

Regulations Governing the Use of School Facilities

1. Cohasset Public School functions take priority over outside groups for rental of facilities. Organizations with direct school connections, organizations and boards of a civic nature and religious or church affiliations are approved by the superintendent. Private organizations or individual community members require school committee approval. Use of athletic fields also requires school committee approval.
2. All individuals requesting to use facilities must fill out the authorization for use of facilities form. Authorization forms must be submitted at least two weeks in advance of the proposed event.
3. The applicant will be charged a rental fee to use facility. This fee is to be paid no later than seventy two hours prior to the event. Checks are to be made payable to Town of Cohasset. Charges are set by the schedule of rates. All individuals and organizations, who charge a fee for their activity, may be assessed an additional surcharge of up to 10% of the total fees for personnel costs and facility rental. In addition, due to the nature of a specific activity, the committee may require a security deposit in an amount to be determined by the school committee based upon the potential for damages to the facility.
4. No person or organization renting any school facilities shall do any temporary construction work, installing temporary seating, platforms or runways is not allowed. No lighting equipment, wiring or projection equipment will be utilized without the approval of the Facilities Manager. Any and all wiring must be approved in writing in advance by the town wiring inspector.
5. Applicant, or adult designee named, agrees to be present, prior, during and after the event.
6. No alcohol allowed on the premises. No smoking is allowed on school property. Eating or drinking allowed in assigned areas only.
7. Use of school kitchens allowed only if kitchen worker is hired. Food service is allowed in approved areas only. NO outside vendors allowed.
8. Any activity carried on in school facilities shall conform to Massachusetts Laws, Town Ordinances and school committee policies.
9. After the event the facility must be restored to its original condition (e.g. complete removal of floor tape, posters, props, scenery, equipment, etc.)
10. If police detail is required applicant must arrange for the detail with police department.
11. The cost to repair any damage as a result of USE / MISUSE will be charged to the applicant. In certain instances, the school committee may require proof of insurance coverage.
12. Neither the Cohasset School Committee nor the Town of Cohasset will be responsible for injury to persons or property while the building or grounds are used by any group.
13. Failure to comply with these regulations will result in forfeiture of fees and any future right to rent or use facilities.
14. The school committee expressly reserves to itself or the superintendent of schools the right to change the rules and regulations and rental charges with notice, and to revoke, for any reason which they deem good and sufficient, the permission to use building and facilities previously granted, and shall not be responsible either directly or indirectly for any loss or expenditures suffered by the applicant. The Committee shall state the reason for any revocation.
15. The Town of Cohasset is working diligently to become a public access defibrillation community. The goal of this initiative is to make early defibrillation immediately available in cardiac emergencies. Use of an AED is intended to maximize the chance of survival based upon the steps taken during those critical minutes before the arrival of ACLS. Anyone may, at their discretion, provide voluntary assistance to victims of medical emergencies. The extent to which these individuals respond shall be appropriate to their training. The emergency medical response of these individuals may include CPR, AED or first aid.