

## II. Administration

### D. School Facilities

#### 1. Use of Buildings and Athletic Facilities by Non-School Based Organizations

It is the policy of the Narragansett School Committee to make school facilities available for use by the public when such use does not interfere with school-related activities. The Superintendent of Schools, or his/her designee, is authorized to permit the use of school facilities under the following conditions:

#### I. Eligible Users

- A. School employee groups
- B. Federal, state, municipal agencies
- C. Responsible, non-school organizations, associations, or individuals
- D. School-related agencies
- E. The objectives of user groups should be related to civic, cultural, recreational or public welfare activities and be in concert with the objectives of the school district and state/national governments.
- F. Religious organizations may use school facilities on the same basis as other user groups, except that the use of facilities for direct religious purposes will be subject to the established fee schedule.

#### II. Standard Operating Procedure

- A. Requests for the use of facilities will be made on a form provided by the Division of Operations or the Superintendent's Office.
  1. Forms may be requested from the office of any building principal, the Division of Operations, or from the Office of the Superintendent.
  2. Requests for facility use are to be filed via the office of the principal of the building or athletic facility to be used.
  3. Building principals will note schedule conflicts and/or operational concerns prior to forwarding a request to the Director of Operations.
  4. The Director of Operations or his/her designee will approve/deny the request in consultation with the Superintendent as necessary.
- B. The person or organization using school property, including school fields, will be responsible for providing proof, upon request, that they have permission to use the facilities.
- C. Use of facilities will not be permitted to interfere with school activities even when such activities may be scheduled after a facilities use application has been approved.
- D. Facility usage by any outside group (except the Town of Narragansett Recreation Department) on Saturday or Sunday will require a custodian to be hired.
- E. All facilities usage will require users to provide proof of insurance coverage for property, liability, and medical. Coverage amounts are subject to change annually. Narragansett School System must be named as an additional insured party on the Certificate of Insurance.

## II.D.1. Use of Buildings and Athletic Facilities by Non-School Based Organizations

- F. The person or organization using school property shall be responsible for the behavior and discipline of persons using or attending a function and shall furnish, at their own expense, police and/or fire protection and parking supervision as the superintendent/building principal shall direct. The cost and direct payment for police and firefighter will be the responsibility of the renting or user agency.
- G. The person or organization using school facilities shall protect school property from abuse and shall be responsible for the cost of additional cleaning and/or the repair of any damage occurring to school property in connection with, or in consequence of, facility use. Damage may result in denial of future facility use. User groups will agree to save and hold harmless the school district from any claim arising from personal injury or property claim suffered or incurred in connection with the use of school facilities.
- H. Decorations, electrical fixtures, electrical equipment, or changes in electrical wiring are not permitted unless authorized by the Director of Operations after an inspection by the fire department.
- I. Smoking is prohibited on any school property. The person or organization using school buildings or athletic fields will enforce this rule.
- J. Alcoholic beverages or illegal substances are not permitted on any school property. The person or organization using school buildings or athletic fields will enforce this rule.
- K. Food/drink is not permitted in district school libraries, gymnasiums, auditoriums, turf fields and track.
- L. The Director of Operations/building principal shall determine the need for a representative(s) of the district to be in attendance during a facility use.
  - 1. Services of custodians beyond normal shift hours and/or to perform services that are not job assignment related will result in a charge to users equal to the cost of the custodian for payment to a custodian by the district. The rate charged will be per Narragansett Educational Support Professionals contract and may be at over time rates. If the determination is made by the building administrator that a custodian is not required, the user group shall be responsible for cleaning the area used.

## II.D.1. Use of Buildings and Athletic Facilities by Non-School Based Organizations

2. All custodial charges will be billed within 20 days of use. Payment must be received within 45 days of billing.
3. Use of cafeteria kitchen areas requires the services of a cafeteria worker. Payment for this service is to be made directly to the food service vendor.

