



ATLANTIS CHARTER SCHOOL FACILITIES USE APPLICATION

Welcome to Atlantis—help us keep our school safe, caring, and welcoming for all!

NAME OF APPLICANT _____ DATE _____

DAY(S) M,T,W,Tr,F,Sa,Su	DATE(S) Month/Day/Year	RESERVE TIME(S) (A)	EVENT TIME (S)	COST PER HOUR (B)	TOTAL COST (A* B)	AREA (S) REQUESTED
		____am/pm ____am/pm	____am/pm ____am/pm			
		____am/pm ____am/pm	____am/pm ____am/pm			
		____am/pm ____am/pm	____am/pm ____am/pm			

Applications and Certificates of Insurance are to be Emailed to BOTH the Athletics Director and Chief Financial Officer:
Chad.Gormly@Atlantiscs.org and Kara.Lees@atlantiscs.org

COMMUNITY USE OF SCHOOL FACILITIES

Atlantis Charter School welcomes the use of the school facilities by the community for purposes directly related to the educational, civic, cultural, recreational and social life of the community. Atlantis Charter School recognizes that the primary purpose of school facilities is to implement instructional, extracurricular, and school-sponsored programs and that other usage shall not interfere with these programs. Our facility is established for the primary purposes of facilitating the instructional programs for our students. The building and surrounding outdoor facilities are available for use after regular school hours and weekends for many types of activities.

Athletic rental seasons and application periods:

Season	Rental Dates	Applications Accepted
Fall	September 1 - November 30	June 1 - November 30
Winter	December 1 - February 28	September 1 - February 28
Spring	March 1 - May 31	December 1 - May 31
Summer	June 1 - August 31	March 1 - August 31

Applications may be submitted during the application period shown above. School programs and activities retain priority at all times.

Applicant Primary Contact Information:

First Name, Last Name	Title	Email	
Street Address	Town	State	Zip Code
Telephone Number	Cell Phone Number		

Applicant Billing Contact Information (if Different from Above):

First Name, Last Name	Title	Email	
Street Address	Town	State	Zip Code
Telephone Number	Cell Phone Number		

Applicant's Designation: (Please check one)

- ☐ In-District Non-Profit Community Organization (501(c)(3) form is required)
- ☐ In-District For Profit Organization
- ☐ Outside Group Non-Profit Community Organization (501(c)(3) form is required)
- ☐ Outside Group For Profit Organization (Not In-District)

In-District organizations are defined as having a location that is within the City of Fall River.
Outside organizations are defined as having a location that is outside of the City of Fall River.

Space(s) Requested:

1.) Athletic Space(s) Requested: (please check all that apply)

- | | |
|---|---|
| ☐ Main Turf Field | ☐ Upper Grass Field |
| ☐ Lower Grass Field | ☐ Gymnasium |

Additional: please describe _____

2.) School Room(s) Requested: (please check all that apply)

- | | |
|---|---|
| ☐ Upper Site Student Center | ☐ Lower Site Student Center |
| ☐ Conference Room | ☐ Classroom |

Additional: please describe _____

3.) Additional equipment/support requested: (please check all that apply)

- ☐ None ☐ Custodial Support ☐ AV/Equipment Support ☐ Other: _____

Please list any specific special requests for your event not included above:

A copy of your insurance coverage must be received by the Business Office with your application.

