

# **TOWN OF MASHPEE**

## **RECREATION DEPARTMENT**

Mashpee Public Schools are the property of Mashpee citizens, and their use for educational, civic, philanthropic, and social activities is encouraged. No program, meeting, or event of any kind, however, shall be held in any public school or on school grounds without obtaining permission from the school administration through the Mashpee Recreation Department.

### **POLICIES AND PROCEDURES FOR USE OF SCHOOL FACILITIES**

Activities\* conducted by Mashpee schools shall have first priority in matters relating to use of facilities. Mashpee Recreation Dept. and other town departments shall have second priority. Mashpee community-based programs (including sports), businesses and residents shall have priority over other towns.

School-related organizations and town departments will not be charged a rental fee. Custodial, technical, and/or security fees may apply if the facility is used outside of normal building hours.

Non-school-related, non-profit organizations that are using school facilities outside the normal building hours will be responsible for custodial, technical, security, and other fees as deemed necessary. Applications for use of facilities must be received at least 60 days prior to the event, and must include a copy of the Non-Profit Certificate and a written request to waive the facility rental fee (if applicable). Waiver requests will be reviewed by the School Committee and considered on a case-by-case basis.

Profit-making organizations (business, professional, commercial) will be charged facility and equipment rental fees, as well as all other service-related fees incurred during use of the facility. Applications for use of facilities must be received at least 14 days prior to the event.

Confirmation: The Recreation Department will provide written confirmation and an estimate of charges, once approval has been obtained and all requirements have been met. All non-school-related organizations are required to provide proof of liability insurance and a non-refundable deposit of \$100 prior to confirmation.

Cancellation Policy: The Recreation Department requires notice of cancellation at least 72 hours in advance, or service fees may apply.

Please complete the attached application and submit to the attention of Christine Willander:

Town of Mashpee Recreation Department  
16 Great Neck Road, North  
Mashpee MA 02649  
508-539-1400 x519 508-539-1447 (fax)

**PER STATE LAW, SMOKING IS PROHIBITED ON SCHOOL GROUNDS  
NO FOOD OR DRINKS ARE ALLOWED IN OUR CLASSROOMS,  
GYMNASIUM OR AUDITORIUM**

**\*For a list of these activities, please contact the Recreation Department**

# TOWN OF MASHPEE RECREATION DEPARTMENT FACILITIES USE APPLICATION

Name of group/organization: \_\_\_\_\_

Address: \_\_\_\_\_

Location requested: QUASHNET \_\_\_\_\_ KC COOMBS \_\_\_\_\_ MHS \_\_\_\_\_

Please check each area to be used:

Gymnasium \_\_\_\_\_ Auditorium \_\_\_\_\_ Cafeteria \_\_\_\_\_ Field \_\_\_\_\_  
Classroom \_\_\_\_\_ Library \_\_\_\_\_ Other \_\_\_\_\_ Parking Lot \_\_\_\_\_

Date(s): \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Admission Charge: \_\_\_\_\_ Non Profit: YES \_\_\_ NO \_\_\_

Specific purpose of this event:

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### SEE REVERSE SIDE FOR SPECIAL REQUIREMENTS

I, as the official representative of the organization named above, have read the policy governing use of school facilities and grounds, and am empowered to guarantee this organization will comply with them in full. I understand further that, in the event the policy is not adhered to, permission for further use of school facilities and grounds may be denied.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

The person who will supervise the group and assume full responsibility and liability for any damages:

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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### For Official Use Only

Space requested is available: YES \_\_\_ NO \_\_\_

Signature indicates approval by school administration, but does not in any way imply endorsement of the organization, its representatives, or the scheduled activity/event.

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**AUDIO-VISUAL SERVICE AND EQUIPMENT REQUIREMENTS**  
**AND SPECIAL SET-UP INSTRUCTIONS**

Name of organization/event: \_\_\_\_\_

Event location and specific space being used: \_\_\_\_\_

Date and time that services/equipment are needed: \_\_\_\_\_

Please check all equipment requirements and list quantity needed:

\_\_\_\_\_ House Sound

\_\_\_\_\_ Wired Microphone

\_\_\_\_\_ Wireless Microphone

\_\_\_\_\_ Headset

\_\_\_\_\_ Overhead Projector w/screen

\_\_\_\_\_ LCD Projector w/screen

\_\_\_\_\_ TV/VCR/DVD

\_\_\_\_\_ CD/Cassette Player

\_\_\_\_\_ Video Equipment

\_\_\_\_\_ Other

Please list any other equipment (i.e. tables and chairs) and/or services (i.e. videography) you need, as well as any special instructions you have regarding set-up.

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