- M. Authorized representatives of the district will have access to facilities in use.
- N. Organizations approved to use auditoriums/cafeteriums, gymnasiums, and athletic facilities will be responsible for the provision of security, supervisory and support personnel in addition to the school department assigned custodian.
- O. The School District, at its discretion, may require the following safety personnel to be assigned based upon the nature of the event:

Narragansett Police and Fire Department details may be required depending on the size of the event. The fees for these details are paid directly to the agency and are the sole responsibility of the renter.

- Per every 100 occupants: 1 police officer or at discretion of the local police department.
- Per every 150 occupants: 1 firefighter or at discretion of the local fire department.
- The eligible user shall be responsible for payment of safety personnel directly to the police or fire department.
- Custodians will be assigned at the discretion of the Administration.
- Damage deposits may be required at the discretion of the Superintendent.

## III. Exempted Organizations

- A. Narragansett based non-profit groups whose express purpose for using the facilities does not include generation of revenue for the direct benefit of the group and whose activity benefits Narragansett residents are exempted from the facility rental fee. These Include:
1. All school-related student activities.
  2. Narragansett-based, non-profit youth organizations such as Boy Scouts, Girl Scouts, Brownies, etc.
  3. Narragansett youth or adult activities sponsored directly by Narragansett School District or Town Recreation Department, such as athletic groups, the arts, civic groups, etc.
  4. Narragansett parent-teacher organizations.
  5. Narragansett municipal agencies.
  6. Employee group activities.
  7. Commercial users

## II.D.1. Use of Buildings and Athletic Facilities by Non-School Based Organizations

### B. Rental Fee Structure

- Non-profit community groups may be charged fees which only cover the costs of services provided in connection with such use.
- Refer to fee schedule found in the Facilities Use Application.
- Fees are subject to change without notice.
- Rental fees and other charges shall be paid by check/money order made payable to the Town of Narragansett School System.

### C. Long-Term Use

- An organization that commits to long-term rental, consisting of five (5) days per week for the school year will be charged 5% of rental fees. All other charges apply.
- An organization that commits to at least a two-week rental will be charged at a rate equal to 50% of the normal fees. All other charges apply.
- An organization that commits to long-term rental, consisting of no less than once per month for the school year, will be charged 25% of rental fees. All other charges apply.

### D. Priority Group Classification

- Refer to Priority Group classification schedule found in Facilities Use Application.

**Refer to the Facilities Use Application for additional rules and procedures.**

1st Reading: June 13, 1979

Adopted: August 15, 1979

Amended: July 7, 1980

Revised: August 22, 1990

Revised:

1<sup>st</sup> Reading: May 17, 2006

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1st Reading: December 21, 2016

Approved: January 18, 2017

Narragansett School System  
Narragansett, Rhode Island

updated 3/27/17

**Facility Use Application**  
**NARRAGANSETT SCHOOL SYSTEM**  
**DIVISION OF OPERATIONS**

Use of School Facilities  
Facility Rentals- Frequently Asked Questions

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

A: You must obtain one of the following applications: Field or Building Use. You may download the form from [www.narragansett.k12.ri.us](http://www.narragansett.k12.ri.us) or obtain the form from any school building office, Operations office, or Central office.

**Q: What is required to rent a school facility?**

A: A completed application, which includes the appropriate signatures, and a valid Certificate of Insurance naming Narragansett School System as an additional insured.

**Q: Do I need insurance?**

A: Yes, a valid certificate of insurance coverage for property, liability and medical is required. You will need a minimum of \$2,000,000 property damage, \$2,000,000 per occurrence with 3,000,000 annual aggregate for liability and \$10,000 medical payments liability. The Narragansett School System must be named as an additional insured party on the certificate.

**Q: Can the insurance requirement be waived?**

A: No, there is no process to waive this requirement. All groups renting facilities must provide proof of appropriate insurance liability coverage.

