

**East Greenwich Public Schools  
111 Pierce St  
East Greenwich, RI  
02818**

**Application for Building  
Rental**



**East Greenwich Public Schools**  
East Greenwich, Rhode Island, 02818

**APPLICATION FOR BUILDING RENTAL**

Application is hereby made for the use of East Greenwich Public School facilities.  
Please return the application as soon as possible for processing.

**Director of Facilities**

East Greenwich School Department  
111 Peirce Street  
East Greenwich, RI 02818

(401) 398-1200  
(401) 886-3206  
WWW.EGSD.NET

\_\_\_\_\_  
Fire Marshall Approval

\_\_\_\_\_  
Director of Facilities Approval

**RENTAL RATES**

- \_\_\_ \$ 0 No FEE
- \_\_\_ \$37/hr Custodial Fee
- \_\_\_ \$18/hr Maint /Util Fee
- \_\_\_ \$ \_\_\_ Other

Current Date: \_\_\_\_\_

*Weekend usage 2 hour minimum*

School Name (1<sup>st</sup> Choice): \_\_\_\_\_

Check one: \_\_\_ Elementary \_\_\_ Middle \_\_\_ High

School Name (2<sup>nd</sup> Choice): \_\_\_\_\_

Check one: \_\_\_ Elementary \_\_\_ Middle \_\_\_ High

Date(s): \_\_\_\_\_ Day: Sun M T W Th F Sat Times: (from) \_\_\_\_\_ (to) \_\_\_\_\_

- Areas Needed (check all that apply) \_\_\_\_\_ Auditorium \_\_\_ Cafeteria \_\_\_ Restrooms \_\_\_ Podium \_\_\_ Microphone  
 \_\_\_ Gymnasium \_\_\_ Locker Rms. \_\_\_ Classroom(s) \_\_\_ P.A. System  
 Special Equipment Required: \_\_\_ Other: \_\_\_\_\_  
 \_\_\_ Soccer Field \_\_\_ Football Field \_\_\_ Softball Field

*\*Field use must be applied for and approved from Parks and Recreation*

1. Organization: \_\_\_\_\_ In what capacity (office held)? \_\_\_\_\_

2. Is this an East Greenwich Public Schools Sponsored event? \_\_\_ Yes \_\_\_ No **Expected Attendance:** \_\_\_\_\_

4. Have you or your organization previously held this activity with EGSD? \_\_\_ Yes \_\_\_ No  
If yes, give date and location of previous event. \_\_\_\_\_

5. Purpose for/type of event: \_\_\_\_\_  
Please list decorations if any \_\_\_\_\_

6. Will the public be admitted? \_\_\_ Yes \_\_\_ No

7. Will a fee be charged for admission? \_\_\_ Yes \_\_\_ No If yes, price of admission: \$ \_\_\_\_\_

8. Is this event a fundraising activity? \_\_\_ Yes \_\_\_ No  
If yes, please explain: \_\_\_\_\_

9. Is this a commercial event? \_\_\_ Yes \_\_\_ No  
If yes, explain: \_\_\_\_\_

NOTE: This application is requested under the rules of the School Committee, and I agree to become responsible for any damage to the building, grounds, and/or equipment. A Certificate of Insurance will be required for the use of facilities, naming East Greenwich Public Schools as an additional insured. The Certificate of Insurance must bear a minimum of one million dollars general liability coverage, unless otherwise requested. For further information regarding Certificate of Insurance, please contact:

**Director of Facilities at East Greenwich Public Schools**

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

\*Should your application be approved, you will be contacted to discuss rental fee(s). **Application and certificate of insurance must be received prior to activity.** All requests must be confirmed in writing on this form. PLEASE ALLOW THREE WEEKS FOR PROCESSING FROM DATE THE APPLICATION IS RECEIVED. Any changes to applications must be done in writing.

**MAIL APPLICATIONS AND PAYMENTS TO:**

East Greenwich Public Schools  
111 Peirce Street  
East Greenwich, RI 02818

## **East Greenwich Public Schools**

### **Facility Rental Policy**

#### **Community Use of School Facilities: General**

The school committee encourages use of the public schools by residents of East Greenwich and non-profit organizations composed of individuals involved in civic, educational, and other similar endeavors furthering the improvement of the community, provided such use does not adversely affect the school department's educational mission.

#### **The following restrictions are to apply to all school buildings.**

**A. Religious Organizations**

Please refer to Policy XXX, Use of School Buildings by Religious Organizations.

