

# TOWN OF BERNARDSTON



BERNARDSTON ELEMENTARY SCHOOL  
37 SCHOOL ROAD  
BERNARDSTON, MA 01337

## BUILDING USE GUIDE

Introduction and General Use Policy:

The following guidelines are in place to assist individuals or groups wanting to use the building or grounds of Bernardston Elementary School, ensuring safety and care of the facility. The Pioneer Valley Regional School District retains priority usage of Bernardston Elementary School while school is in session. All school organizations (clubs, school activities, etc.) are included in that usage, regardless of whether or not school is in session.

Preference for other usage will be first, for official Town business; second, for local groups (IE-Bernardston Recreation Department activities), followed by other groups on a first come, first served basis.

All tobacco products, e-cigarettes, smoking, alcohol, drugs and weapons are prohibited on school grounds at all times. Adequate supervision of participants and spectators is the responsibility of the group using the facility.

All non-school related groups must provide documentation of liability insurance prior to using the facility. Additionally, all non-profit groups must provide their IRS non-profit documentation.

All requests for athletic or recreation programs must be accompanied by an affidavit from the person or organization making the request that all participants have signed a Release Form (included in this guide), releasing the Town of Bernardston, Bernardston Elementary School, the Pioneer Valley Regional School District, the School Committee and the associated employees thereof from any past or future liability.

Procedure for Securing Permission for Building Use:

Non-school organizations or individuals must secure permission/approval by completing and submitting a Request for Building Use Form (included in this guide) at least three weeks before the proposed event. Completed forms will be reviewed by the principal and by the Bernardston Selectboard. The applicant requesting facility use will be notified of approval/disapproval, fees (if any) and other information.

Fees:

Fees will be charged to any approved group that is not an IRS recognized non-profit. The minimum fee incurred is \$20/hour. Additional charges may apply for any extra costs incurred.

Exceptions to this fee will be made for Bernardston Town sponsored activities.

**Instructions for Facility Use:**

BES Stage:

Use of this space often requires the use of the sound system and sometimes lighting. Needs concerning extra equipment (microphones, projector, screen, special lighting, etc.) should be listed on the request form. No permanent changes may be made to the stage/building during set construction. Sets, furniture, large props, etc. must be treated with flame resistant spray or paint additive. Any weight bearing sets built must be approved by a licensed contractor or carpenter. All sets, props, costumes, etc. must be removed within one week of the conclusion of the performance.

Cafeteria:

The cafeteria seats approximately 150 and may be used for an eating and/or meeting area. If the Kitchen is requested, a Kitchen Worker may be needed, at an additional hourly fee to oversee the use of the area and equipment. No equipment, instruments, materials, etc. may be removed from the kitchen without prior approval. All counters, sinks and utensils must be sanitized at the conclusion of use. The floor must be swept and trash taken out before leaving.

Gymnasium:

The gym must be used with care and caution. Children must be supervised at all time. Permission to use the gym does not give access to all parts of the building. The gym floor is intended only for appropriate athletic events. Only appropriate footwear may be worn. Prior to use, the floor must be swept and swept again at the conclusion of the event. No food or drink is permitted in the gym except for water. Prior arrangements need to be made to ensure basketball hoops and/or score clock are available. Groups are responsible for furnishing their own basketballs.

## **CONSENT AND RELEASE FORM (INDIVIDUAL – AGE 18 OR OLDER)**

I, the undersigned \_\_\_\_\_ (print name), agree to forever release the Town of Bernardston, Bernardston Elementary School, the Pioneer Valley Regional School District, the School Committee, its member towns and all of its employees, agents, board members and volunteers from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries or property damage resulting from my participation in the \_\_\_\_\_ (name of organization) voluntary athletic or recreation programs.

I also promise to indemnify, defend and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from my personal injuries or property damage resulting from my participation in the \_\_\_\_\_ (name of organization and/or event) voluntary athletic or recreation program.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form.

Signed:

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Date:

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## **CONSENT AND RELEASE FORM (MINOR, age 17 or younger)**

I, the undersigned \_\_\_\_\_ (*insert legal relationship to minor; e.g. "parent", "guardian", etc.*) of \_\_\_\_\_ (*insert name of minor participant*), do hereby consent to my child's participation in voluntary athletic or recreation programs of the \_\_\_\_\_ (*insert name of organization*).

I agree to forever release the Town of Bernardston, Bernardston Elementary School, the Pioneer Valley Regional School District, the School Committee, its member towns and all of its employees, agents, board members and volunteers from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries or property damage resulting from my child's participation in the \_\_\_\_\_ (*name of organization*) voluntary athletic or recreation programs.

