building.**

Obtain signatures from these authorities to confirm you have completed this step in the process.

- Police coverage required and obtained
- Police coverage not required
- Fire coverage required and obtained
- Fire coverage not required

Signature of Police Department Date

Signature of Fire Department Date

STEP 5 of 8: Additional Documentation

If this activity is a fund-raiser and/or requires a flyer to be distributed, these permissions must be obtained from the Superintendent prior to submitting this application. **Copy of approval(s) must be included in this packet.**

STEP 6 of 8: Submit Complete Application Packet

Must be submitted at least **3 weeks** prior to activity or event. Complete packet includes:

- signed application
- payment (If applicable) by check made payable to "Cumberland School Department"
- certificate of insurance with a minimum of \$1,000,000 liability coverage, naming Cumberland School Department as an additional insured, unless otherwise requested.
- additional documentation as necessary. All additional documentation associated with this event (flyer distribution approval, fund-raising permission, etc.) must be pre-approved by the Office of the Superintendent.

Step 7 of 8: Requestor Signature

This permit is requested under the policies of the Cumberland School Committee, and I agree to become responsible for any damage to buildings, grounds and/or equipment.

Signature: _____ Date of Application: _____

Please note: The requestor will receive a copy of this application after it is fully approved by the Office of the Superintendent. Any changes must be submitted in writing and will affect processing time.

Step 8 of 8: Mail Complete Packet to :

Cumberland School Department
Office of the Superintendent
2602 Mendon Road
Cumberland, RI 02864

Date Stamp Received by Superintendent's Office