**B. Bingo and Card Parties**

School buildings shall not be used for bingo or card parties.

**C. Movies**

Movie entertainment for which admission is charged is not permitted to be given in school buildings, unless it meets the "General" criteria described above, and with the prior approval of the superintendent.

#### **Use of School Facilities – Eligible Organizations**

School facilities may be made available to community organizations whenever there is no conflict with the regular school program. The following organizations are eligible to use school buildings for meetings when space is available, and under such regulations as the administration shall deem necessary for the safety and protection of school property. The relevant fees apply to all of these organizations (see below: Fee Structure)

#### **School-Related organizations:**

**A. Parent-Teacher Groups**

Meetings: As long as meetings are held during times when the building is generally open, Parent-Teacher Groups shall be entitled to free use of the buildings for the purpose of meetings.

Fund raisers: When PTG groups and other organizations directly interested in educational work use the building to raise money and the entire proceeds from the use

of such property go to the credit of the PTG and other school affiliated groups, the group is entitled to free use of the building.

**B. East Greenwich Public School Groups**

East Greenwich Public School groups shall be entitled to free use of the facilities when they are available by making proper application. Such meetings should be scheduled at times when the building is open (See Fee Structure, foot notes).

**C. Alumni Associations**

Alumni associations of East Greenwich High School shall be entitled to one rental per year. Relevant fees apply.

**East Greenwich-based, Non School-Related Organizations:**

**A. Citizen Associations, Clubs, and Government Agencies**

Organized citizen associations, garden clubs, philanthropic clubs, and governmental agencies may have the use of the auditorium or other rooms in a building for their regular business meetings, provided that it does not interfere with the regular school schedule. Relevant fees apply. See Fee Structure.

**B. Special Instruction**

Any legally established community organization that wishes to provide a regular program of educational activity for young people may have the use of a room in a school building, provided that it does not interfere with the regular school schedule. Relevant fees apply. See Fee Structure.

**C. Boy Scouts/Girl Scouts**

Boy or Girl Scout organizations may have the use of a room for their meetings once a week, provided that satisfactory arrangements are made with the Principal of the school, and provided that it does not interfere with the regular school schedule. Furthermore, the scoutmaster's attendance at each meeting shall be mandatory. The scoutmaster(s) is/are to be the first to enter and the last to leave the building and will be responsible for good order. Fees will be waived for East Greenwich Boy and Girl Scout activities.

**D. Library Purposes**

The use of any school property for public library purposes shall be regulated by the school board in an agreement with the library board and the provisions of said agreement shall supersede these rules and regulations insofar as there is any conflict between them.

**E. Town Recreation Programs**

Town Recreation programs may have the use of school facilities, provided that satisfactory arrangements are made with the Director of Facilities, and provided that it does not interfere with the regular school schedule. Furthermore, a responsible party shall be in attendance at each event. The responsible party is to be the first to enter and the last to leave the building and will be responsible for good order. Fees shall be waived for Town Recreation programs.

F. **Athletic Organizations**

Non-school Athletic Organizations (such as Youth Basketball or Town Soccer) may use the school facilities, provided that satisfactory arrangements are made with the Director of Facilities, and provided that it does not interfere with the regular school schedule. Furthermore a responsible party shall be in attendance at each event. The responsible party is to be the first to enter and the last to leave the building and will be responsible for good order. Relevant fees apply. See Fee Structure.

**Priorities for use of School Facilities**

A. **School / Community Use**

Priority for use of the school facilities shall go to school-related activities. School groups are encouraged to reserve space beginning in June of the previous academic year. School groups will have priority for scheduling events through September 15 of each year. As of Sept 16, eligible non-school groups may reserve space with the Facilities Director on a first-come first-served basis. The Facilities Director shall make a calendar of Facilities Rentals available on the EGSD web site, and shall insure that the calendar is kept up-to-date.

B. **Availability**

Gym space will only be scheduled after school athletic practices have been scheduled. After school athletic programs are scheduled, the next priority will be to town recreation programs.

**Use of School Facilities – Fees**

**Types of fees:**

A. **Custodial fees:**

Buildings are open and custodians are present in the schools:

Elementary Schools: 7:00a.m.- 8:45p.m. M-F  
Middle and High Schools: 7:00a.m.-10:45p.m.M-F

When a building is rented during a time when custodians are not normally present, the renter shall pay all custodial fees for the time period they are using the facility. This fee is outlined in Appendix A and will be reviewed and updated annually.