Event Information:

Type/Purpose of Event: _____

Estimated Participants: _____ Estimated Spectators: _____ Total Estimated Attendance: _____

Participants: ☐ Youth ☐ Adult ☐ Both

EVENT CONTACTS: Name and information of the person(s) responsible for all participants in attendance

	<u>NAME</u>	<u>SIGNATURE</u>	<u>TELEPHONE</u>	<u>ADDRESS</u>
Group's Adult-in-Charge				

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Group's Alternate Adult-in-Charge

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Atlantis Charter School Facilities Fee Schedule

All rates are per hour. A minimum of 2 hours required.	In district Non-profit*	In district For-profit	Out of District Non-Profit*	Out of District For Profit
Cafeteria: Upper Side	\$35	\$50	\$50	\$70
Cafeteria: Lower Side	\$30	\$40	\$40	\$60
Gymnasium	\$60	\$90	\$90	\$120
Main Turf Field/Track	\$100	\$150	\$150	\$200
Upper Grass Area	\$25	\$35	\$35	\$50
Lower Grass Area	\$25	\$35	\$35	\$50
Classroom/ Conference room	\$35	\$50	\$50	\$70
**Event Supervisor: If needed add	\$50	\$50	\$50	\$50

* Evidence of Non-Profit Status must be sent to kara.lees@atlantiscs.org

**If personnel are needed to be on-site to run equipment. Or if supervision of your event is required.

Special Note: If 250 participants/spectators or more are in attendance, applicant must order and pay for a police detail directly with Fall River.

Terms and Conditions:

General Terms and Conditions:

1. We agree to assume full responsibility that all Atlantis Charter School policies, rules and regulations governing facility use, as well as Massachusetts State Education laws and regulations are strictly adhered to by all of the participants in attendance. All building and fire codes must be strictly adhered to.
2. We have reviewed the Atlantis Charter Facility Use Fees Schedule and are in agreement with the amount and terms of payment.
3. Once the application is approved, the applicant will be billed for a **50% deposit**, due within 14 days of the deposit invoice date. The remaining balance and any additional charges will be billed separately and are due by the date stated on the applicable invoice. Invoices will be emailed to the billing contact on file.
4. A **Certificate of Liability Insurance (COI)** must be provided at the time of application. Liability limits are required to be a minimum of \$1,000,000 per occurrence/\$2,000,000 per aggregate. **Atlantis Charter School is to be listed on the COI as an additional insured.** The applicant is responsible for the cost and to obtain the insurance. Rentals without the proper insurance on file will be cancelled.
5. Atlantis Charter School requires a police detail for any event expected to have 250 or more participants and spectators. The applicant is responsible for arranging the detail in coordination with the Fall River Police Department and for paying all associated costs. Atlantis Charter School or the Fall River Police Department may also require a police detail for an event with fewer than 250 people based on the event's nature, location, attendance, security needs, or other safety considerations.
6. The applicant/permit holder will be fully responsible for all loss, damage, or abuse of school property, including property of students and employees during the time the building is in use.
7. No smoking, alcoholic beverages and/or controlled substances are allowed in the buildings or on school grounds.
8. E-Bikes and Dirt bikes are not allowed on our school grounds or property. This applies to all visitors, employees or students of the school.
9. No food shall be brought to the building unless special permission is granted.
10. Refreshments may be served and consumed in designated areas only and must be approved in advance by Administration. Refreshments are never allowed in the gymnasium, or on the track and fields. If the serving of refreshments results in extra custodial time, the applicant will be billed accordingly. Failure to abide by these restrictions could result in the loss of the privilege to rent the facility.
11. Nothing shall be advertised, sold, given, exhibited, or displayed on the building without permission of Atlantis Charter School.
12. The applicant agrees to be responsible for the preservation of order and to make restitution for any damage to, or loss of, school property resulting from the use of this building, the athletic fields and/or any other facilities. If damages occur, the costs or expenses to repair plus administrative fees will be billed to the applicant by the Atlantis Charter School.
13. Atlantis Charter School reserves the right to cancel any permission granted.
14. Bookings will be considered on a first-come, first-served basis for applicants that submit a complete application package. Atlantis Charter School may give reasonable scheduling consideration to existing renters in good standing that seek to renew comparable recurring rental periods, subject to school needs, facility availability, and final approval.
15. If an existing renter does not renew an assigned rental period, that period may be made available to other applicants.