**Q: Can rental and custodial fees be waived?**

A: Building use and athletic facility fees can be waived by the School Committee only. Request for fee waiver must be submitted two months in advance. Custodians are required at the discretion of the Director of Operations. Custodial fees if applicable cannot be waived.

**Q: How much does it cost to rent a school facility?**

A: Please refer to the fee schedule. Be advised that fees are reviewed annually and changes may be made without notice.

**Q: Town sponsored organizations, what fees will be charged?**

A: Town sponsored programs will be charged custodial fees if the event occurs outside regular custodial hours.

**Q: How long can a facility remain open?**

A: No later than 10 pm

**Q: What does it cost to rent the Narragansett Community Athletic Complex?**

A: All groups renting the complex will be charged a use fee and a field supervisor's fee. Additional fees will be charged for field lighting and the use of concession stand. Please refer to fee schedule.

**Q: Are police and fire coverage required for my event?**

A. Narragansett Police and Fire Department details may be required depending on the size of the event. The fees for these details are paid directly to the agency and are the sole responsibility of the renter.

- Per every 100 occupants: 1 police officer or at discretion of the local police department.
- Per every 150 occupants: 1 firefighter or at discretion of the local fire department to be assigned by the chief.

**NARRAGANSETT SCHOOL SYSTEM  
DIVISION OF OPERATIONS**

**ACKNOWLEDGEMENT OF RECEIPT**

I have received a copy of the Narragansett School System's Facility Use Policy.

I have read and understand the contents of the aforementioned documents and I will inform my organization that all members of the organization need to understand these policies and procedures.

The Narragansett School System reserves the right to amend or revise all documents without notification.

Recipient's Name: \_\_\_\_\_

Recipient's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

**FOR OFFICIAL USE ONLY:**

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Authorized Signature: \_\_\_\_\_

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

**NARRAGANSETT SCHOOL SYSTEM  
DIVISION OF OPERATIONS**

**FACILITIES USE**

**DEFINITION OF TERMS**

**Resident Status**

Residents status is defined as groups or organizations with at least 51% Narragansett residents for youth groups and 80% or more for adult groups, Team rosters and/or individuals may require residence verification.

**Youth Status**

Youth status is defined as persons 18 years of age or under.

**Non Profit 501c3 Status**

To qualify as a Non-Profit user, the organization must meet all criteria. The organization must be registered as a not for profit corporation with the State of Rhode Island, the organization must be comprised of volunteers, 80% of which must be Narragansett residents. The organization must submit the following:

1. If incorporated, submit State Incorporation papers and bylaws; if not incorporated, submit constitution and bylaws or mission statement.
2. Current financial statement.
3. Roster of Officers.
4. List of persons authorized to make reservations for your organization.

**PRIORITY GROUP CLASSIFICATION**

Priority use of facilities will be allocated as follows:

Group 1: Official Narragansett School System sponsored and /or funded programs or events.

Group 2: Narragansett Parks and Recreation Department programs and other Town sponsored and/or funded programs or events.

Group 3: Non-profit Youth Recreational Organizations with at least 51% Narragansett residents.

\* Must be registered and operating only as a non-profit through the State of Rhode Island.

Tax # and registered name must be provided.

\* Organization must be open for participation to all Narragansett Youth.

Group 4: Non-profit Adult Recreational Organizations with at least 80% Narragansett residents.

\* Must be registered and operating only as a non-profit through the State of Rhode Island.

Tax # and registered name must be provided.

\* Organization must be open for participation to all Narragansett adults.

Group 5: Non-profit Youth Organizations with less than 51% Narragansett residents.

Group 6: Non-profit Adult Organizations with Less than 80% Narragansett residents.