A minimum 2 hour rental shall be applied when facilities are rented during a time when custodians are not normally present.

**B. Maintenance Fee:**

This fee shall be charged for use of the facilities to non-school, community based groups when the facilities are used during a time when custodians are normally present and the building is normally open. See above hours. This fee is \$17 per hour and is to cover the costs incurred for utilities and maintenance of the areas used.

**C. Full Rental fee:**

This fee shall be charged to non-community based groups whenever they rent an EGSD facility. This fee covers the cost of using the building, and includes maintenance and custodial costs.

\*Note: When an EG-based community group uses the facilities during a time when the building is not generally open and custodians are not usually present, they will be charged the Maintenance Fee plus the Custodial fee, which equals the Full Rental Fee.

**D. Other:**

Fees are set annually by the School Committee not later than April 1<sup>st</sup> for the following school year.

Weekday rental activities shall not extend beyond the school's normal closing time.

Weekend rental activities and those activities requiring the presence of an additional custodian shall cover a period of at least two hours. A building shall not be opened prior to 6am nor shall it remain open later than 1am for activities.

For events requiring the approval of the Fire Department, or Police Department, the application once filed will be submitted to the appropriate authority for approval. A representative from one or both of these agencies may be in contact with the applicant regarding the event.

**4.2 Responsibilities of Renters of School Facilities**

Any organization or individual using any of the schools facilities will leave those facilities in such condition to ensure there will be no interruption in the next regular school session. Anyone using said facilities will be held responsible for any damage or

excessive cleaning needs that occur as a result of their use. Damages will be repaired at the direction of the School Department, and all costs will be the responsibility of the user.

#### **4.3 Use of School Equipment**

##### **A. Cafeteria:**

Organizations may use cafeterias for serving food and refreshments, but no equipment other than tables, benches, and chairs may be used. If the use of the kitchen facilities is required a separate rental application shall be filed and will be subject to the availability of the appropriate food service staff. The organization renting the facilities shall be billed for the services of the food service employee at their rate.

Food and refreshments may be sold only in the cafeteria, lobby, or other dining areas of school buildings and shall not be carried out of these areas. Food and refreshments are strictly prohibited in gym areas and auditoriums.

##### **B. Musical Instruments:**

Community organizations renting a school auditorium may use a school piano provided it is not moved. If it is desired to have the piano tuned, the request should be made to the Director of Facilities who shall arrange to have the piano tuned at the expense of the organization using it.

Pianos and other large musical instruments shall not be moved into a school either as a gift or a loan without the approval of the Superintendent or his designee.

##### **C. Theater Equipment:**

Community organizations renting a school auditorium may use the schools' theater equipment, lighting boards, and sound equipment, provided it is not removed or disconnected. If it is desired to have additional equipment set up, or existing auditorium equipment moved or staged differently, the request should be made to the Director of Facilities who shall arrange to have the necessary adjustments made at the expense of the organization.

##### **D. Athletic Equipment:**

Community organizations renting a school gymnasium may use school athletic equipment, provided that satisfactory arrangements have been made with the Principal or Athletic Director and the Director of Facilities. Furthermore the use of this equipment is not guaranteed, and damage to said equipment beyond normal wear and tear shall be billed back to the organization at the cost of replacement.

##### **E. Fields:**

Community organizations seeking to use the school fields shall request the use of these fields from the East Greenwich Parks and Recreation Department, after the School Department has reserved the fields for school uses. Applications requesting the use of school fields shall be returned to the parties requesting use instructing them to seek approval from the Parks and Recreation Department. If use of a building is required in addition to the use of one or more field spaces, a separate building rental application will be required.

**Supervision:**

All individuals/groups utilizing school facilities must provide for the supervision of their participants. A responsible party shall be in attendance at each event. The responsible party is to be the first to enter and the last to leave the building and will be responsible for good order. School Department Employees will not be responsible for event participants left unattended either before or after an event, unless said employee is the responsible party for said event.

The school administration reserves the right to define what is deemed to be adequate supervision based on the anticipated numbers and ages of participants, combined with the nature of the planned activity. The School Committee requires that the individual/group using the school facilities will assume all liability for injury or damage to individuals or property and to indemnify and hold harmless the School Committee and its employees from any injury or damage incurred.