I also promise to indemnify, defend and hold harmless the Releasees against any and all legal claims and proceedings of any description that may have been asserted in the past, or may be asserted in the future, directly or indirectly, arising from my personal injuries to my child or property damage resulting from my child's participation in the \_\_\_\_\_ (*name of organization and/or event*) voluntary athletic or recreation programs.

I further affirm that I have read this Consent and Release Form and that I understand the contents of this Form. I understand that my child's participation in these programs is voluntary and that my child and I are free to choose not to participate in the \_\_\_\_\_ (*organization's*) athletic or recreation programs with full knowledge that the Releasees will not be liable to anyone for personal injuries and property damage my child or I may suffer in voluntary \_\_\_\_\_ (*name of organization*) athletic or recreation programs.

Signed:

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Date:

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**AFFIDAVIT**  
**Signed Release Form**

I, the undersigned \_\_\_\_\_ (print name), representing the \_\_\_\_\_ (name of organization), do hereby swear that all participants (or their parents/guardians, if they are minors) have signed the Bernardston Elementary School Building Use Consent and Release Forms, releasing the Town of Bernardston, Bernardston Elementary School, the Pioneer Valley Regional School District, the School Committee, its member towns and all of its employees, agents, board members and volunteers from any and all claims, rights of action and causes of action that may have arisen in the past, or may arise in the future, directly or indirectly, from personal injuries or property damage resulting from participation in the \_\_\_\_\_ (name of organization) voluntary athletic or recreation programs.

Signed:

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Date:

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TOWN OF BERNARDSTON  
BERNARDSTON ELEMENTARY SCHOOL  
37 SCHOOL ROAD  
BERNARDSTON, MA 01337  
(413)648-9356

Building Use Application

Process for requesting use of the facility/equipment:

1. Organizations and/or their representatives are to complete the information below and return to the Principal's Office at least three (3) weeks in advance.
2. Please remember to read the Building Use Guide regarding User Fees.
3. The Principal will review the request initially. Upon the Principal's approval, the request will be forwarded to the Bernardston Selectboard. Final approval of the request is at the discretion of the Selectboard. If approved, the organization must return a signed copy to indicate their acceptance.
4. For other questions or changes in plans, the contact person will work through the BES Principal's Office.
5. For non-profit groups, you must provide us with a copy of your IRS status letter.

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Contact Person: \_\_\_\_\_

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

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

Phone number: \_\_\_\_\_

Contact's email: \_\_\_\_\_

Date and Time Requested: \_\_\_\_\_

Area Requested: \_\_\_\_\_

Is Admission charged at your event? \_\_\_\_\_

Provide a detailed description of your event: \_\_\_\_\_  
\_\_\_\_\_

Contact person signature and date: \_\_\_\_\_

**TOWN OF BERNARDSTON**  
**BERNARDSTON ELEMENTARY SCHOOL**  
**Building Use Application**

Thank you for submitting a request to use BES. The Bernardston Selectboard has reviewed your request and has made the following decision:

- Your request has been approved with the provisions listed below.
- More information is needed by the Selectboard. Please contact the Selectboard Office with the following information: \_\_\_\_\_
- Your request has been denied for the following reason: \_\_\_\_\_

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**Provisions for Use:**

- Review Building Use Guide.
- Facility Usage Fee: \_\_\_\_\_ hours @ \$20.00 per hour = \_\_\_\_\_  
(make checks payable to ***Town of Bernardston***)
- Copy of IRS non-profit status letter (non-profits only).
- All non-school groups must provide proof of Liability Insurance.
- Building Key to be issued with a \$25 refundable deposit.
- Police officer(s) needed.
- Non-school group representatives requesting use for athletic or recreation programs must submit an affidavit that all participants, or their parents if they are minors (age 17 or younger) have signed a Release Form (found in Building Use Guide) releasing the Pioneer Valley School District, Bernardston Elementary School, the School Committee, the Town of Bernardston, their employees, agents, board members and volunteers from any past or future liability.
- Other: \_\_\_\_\_

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Principal, Bernardston Elementary School

\_\_\_\_\_ Date

Chairman, Bernardston Selectboard

\_\_\_\_\_ Date

The facility fee and documentation is due prior to use date. Checks must be made payable to "Town of Bernardston" (Memo: "BES building use"). Send to PO Box 504, Bernardston, MA 01337, or bring to Town Hall during regular business hours. Please indicate your acceptance:

Printed Name, Event Contact Person

Signature of Event Contact Person & Date