Group 7: For-profit Commercial group

**NARRAGANSETT SCHOOL SYSTEM  
DIVISION OF OPERATIONS**

**ATHLETIC FACILITIES FEES**

User	NCAC FIELD	NCAC TRACK	NCAC CONCESSION	NHS BASEBALL	NHS/NPS SOFTBALL	NHS/ NPS SOCCER/LACROSS
Group 1 School System	NC	NC	NC	NC	NC	NC
Group 2 Parks and Rec	NC	NC	NC	NC	NC	NC
Group 3	NC	NC	NC	NC	NC	NC
Group 4	NC	NC	NC	NC	NC	NC
Group 5	\$250 per day	\$100 per hr	\$100 per day	\$75 per game	\$75 per game	\$75 per game
Group 6	\$250 per day	\$100 per hr	\$150 per day	\$75 per game	\$75 per game	\$75 per game
Group 7	\$500 per day	\$250 per hr	\$150 per day	\$150 per game	\$150 per game	\$150 per game
Lights	\$25 per hr	\$25 per hr	NA	NA	NA	NA
Concession stand is run by the Narragansett Boosters						
Custodial/Field Supervisor fees are additional.						

Renters of the NCAC by user groups will require a Custodian/Field Supervisor to be hired at the discretion of the Director of Operations.  
See Custodial/Grounds rate schedule. The fee being charged is to reimburse for costs of services provided.

**FACILITIES FEES**

User	Gymnasiums	Multi-purpose rm	Café /Kitchen	Classroom	Libraries	Auditoriums
Group 1	NC	NC	NC	NC	NC	NC
Group 2	NC	NC	NC	NC	NC	NC
Group 3	NC	NC	NC	NC	NC	NC
Group 4	NC	NC	NC	NC	NC	NC
Group 5	\$125 per day	\$60 per hr	\$150 per hr	\$30 per day	\$50 per day	\$100 per day
Group 6	\$125 per day	\$60 per hr	\$150 per hr	\$30 per day	\$50 per day	\$100 per day
Group 7	\$125 per day	\$60 per hr	\$150 per hr	\$30 per day	\$50 per day	\$100 per day
All kitchen usage requires the services of a person approved by Narragansett Schools' food service provider. Additional fees apply.						
Theater lighting and sound are additional fees and will be quoted at time of event and require services of personnel approved to operate.						
Custodial fees are additional.						

Use of the facilities after normal school hours by user groups will require a custodian to be hired at the discretion of the Director of Operations.

**CUSTODIAL & GROUNDS FEE RATES 2017-18 School Year**

	Monday-Friday *	Saturdays *	Sundays & Holidays*
Facilities Use	\$24.22 per hour	\$36.33 per hour	\$48.46 per hour
Grounds Use	\$25.38 per hour	\$38.07 per hour	\$50.76 per hour

\*Overtime fees may apply



# **NARRAGANSETT SCHOOL SYSTEM DIVISION OF OPERATIONS**

## **TERMS**

Payment is due within 45 days of invoice.

## **INSURANCE**

A valid Certificate of Insurance coverage for property, liability and medical is required. A minimum of \$2,000,000 property damage, \$2,000,000 per occurrence with \$3,000,000 annual aggregate for liability and \$ 1,000,000 medical payments liability. The Narragansett School System must be named as an additional insured party on the certificate.

## **LONG TERM USE**

Any organization that commits to a long term rental, consisting of five days per week for the school year will be charged 75% of the facility use fee. All other charges will apply.

Any organization that commits to at least a two-week rental will be charged a facility use fee of 50% of the normal fee. All other charges apply.

Any organization that commits to a long term rental, consisting of no less than once per month for the school year, will be charged 25% of the facility use fee. All other charges apply.

## **FEE WAIVER REQUEST PROCEDURES**

Facilities use fees may be waived by the Narragansett School Committee on a case by case basis. A letter of request to waive fees must be submitted to the school committee two months prior to event for approval.

## **PERMIT CANCELLATION**

Permits may be canceled by the Narragansett School System for any reason.

## **FIELD CLOSURE**

The Narragansett School System reserves the right to cancel or suspend field use permits for games, practices and other uses whenever conditions could result in damage to the field or injury to the player. Permits may also be cancelled when health and safety of participants are threatened do to impending conditions, including but not limited to weather alerts, pesticide application, forces of nature, and unforeseen maintenance.

