

# CHARIHO REGIONAL SCHOOL DISTRICT

## FACILITY USE AND HOLD HARMLESS/ INDEMNIFICATION AGREEMENT

COMPLETED FORM (FRONT & BACK) MUST BE RETURNED TO THE OFFICE OF THE PRINCIPAL OF THE FACILITY TO BE USED.

EVENT TITLE: \_\_\_\_\_

SCHOOL REQUESTED: \_\_\_\_\_ ROOM(S) REQUESTED: \_\_\_\_\_

DATE(S) REQUESTED: \_\_\_\_\_ EVENT START TIME: FROM: \_\_\_\_\_ THROUGH: \_\_\_\_\_

TOTAL TIME OF USE: FROM: \_\_\_\_\_ THROUGH: \_\_\_\_\_

ORGANIZATION \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

E-MAIL: **REQUIRED** \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS \_\_\_\_\_ TYPE OF ACTIVITY OR SPORT: \_\_\_\_\_

WILL EQUIPMENT BE NEEDED? Yes: \_\_\_\_\_ No: \_\_\_\_\_ IF YES, PLEASE LIST: \_\_\_\_\_

SPECIAL DETAILS: \_\_\_\_\_

NUMBER OF PARTICIPANTS EXPECTED: \_\_\_\_\_ ESTIMATED NUMBER OF SPECTATORS: \_\_\_\_\_

HOW WILL FUNDS BE USED? \_\_\_\_\_

**RHODE ISLAND FIRE CODE REGULATIONS REQUIRE THAT A RESPONSIBLE "ADULT" MUST POINT OUT ALL FIRE EXITS TO ALL INDIVIDUALS ATTENDING THE EVENT.**

**EXAMPLE OF ANNOUNCEMENT FOR MIDDLE SCHOOL AUDITORIUM:**

**"There are four exits for you to use in case of an emergency; one at each exit door to your right, left, and two at the top of the rear balcony seating. (The responsible individual making the announcement must point to the exits.) All aisle ways are to remain clear at all times. Thank you."**

In addition to the above, the person(s) responsible for the event must inspect all means of egress to ensure that they are free of obstructions. This must be done prior to opening the event to the public. Finally, the person(s) responsible for the event must ensure that admission to the event does not exceed the maximum occupancy posted by the State Fire Marshall.

**INITIAL OF PERSON RESPONSIBLE** \_\_\_\_\_

### EMERGENCY PERSONNEL

(ALL SCHOOLS -REQUIRED FOR GROUPS OF 150 OR MORE SPECTATORS AND PARTICIPANTS  
HV SCHOOL ONLY - REQUIRED FOR GROUPS OF 100 OR MORE SPECTATORS AND PARTICIPANTS)

THIS AREA MUST BE SIGNED PRIOR TO RETURNING TO SCHOOL OF USE

POLICE EMAIL [HBOWEN@RICHMONDPD.ORG](mailto:HBOWEN@RICHMONDPD.ORG) FIRE EMAIL [DETAILS@HVWFD.ORG](mailto:DETAILS@HVWFD.ORG)

**NOTIFICATION TO POLICE AND FIRE DEPARTMENTS OF CANCELLATION OF THIS EVENT MUST BE GIVEN AT LEAST 24 HOURS PRIOR OR ORGANIZATION WILL BE RESPONSIBLE FOR ALL POLICE AND FIRE CHARGES.**

# NEEDED

POLICE CHIEF INITIAL

# NEEDED

FIRE CHIEF INITIAL

APPLICANT HAS RECEIVED A COPY OF SCHOOL DISTRICT POLICY RE: USE OF SCHOOL FACILITIES AND AGREES TO ABIDE BY THE PROVISIONS THEREIN.

\_\_\_\_\_  
SIGNATURE OF PERSON RESPONSIBLE

\_\_\_\_\_  
DATE

PRINCIPALS OFFICE INITIALS:

Approval \_\_\_\_\_ Denial \_\_\_\_\_

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. A copy of your e-mail confirmation will be your proof.

## Facility Use Hold Harmless and Indemnification Agreement

In consideration of the Chariho Regional School District (licensor) entering this agreement with \_\_\_\_\_ (licensee), and as a condition of this agreement, the licensee hereby agrees to indemnify and hold harmless the licensor for any and all claims, lawsuits or judgments that may come about as a result of the use of the above described facility by the licensee, except for any claims, lawsuits, or judgments that are the result of the licensor's negligent acts or omissions. This hold harmless/indemnification shall include, but not be limited to, any settlements, judgments, or awards by a court of competent jurisdiction, or an arbitrator. The hold harmless/indemnification should also include legal and out-of-pocket expenses incurred by the licensor in connection with any action or defense necessary to protect itself under the terms of this agreement.

In addition to the above, the licensee represents and warrants that it has a policy of general liability insurance in force and in effect on the dates of the use of the licensed premises, issued by a liability insurance company licensed to do business in the State of Rhode Island, and the insurance company will, without any cost or expense to the licensor, issue a certificate to the licensor. The certificate of insurance shall be delivered to the licensor at least one week prior to the use of the premises by the licensee. In addition, the insurance company will agree to give notification to the licensor of any revocation and/or cancellation at least seventy-two (72) hours before the revocation becomes effective. The minimum limit of liability will be \$500,000 with a single limit of \$500,000 per person, one million aggregate, bodily injury liability and \$500,000 property damage. The licensor reserves the right to waive this requirement as considered necessary.

It is further agreed that the school district has the **absolute right of cancellation** without liability if the facility is unavailable.

Group \_\_\_\_\_  
By \_\_\_\_\_  
Signature \_\_\_\_\_  
Title \_\_\_\_\_  
Date \_\_\_\_\_

### Rental Fee Structure

- Gymnasiums (including locker rooms) \$175.00
- Multipurpose rooms \$100.00
- Cafeterias \$100.00
- Cafeteria and kitchen \$150.00. All kitchen usage requires the services of a person approved by Chariho's food service company.
- Classrooms \$60.00
- Libraries \$80.00
- Maddie Potts Field House \$200.00
- Athletic fields \$100.00
- Auditoriums \$200.00
- Surcharge for auditorium theatre lighting and public address system \$50.00. All auditorium theatre lighting and public address system usage requires the services of a person approved by the building audio visual coordinator or building principal.

- A 5% administration fee will be attached to all outside group rental or custodial fees.
- A \$20.00 utility charge will be attached to all outside group rental or custodial fees.
- For groups not paying rental fees, with the exception of school-related and municipal groups, a \$10.00 utility fee will be charged