**Compliance:**

All individuals/groups using school facilities will observe all laws, as well as fire and safety regulations, as defined by the Town of East Greenwich and the State of Rhode Island. In addition, all individuals/groups using the school facilities are required to abide by the rules and regulations governing school use as established by the East Greenwich School Committee at all times. The use of tobacco, alcohol, or illegal substances on school premises is strictly forbidden.



## Fee Structure

Type of Organization/ Meeting	Maintenance Fee	Custodian Fee	Full Rental Fee (Maint. & Cust.)	Comments
PTG: Regular meetings	No	No	No	
PTG Fund raiser	No	No	No	Assumes that all of funds raised are to benefit EG students.
All other School-related Groups	No	No	No	Assumes that School groups renting facilities for fund raisers donate all proceeds to benefit EG students.
All East Greenwich – Based Non-school Organizations (except Boy and Girl Scouts)	Yes	Yes, if event occurs outside of regular building hours or an additional custodian is needed	No	
Boy and Girl Scouts	No	No	No	One meeting per month. Must occur during regular building hours.
Town recreation	No	No	No	
Non-school, non-EG based organizations	No	No	Yes	

School Hours: Elementary School: 7:00a.m. - 8:45p.m. Monday through Friday

Middle and High Schools: 7:00a.m.-10:45 pm Monday through Friday

Weekday gym usage: 2 hour minimum. If Custodial fees apply, minimum charge is for 2 hours

East Greenwich Public Schools  
East Greenwich, Rhode Island, 02818

Dear Rental Groups:

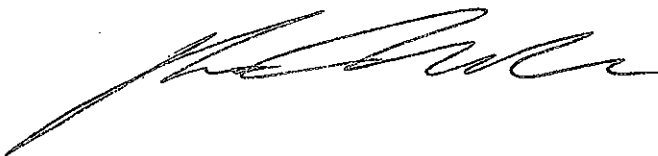
The East Greenwich School Department is happy to be able to offer the use of the school buildings to local community groups. It is our aim to treat all persons using our facilities with courtesy and respect. Please review the following list of procedures which have been established for the benefit of everyone involved.

We ask that our guests schedule their visits ahead of time through the use of Building Rental Applications. We also request that the scheduled times be observed as strictly as possible. The school department will do its very best to make sure the scheduled time is available. If a change is necessary, we will give as much notice as possible. Also, please advise the appropriate coaches/parents that it is their responsibility to provide supervision upon dropping children off and waiting until all the children have been picked up. It is not the responsibility of the Custodian or the School Department to provide supervision of the children either before or after the event.

We do our best to provide you with a clean facility to use. Therefore, we request that guests leave our facilities in the same condition as they were upon arrival. Please be sure that trash, bottles, food, and other debris that is left behind is deposited in the proper containers. If these guidelines are not observed, the School Department will have no choice but to put additional custodians on duty. This will result in groups being charged additional custodial fees. These fees range from \$75-\$150 per event.

In closing the East Greenwich School Department has and will continue to work with the various groups in East Greenwich to accomplish the goals of providing education and extracurricular activities to our students.

Sincerely



Robert J. Wilmarth  
Director of Facilities



**East Greenwich Public Schools**  
East Greenwich, Rhode Island, 02818

October 19, 2010

Dear Potential Renter:

The East Greenwich Public Schools have recently redesigned their fee structure for rental activities, and their policy for the use of the schools by the community. These policy revisions include but are not limited to:

Weekday Rental fees have Decreased from \$18.00 to \$17.00 per hour.

All other Fees have remained the Same

If you have any questions, please feel free to contact me at 401-398-1241.

Sincerely,

Robert Wilmarth  
Director of Facilities  
East Greenwich Public Schools

# Facilities Director East Greenwich Public Schools



## Memo

**To:** Potential Renter

**From:** Robert Wilmarth  
398-1241

**CC:**

**Date:** October 19, 2010

**Re:** Rentals

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Some events need the fire departments approval. The Fire department's signature of approval needs to be obtained before the facilities department can approve the use of the building.

Please have the rental applicant contact Stephen Hughes, Fire Marshal, East Greenwich Fire Department, at 886-8686.

The fire department needs to be notified under these circumstances.

1. Members of the public are invited to attend a function that is beyond the expected use of an educational facility.
2. Members of the public are invited to an event where the attendance is going to be or is expected to be over three hundred.
3. Any event that may suggest the presence of decorations, or sets flammable or not.
4. Any circumstances the School Department deems necessary.

We apologize in advance for any inconvenience this may cause.