The field closure will be determined by the Director of Operations in collaboration with the Building Principal and Athletic Director.

## **INCIDENT/INJURY**

Users **MUST** submit within 1 Business day a fully completed Incident Report Form (included) to the Office of Operations. The form is required to be completed at the time of occurrence.

## **TRAFFIC AND PARKING**

Users must inform their participants and spectators to park in designated parking areas. If needed, users should post directional signs and provide volunteers to direct participants to those designated parking areas. It is the user responsibility to alleviate traffic and parking issues. No vehicles are allowed to park on any field without the written permission of the Director of Operations. Parking in fire lanes or in undesignated areas is not permitted. Vehicles may be ticketed and/or towed at owner's expense.

## NARRAGANSETT SCHOOL SYSTEM DIVISION OF OPERATIONS

### PUBLIC SAFETY

Groups of more than 100 or more occupants are required to obtain signatures from the Narragansett Police and (for 150 or more) Fire Departments prior to submitting the Facilities Use Application form to determine if coverage by their departments is required.

It is the user's responsibility for payment of safety personnel directly to the police and fire department.

Athletic Facility and Building Use Applicants are required to abide by the specific rules of the application as well as other Town codes. *Failure to comply may result cancellation of any current or future use.*

These rules include but are not limited to:

1. Groups wishing to use Athletic Facilities and/or Building Facilities must acquire a Facilities Use Application form with the Narragansett School System's Division of Operations. Approved applications must be available during use and presented to any Town representative upon request. The Narragansett School System has exclusive discretion in decisions on scheduling of fields and such discretion shall be final.
2. It is the responsibility of the organization president and the individual identified as the person in charge of the user to enforce the rules and regulations regarding the conduct of the group while on using facilities, as well as make sure coaches receive and understand that Facilities Use Application must be on site during use.
3. Use begins and ends at the times stated on the approved Facilities Use Application including setup and cleanup. Groups are not allowed in buildings or on fields prior to the start time on the and are required to have the fields/building clean, picked up and be off the fields or out of the building at the ending time indicated on the Facilities Use Application form. Additional fees will be charged for unauthorized or extended field/building use beyond times listed on the Facilities Use Application. Check your Facilities Use Application form for specific times you may access the field or building.
4. Parking is allowed only in designated areas. No vehicles are allowed on fields or property, other than parking lots, without written permission issued by the Director of Operations. User groups must inform their participants and spectators to park in facility parking lots and public parking areas. It is the user's responsibility to alleviate traffic and parking issues.
5. Alcoholic beverages are not allowed on fields or in facilities.
6. Selling food or other items is not allowed without approval and must be noted on the Permit.
7. Amplified sound is not allowed on any field without approval and must be noted on your Permit.
8. Banners may not be posted without approval from the Director of Operations and must be noted on your Permit.
9. Do not climb walls or enter gates to gain access onto private property.
10. Property boundary walls and fences are not to be used as backstops at anytime.
11. Portable goals and/or markers are allowed but must be removed daily.
12. At the conclusion of games, practices or other use, each user group is responsible for picking up trash and debris and depositing it into the proper trash bins. Adjoining areas must be clear of all trash.
13. Groups may not use fields or buildings closed due to weather conditions. It is the responsibility of groups to access closure information by phoning the Narragansett School System, Division of Operations at 401-792-9416 Monday – Friday.
14. There is NO SMOKING on any school property. It is the user's responsibility to enforce this policy.

