



Facility Use Policy

It is the policy of the River Valley Charter School Board of Trustees to permit use of the facilities for educational, recreational, social, civic, and philanthropic purposes that serve the best interests of the community. "School Facilities" are buildings and grounds, parking lots, and fixed equipment. All after school, evening, weekend, and vacation period use of the facilities must be scheduled through the school's administration.

In acting on requests for the use of school facilities, River Valley Charter School will not discriminate on the basis of race, sex, religion, national origin, or other protected classes.

Procedures

1. All requests shall be made in writing using the Facility Use Request form and shall be submitted at least fourteen (14) days prior to the first day of use. Application forms can be obtained from the school business office. The Director shall have the sole discretion to grant permission for use, or to recommend changes in the request for all groups or entities.
2. The person, persons, or organizations granted use of the facility shall assume full liability for any damage to the building, equipment, or grounds resulting from use. The organization shall submit a compliant Certificate of Insurance with the initial application.
3. The applicant shall pay the established fee for the use of the facility. A refundable security deposit will be submitted with the application.
4. A River Valley Charter School staff member will be provided by the school. It is the responsibility of the renting organization to pay for this service. In no case shall any person other than a regular employee of the school be permitted to perform any service connected with the operation of the building, grounds, or any part of its equipment.
5. Extended rentals may incur additional fee schedules

Basic Rules and Regulations of Facility Use

- a) No smoking or drinking of alcoholic beverages on school grounds permitted.
- b) No food or drink is permitted in the gymnasium.
- c) Activity shall be restricted to that area for which permission is granted.
- d) When children are present during activities, there must be adequate supervision by adults.
- e) The renting group shall use only the equipment brought by the group or agreed upon in advance in writing.
- f) Monitor use and cleanliness of the restrooms.
- g) All programs shall be planned so they do not interfere with the regular school schedule.
- h) The Supervisor in charge of the activity, as noted on the application form, shall be present before the activity is scheduled to begin and shall remain with the group until all have left.
- i) In the absence of River Valley Charter School administrative personnel, the River Valley Charter School staff member employed by the renter is charged with the responsibility of the facility.
- j) School authorities must have free access to all rooms at all times.
- k) Parking regulations must be followed.
- l) In case of the fire alarm, the building must be evacuated. Re-entry will be determined by the on-scene commander of the Newburyport Fire Department.



Facility Use Request

Fee Schedule		
Security Deposit	Gymnasium Rental	RVCS Staff Attendant
\$150	\$50/hr	\$35/hr Mon-Sat \$52/hr Sunday/Holiday

Date of Submission: _____

Activity: _____

Sponsoring Organization: _____

Approximate Number of Participants: _____

Chairs Required: _____ Tables Required: _____

Audiovisual Equipment Required: _____

Date(s) Requested: _____

Timeframe the space will be used: _____ am/pm - _____ am/pm

Approximate time needed for: Setup _____ Clean Up _____

Person responsible for supervising and paying applicable fees:

Name: _____ Phone: _____

Email: _____

I agree on behalf of the organization herein named that all members and guests will observe the regulations, and that we, individually and as an organization, will assume full financial responsibility for any and all damages done to River Valley Charter School property during the aforementioned period of use. We also agree that our organization will at all times hereafter indemnify the River Valley Charter School against any loss because of the use of the facilities by our organization, and we will further hold said school harmless for loss or injury of any kind in connection therewith.

Signed: _____
Organization Representative

Date: _____

Approved: _____
Administrator

Date: _____

Certificate of Insurance Requirements

The Certificate holder should read:

River Valley Charter School Foundation, Inc. 2 Perry Way, Newburyport, MA 01950

Additional insured wording should read:

River Valley Charter School and River Valley Charter School Foundation, Inc. are additional insured with respect to general liability including products/completed operations, on a primary and noncontributory basis. General liability and workers compensation waivers of subrogation apply in favor of the additional insureds.

The insurance types and minimum limits of liability required are as follows:

General Liability: \$1,000,000 Each Occurrence
 \$2,000,000 Aggregate
 \$300,000 Fire Legal Liability

Umbrella Liability: \$2,000,000

Workers Compensation: Statutory limits with \$500,000 Employers Liability Limits Each
Accident; Disease Policy Limit and Disease Each Employee

All carriers must be at least A rated by AM Best



Summer Facility Use Request

Summer Fee Schedule			
	Non-Profit	Local Area Educational Programming	All other
<ul style="list-style-type: none">ClassroomKitchen	\$50/day	\$75/day	\$100/day
<ul style="list-style-type: none">GymnasiumGreat Room	\$75/day	\$100/day	\$125/day

*Fees include daily cleaning, a River Valley attendant onsite, and technological support within reason.

Date of Submission: _____

Sponsoring Organization: _____

Approximate Number of Participants: _____

Technology Requested: _____

Date(s) Requested: _____

Expected time the space will be used: _____ am/pm - _____ am/pm

*Any variations of this time will need to be approved by a River Valley Charter School administrator

Person responsible for supervising and paying applicable fees:

Name: _____ Phone: _____

Email: _____

I agree on behalf of the organization herein named that all members and guests will observe the regulations, and that we, individually and as an organization, will assume full financial responsibility for any and all damages done to River Valley Charter School property during the aforementioned period of use. We also agree that our organization will at all times hereafter indemnify the River Valley Charter School against any loss because of the use of the facilities by our organization, and we will further hold said school harmless for loss or injury of any kind in connection therewith.

Signed: _____
Organization Representative

Date: _____

Approved: _____
Administrator

Date: _____