# ACORD CERTIFICATE OF LIABILITY INSURANCE

Date (mm/dd/yy)  
2/5/2009

**Producer**  
ESIX-Entertainment & Sports Insurance Experts  
1950 Spectrum Circle Suite 400  
Marietta, GA 30067  
  
(600) 342-4371

**Insured**  
[REDACTED]  
1033 Walnut Street, Ste. 200  
Boulder CO 80302

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

## INSURERS AFFORDING COVERAGE

INSURER A	Philadelphia Indemnity Ins. Co.
INSURER B	
INSURER C	
INSURER D	
INSURER E	

## COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE MM/DD/YY	POLICY EXPIRATION DATE MM/DD/YY	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIAB <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGG LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	[REDACTED]	[REDACTED]	[REDACTED]	EACH OCCURRENCE \$ 1,000,000 FIRE DAMAGE (Any one fire) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS-COMP/OP AGG \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC AGG \$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS' COMPENSATION &amp; EMPLOYERS' LIABILITY</b>				STATUTORY LIMIT   OTHER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$

SAMPLE

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS

Participant Legal Liability coverage is included in the General Liability limit  
Town of East Greenwich and East Greenwich High School to be named as additionally insured  
but only in respect to the liability that arises of the named insured's activities or operations.

### CERTIFICATE HOLDER

Providence Rugby Football Club  
East Greenwich High School  
300 Avenger Dr  
East Greenwich RI 02818

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Patricia M. Beyer

*Patricia M. Beyer*

ACORD 25-S (7/97)

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**East Greenwich Public Schools**  
East Greenwich, Rhode Island, 02818

## **BUILDING RENTALS FAQ**

**East Greenwich Public Schools**

- Q: What is required to rent a school?**  
A: Application, and the building Principal's approval, Certificate of insurance is due prior to the event.
- Q: Where do I get the application?**  
A: 111 Peirce Street, East Greenwich; Website [www.egsd.net](http://www.egsd.net), at dropdown select "Building Rental Application."
- Q: How much will I have to pay?**  
A: *Rental fees for all weekend activities are \$55/hr. Most weekday activities will cost \$17/hr unless custodial support is necessary in which case it would be \$55/hr.*  
The above includes the use of the cafeteria restrooms. If kitchen equipment is required, there is an additional cost.
- Q: How long can the building remain open?**  
A: Elementary school gymnasiums close at 9:00PM, Middle and High school gymnasiums close at 11:00PM. The High school auditorium will remain open until 1 am for rental activities only
- Q: How soon can I use the school?**  
A: Processing takes approximately (3) weeks after the application is received by the Director of Facilities
- Q: Is the equipment included in the rental fee?**  
A: *Auditorium:* Microphone, PA system, and podium must be approved by the Principal.  
*Athletic Equipment* must be approved by the Athletic Director or Principal
- Q: Can we use the school for fund-raising events?**  
A: Yes, but only if the proceeds of said event is directly related to the students of the East Greenwich School System.
- Q: Can the fees be waived?**  
A: No. (*See School Committee Policies*)
- Q: I am sponsoring an East Greenwich Public Schools event and would like to use the school. What do I have to do?**  
A: Contact the Principal of that school to make arrangements. Rental Applications are required.
- Q: When is the rental fee due?**  
A: The fee must be paid upon receipt of the bill.



**East Greenwich Public Schools**  
East Greenwich, Rhode Island, 02818

**Q: Where do I buy insurance?**

A: The additional Insurance required is most typically attained through the policy holder's home owner's insurance agent.

**Q: What is the "additional insured" language required on the certificate provided by the insurance agent?**

A: East Greenwich Public Schools require that groups renting school facilities include East Greenwich Public Schools as an additional insured person on their policy. The policy should state: "*East Greenwich Public Schools has been added as an additional insured under the policy.*"

**Q: Is the certificate acceptable to East Greenwich Public Schools if the agent has "bound" the coverage and no specific policy number has been assigned?**

A: Yes. Insurance agents will often indicate on the insurance certificate that coverage is bound. This simply means that insurance coverage has been provided, but that you have not yet been issued a policy. Such certificates are acceptable to East Greenwich Public Schools.

**Q: Where do I send the Insurance Certificate?**

A: Please submit your Insurance Certificate, prior to your event, to the Director of Facilities, 111 Peirce Street, East Greenwich, RI, 02818.

**Q: Will East Greenwich Public Schools make an exception to the insurance requirement for our group if we can't afford insurance?**

A: No. All groups using East Greenwich Public School facilities must provide proof of necessary liability insurance. There is **NO** allowance for waiving this policy.