## **NARRAGANSETT SCHOOL SYSTEM DIVISION OF OPERATIONS**

### **The Following Items are NOT allowed on the Synthetic Turf Field:**

Smoking or tobacco products  
Food or drink on the field surface (water only)  
Animals (except to assist persons of disability)  
Bicycles or strollers  
Chairs  
Alcoholic beverages  
Glass Containers  
Sunflower seeds and gum  
Fireworks or any open flame  
Golfing, putting, javelin (discuss throwing allowed for competition)  
Use of planes, drones or rockets  
Metal cleats and spikes (only formed rubber cleats are allowed)  
Painting, chalking, tape or other adhesive material  
Stakes, spikes or other pointed objects  
Spitting  
Climbing the fence is prohibited  
Soccer goals must have turf wheels attached. Other sport equipment must be lifted when moved. No dragging of equipment.  
Motor vehicles are not allowed on the field surface except for maintenance or emergency vehicles.

### **Track Use Guidelines**

The following information is intended to provide some guidelines that will help maintain the track surface. The objective would be to have this surface provide running athletes a resilient surface that will minimize injuries both in training and in competition for many years. If few precautions are taken with respect to track use, a long track life is virtually guaranteed.

### **Wheeled Vehicles on Track**

“If it has wheels on it, it does not belong on the track.” The rubberized surface is not designed to support the stresses that are created by the tire friction when driving vehicles on the track. The lateral stresses placed on the track surfacing materials during transitions onto the surface, starting and stopping on the surface, and turning the wheels on the surface while stopped or driving on the surface can be sufficient to break the bond between the surface and the base. This can lead to early deterioration of the surface. Damage caused by driving on the track surface, except in emergency circumstances, is not covered by any warranty.

Field maintenance vehicles must cross the track to care for the infield. Whenever this takes place, protective mats should be placed across the track at the crossing point. When infield work is completed, the mats should be removed until the next maintenance period. Leaving the mats on the track surface will trap moisture between the mat and the surface, and will lead to surface breakdown over the long term.

# NARRAGANSETT SCHOOL SYSTEM

## DIVISION OF OPERATIONS

### Footgear

The track is designed for running, jogging and walking. Running shoes, cross-training shoes and tennis shoes are appropriate for track use. All of these shoes have a flat sole surface. While occasional track access will not be a problem, footwear that has a defined heel should not be used for exercise on this surface.

When running spikes are used on the track, they should be limited to 1/8" pyramid spikes. The surface is designed to support the use of these devices. Longer pyramid and all "needle" spikes should not be used on the rubberized surface. These will cause excessive wear, and lead to early deterioration of the surface. Since the track surface is not designed to support these spikes, their use can void the warranty of the track surface.

Since the track surrounds an infield area that is used for football, soccer, lacrosse, and other sports, the other footwear issue is walking on or across the track wearing these shoes for sports. The larger "spikes" on football or soccer shoes create a "wobble" motion on a flat surface like the track. High traffic from these shoes will cause damage to the track surface. Occasional access on the track is not a problem. However, constant traffic on the track in this footwear will affect the surface.

The two most critical areas are the entry/exit point of teams to the field and the areas immediately behind the team benches. Crossing mats should be utilized in all crossing areas to minimize the possibility of damage. If multiple entry points are designed into the facility, then all paths should be protected. All coaches and athletes should be made aware of these areas and instructed as how to use them. Similar mats should be used behind the bench areas during football, soccer, lacrosse, and other sports games as added protection from inadvertent traffic on the running surface. The same type of crossing mat in the area in front of the stands where the cheerleaders perform for football games. The twisting movements of their feet on the track surface as they go through their cheers can cause excessive wear in this area. These protections are precautionary measures. In all cases, the mats should be put in place when required and removed during periods when not in use.

### Event/Practice Equipment

There is a variety of equipment used for events on the track. Hurdles and starting blocks are two of these pieces of equipment. Placement of these items on the track should be done in a prescribed manner. This will prevent damage to the surface over the long t

**NARRAGANSETT SCHOOL SYSTEM  
DIVISION OF OPERATIONS**

**BUILDING USE APPLICATION FORM**

Today's Date \_\_\_\_\_

**Renters Information**

Person submitting request: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact person for event: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Intended use: \_\_\_\_\_ Number of Participants: \_\_\_\_\_ Number of spectators: \_\_\_\_\_

**Facility Request- location:**      High School      Middle School      Elementary School

Please check off what you are requesting to use below. Attach schedules as needed.

