

Policies

Newport Public Schools School Facilities – Procedures for Obtaining Permission to Use Facilities

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All requests for the use of school facilities after hours by any organization are to be made through the Director of Facilities.

When an application has been approved, a copy shall be returned to the school, another copy shall be sent to the organization requesting it, and a copy shall remain on file with the Director of Facilities.

No activity shall take place at any time that conflicts with, interrupts, or disturbs any scheduled activities of the school. All preparations for outside activities shall take place outside of regular school time and shall not interfere with any school activities.

The Office of the Director of Facilities shall keep a calendar of scheduled events for each building.

No part of the school shall be let unless some responsible person or persons, promises to be present on each occasion and promises to be personally responsible for conditions. A written declaration of responsibility must be made.

When any part of a school building is let, or a part of the grounds is let, all activities must be confined to the respective portion of the building or grounds specified in the application.

No use of any part of the building shall be allowed without a custodian in attendance. The custodian in charge shall have no authority to grant the use of any part of the building not designated in the application.

No organization shall be permitted use of the kitchen facilities.

All moving of furniture and all changing of existing school facilities shall be done only under the direct supervision of a School Department custodian. Materials shall not be moved into the building or out of the building without the authorization of the custodian in charge.

The property shall not be defaced by the driving in of tacks, nails, etc., or by the scratching of matches.

There shall be no alcoholic liquors or beverages brought to or consumed in the building or on the grounds nor shall any tobacco products be used in the buildings or on the grounds.

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No person or persons shall be allowed to enter the building until the person or persons in charge have entered the building and the person or persons in charge shall not leave the building until the last person is gone.

The person or persons responsible as described in the application shall be equally responsible for the outside of the building and grounds as well as the inside of the building.

The applicant shall be responsible for the preservation of order and shall have one or more police officers on duty (number to be determined by the head custodian).

The applicant shall agree to pay all costs as billed including such sums as shall be necessary to restore said premises to the condition prior to the event.

Should any of the above rules and regulations be broken by the applicant, said applicant shall forfeit the right of any future use of school facilities.

Approved applications are only for the period requested on the application.

Organizations that annually request use of school facilities MUST request facilities each year.