**Q: Who do you contact if you have additional questions?**

A: *General questions*, contact the Director of Facilities at 398-1241.

**Q: Is there a process where I can appeal a denial of building use?**

A: All appeals may be addressed to the East Greenwich School Committee. You must contact the Superintendent's Secretary to have your appeal placed on the School Committee agenda.





# Town of East Greenwich

P.O. Box 111  
East Greenwich, RI 02818-0111

## OUTDOOR FACILITY REQUEST/RENTAL FORM

Downloaded application. Not an authorized permit. Upon approval a computer printout will be sent to you.

ORGANIZATION'S NAME:		
ORGANIZATION'S STREET:		
ORGANIZATION'S TOWN:		
ORGANIZATION'S PHONE:		
Representative's Name:		
Representative's Street:		
Representative's Town:		
Representative's Phone: Days	Evenings	Cell
Representative's E-mail Address:		

**IF MORE THAN ONE LOCATION OR DATE, THEN ATTACH A SCHEDULE:**

Location desired:	
Date desired:	Time desired:
Purpose of request:	
<i>You must submit a Certificate of Insurance naming the Town of East Greenwich as an Additional Insured.</i>	
Does your group have liability insurance?	
Insurance Company & Policy Number:	
Will you be charging for admission, food items, participation, etc.?	
If yes, please explain what and how much:	

**FACILITY USER'S REGULATIONS**

1. Area must be left free of all debris (litter & smoking debris, orange peels, etc.) and in the same general condition, as when found.
2. The renter will be responsible for any damages done to the area during its use.
3. NO ALCOHOLIC beverages allowed on premises.
4. Park in appropriate area. DO NOT DRIVE or PARK ON GRASSED AREA.
5. Fields are not to be used when it is raining or if there is standing water on the field.
6. The Parks & Recreation Department and the Town of East Greenwich are not liable for injuries or loss of property during activity.
7. Due to Interscholastic League ruling regarding school make up games, playoffs, and practices, the School Dept. reserves the right to use any School Dept. facility over a permit holder. Every effort will be made to contact the permit holder in advance of the activity.

I have read the above policies and agree on behalf of myself and the organization I represent to abide by the stated regulations.

Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_

## East Greenwich Outdoor Facility Permit Policy

- 1) Permits will be issued to reserve town and school athletic fields & courts for organized activities. Leagues such as Little League, the Soccer Assoc., tennis clubs, etc. must also submit field requests for an approval. These organizations must submit a schedule for practices, games, tournaments, playoffs, all star games, etc. Permits are necessary for make up games, additional practices, etc.
- 2) Outdoor facility permits can be obtained thru the Parks & Recreation Dept., 1127 Frenchtown Road, 886-8626, Monday thru Friday, 8:30am-4:30pm.
- 3) All requests will be approved at the discretion of the Parks & Recreation Director and the Town Manager.
- 4) Priority of Permits to be issued: First come basis.
  - a) Town use: School and Parks & Recreation Dept.
  - b) Town Association: Little League, Soccer Association.
  - c) Town Users: Must be a town resident.
  - d) Industrial League: American Legion, Telephone Company, etc. Business or group must be based in East Greenwich and East Greenwich resident must fill out permit. Games must involve East Greenwich based team.
  - e) Out of town user on state funded fields only.
- 5) Leagues or Associations must submit schedules for approval by:
  - i) March 1 for Spring use
  - ii) May 1 for Summer use
  - iii) August 1 for Fall use
- 6) Those possessing a permit have the use of that facility over anyone on the field at that time. (Due to RI Interscholastic League ruling regarding school make-up games, playoffs, and practices, the School Dept. reserves the right to use any School Dept. facility over a permit holder. Every effort will be made to contact the permit holder in advance of the activity.)

### PERMIT SYSTEM

1. Permits will be available at the Parks & Recreation Dept. User must complete and sign the form.
2. Permits must be submitted to the Parks & Recreation Dept. at least one week prior to the date of the request and no more than one year in advance of a request.
3. Upon approval, a complete permit will be issued to the group or individual requesting a facility. The person requesting a facility should have the permit with him/her at the activity.
4. Users must obey all field regulations listed on the other side.

I have read the above policies and agree on behalf of myself and the organization I represent to abide by the stated regulations.

Representative's Signature \_\_\_\_\_ Date \_\_\_\_\_