Facility	Seasonal Rental	Hourly Rental	Event Rental
Auditorium			
Cafeteria			
Classroom(s)			
Gymnasium			
Kitchen			
Media Center			
Parking Lot			

Day(s) Requesting:    S        M        T        W        T        F        S

Date(s) Requested: \_\_\_\_\_ Specific Hours Requested: \_\_\_\_\_

Custodian Required:            Yes      No

Police detail required:        Yes      No      Fire/Medical detail required:    Yes      No

Special Equipment needed: \_\_\_\_\_

**Indemnification/Hold Harmless**

Applicant/ Organization shall indemnify, defend and hold the Narragansett School System and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, loss, damages, or costs of what so ever kind or nature brought against the school system arising out of, or in connection with, or incident to, the execution of this rental agreement and/or the Applicant/ Organization's performance or failure to perform any aspect of this agreement, provided however, that if such claims are caused by or a result from the concurrent negligence of the school system, its agents, employees, and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Applicant/ Organization's; and provide further, that nothing herein shall require the Applicant/ Organization's to hold harmless or defend the Narragansett School System it's agents, employees, and/or officers for damages or loss caused by the school systems sole negligence. The **UNDERSIGNED** has read and on behalf of the licensee agrees to be bound by this Permit/license and the Terms and Conditions contained herein and attached hereto by means of the Facility use, and here by warrants and represents that He/she executed this permit/license request on behalf of the licensee and has sufficient powers, authority and capacity to bind the licensee with his/her signature.

\_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\*\*\*\*\*

**FOR OFFICAL USE ONLY:**

**AUTHORIZED**

REQUEST APPROVED: \_\_\_\_\_ REQUEST DENIED: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**NARRAGANSETT SCHOOL SYSTEM  
DIVISION OF OPERATIONS**

**ATHLETIC FIELDS USE APPLICATION FORM**

Today's Date \_\_\_\_\_

**Renters Information**

Person submitting request: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Contact person for event: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Intended use: \_\_\_\_\_

Number of Participants: \_\_\_\_\_ Number of Spectators: \_\_\_\_\_

**Facility Request**

Please check off what you are requesting to use below. Attach schedules as needed.

Facility	Seasonal Rental	Hourly Rental	Event Rental	Lights	Concession	Other
NCAC FIELD						
NCAC TRACK						
NHS SOFTBALL				N/A		
NHS BASEBALL				N/A		
NHS				N/A		
NPS SOFTBALL				N/A		
NPS				N/A		

Day(s) Requesting:    S        M        T        W        T        F        S

Date(s) Requested: \_\_\_\_\_ Specific Hours Requested: \_\_\_\_\_

Custodian required:            Yes        No

Police detail required:        Yes        No                      Fire/Medical detail required:    Yes        No

Special Equipment needed: \_\_\_\_\_

**Indemnification/Hold Harmless**

Applicant/ Organization shall indemnify, defend and hold the Narragansett School System and its agents, employees, and/or officers, harmless from and shall process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, loss, damages, or costs of what so ever kind or nature brought against the school system arising out of, or in connection with, or incident to, the execution of this rental agreement and/or the Applicant/ Organization's performance or failure to perform any aspect of this agreement, provided however, that if such claims are caused by or a result from the concurrent negligence of the school system, its agents, employees, and/or officers, this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Applicant/ Organization's; and provide further, that nothing herein shall require the Applicant/ Organization's to hold harmless or defend the Narragansett School System it's agents, employees, and/or officers for damages or loss caused by the school systems sole negligence. The UNDERSIGNED has read and on behalf of the licensee agrees to be bound by this Permit/license and the Terms and Conditions contained herein and attached hereto by means of the Facility use, and here by warrants and represents that He/she executed this permit/license request on behalf of the licensee and has sufficient powers, authority and capacity to bind the licensee with his/her signature.

Authorized Representative \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**FOR OFFICAL USE ONLY:**

REQUEST APPROVED: \_\_\_\_\_ REQUEST DENIED: \_\_\_\_\_ AUTHORIZED SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

**NARRAGANSETT SCHOOL SYSTEM  
DIVISION OF OPERATIONS**

**FACILITY USE NARRAGANSETT FIRE DEPARTMENT  
REVIEW SHEET**

- Completion of this form is required by the NARRAGANSETT FIRE DEPARTMENT for events of 150 or more people.
- Applicants must obtain Fire Department signatures.
- Return completed form with your Facility Use Application form

APPLICANT'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ DATE(S): \_\_\_\_\_ TIME: \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: \_\_\_\_\_

ROOM: \_\_\_\_\_ NUMBER ATTENDING: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

**NARRAGANSETT FIRE DEPARTMENT AUTHORIZATION**

APPROVED: \_\_\_\_\_ DENIED: \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**NARRAGANSETT SCHOOL SYSTEM  
DIVISION OF OPERATIONS**

**FACILITY USE NARRAGANSETT POLICE DEPARTMENT  
REVIEW SHEET**

- Completion of this form is required by the NARRAGANSETT POLICE DEPARTMENT for events of 100 or more people.
- Applicants must obtain Police Department signatures.
- Return completed form with your Facilities Use Application form

**APPLICANT'S NAME:** \_\_\_\_\_

**ADDRESS:**  
\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **DATE(S):** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**LOCATION OF EVENT:** \_\_\_\_\_

**ROOM:** \_\_\_\_\_ **NUMBER ATTENDING:** \_\_\_\_\_

**APPLICANT'S SIGNATURE:** \_\_\_\_\_

**NARRAGANSETT POLICE DEPARTMENT AUTHORIZATION**

**APPROVED:** \_\_\_\_\_ **DENIED:** \_\_\_\_\_

**AUTHORIZED SIGNATURE** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

\_\_\_\_\_



**NARRAGANSETT SCHOOL SYSTEM  
DIVISION OF OPERATIONS**

**Checklist for Use of Facilities**

**Items indicated below must be returned with request for use of facilities**

- Acknowledgement of Facilities Use Policy, Guidelines, and Rules**
- Completed and signed Facilities Use Application form**
- Proof of Insurance**
- If 100 people or more, Narragansett Police Department Review Sheet**
- If 150 people or more, Narragansett Police Department Review Sheet and Narragansett Fire Department Review Sheet**

**NARRAGANSETT SCHOOL SYSTEM  
DIVISION OF OPERATIONS**

**Incident Report Form**

Use this form to report accidents, injuries, medical situations. This form must be completed at the time of the incident. Submit completed form to the Division of Operations.

<i>INFORMATION ABOUT PERSON INVOLVED IN THE INCIDENT</i>			
Full Name			
Home Address			
Phone Numbers	Home	Cell	Work
Student	Visitor	Vendor	Facility Use Permit Number

<i>INFORMATION ABOUT THE INCIDENT</i>					
Date of Incident	Time	Police Notified	Yes/No	Fire/Ems Notified	Yes/No
Location of Incident					
Description of Incident (what happened, how it happened) Be as specific as possible.					
Were there any witnesses to the incident?                      Yes                      No					
If yes, Attach a separate sheet with contact information.					
Was the individual injured? If so describe the injury, the part of the body injured, and any other information known about the result of the injury.					
Was medical treatment provided?		Yes	No	Refused	
If yes where was treatment provided?		On site	Urgent Care	Emergency Room	Other

<i>REPORTER INFORMATION</i>	
Individual Submitting Report(print name)	
Signature	Date Report Completed

FOR OFFICE USE ONLY

Report received by \_\_\_\_\_ Date \_\_\_\_\_