16. *Good-standing status may be lost due to late payment or nonpayment, violations of this agreement, property damage, or other documented noncompliance.*
17. *The applicant using the facility agrees to indemnify, defend and hold harmless the Atlantis Charter School, and its officers, agents, representatives and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant's use of Atlantis Charter School facilities pursuant to this agreement.*
18. *The group is to use only the area for which the permit is granted and during the time period granted. No players/children are allowed in the playground area. It is meant for school use only.*
19. *The applicant's group/visitors are to park in designated parking areas only. FIRE lanes must not be blocked. Vehicles are not allowed on any grass or areas designated "NO PARKING."*
20. *The area should be cleared of any litter or refuse. Refuse must be placed in appropriate containers.*
21. *No pets are allowed on campus.*
22. *No one will be admitted to the school grounds or building before the arrival of an adult supervisor from the applicant's organization. The adult supervisor must be present at all times and is responsible for the actions of all participants and spectators.*
23. *The District Leader or designee will determine eligibility and provide final approval for the use of Atlantis Charter School facilities. Programs and activities must be suitable for a public school, lawful, and consistent with all Atlantis Charter School facility-use policies.*
24. *The Atlantis Charter School reserves the right to cancel the facility use agreement whenever such cancellation is advisable or in the best interest of the students, provided the administration will make reasonable efforts to accommodate events which have been booked in advance.*
25. *If the activity is cancelled by the applicant at least 72 hours in advance of the scheduled event, the applicant will receive a full refund of their payment less any related expenses incurred by Atlantis Charter School. If the event is cancelled less than 72 hours prior to the event by the applicant, a refund of half minus the non-refundable administrative fee, less any related expenses, will be issued.*
26. *Representatives who have been granted permission to use facilities shall not reassign, transfer, sublet or charge a fee to others for the use of school property.*
27. *On a "No School" day due to inclement weather, there will be no other activities in the school buildings, unless otherwise approved by the Administration. If Atlantis Charter School is closed due to inclement weather or any other unexpected reason, every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given.*
28. *The Atlantis Charter School reserves the right to deny or withdraw facility use privileges at any time. Should unexpected facility use rentals need to be cancelled by the Atlantis Charter School, Administration will notify the applicant as soon as possible.*
29. *The Atlantis Charter School is not responsible for any fees lost by the applicant as a result of cancellations.*
30. *Without a reservation confirmation, facility use will be denied.*
31. *Prohibited uses include the following: private parties, family reunions, using school facilities for political gain, games of chance/lotteries/or other activities classified as gambling, unethical or illegal activities.*

32. *Atlantis Charter School will hold parents responsible for damages caused by minor children to the extent permitted by law.*
33. *The school has multiple video cameras for building surveillance purposes. Video product may only be viewed by authorized staff at the Atlantis Charter School. Evidence can be obtained from this footage in the event the Atlantis Charter School must investigate for damages and/or related building maintenance issues.*
34. *If your application is approved, an initial meeting will be offered where the Athletic Director will discuss all aspects of the rental agreement including but not limited to dates of rental, hours of use, facility usage areas, additional support staff and equipment needs.*

Additional Terms and Conditions – Parking Lots:

1. *We agree to adhere to the General Terms and Conditions, above. Additionally,*
2. *Use of school parking lots on a short or long-term basis is subject to the Atlantis Charter School's Facility Use policies and procedures.*
3. *Atlantis Charter School requires a police detail for any event expected to have 250 or more participants and spectators. The applicant is responsible for arranging the detail in coordination with the Fall River Police Department and for paying all associated costs. Atlantis Charter School or the Fall River Police Department may also require a police detail for an event with fewer than 250 people based on the event's nature, location, attendance, security needs, or other safety considerations. Any fire detail or permit required by the Fall River Fire Department must also be arranged and paid for by the applicant.*
 - a. *Required police-detail and fire-department forms must be submitted at least six weeks before the event. Confirmation of the scheduled police detail and any required fire detail or permit must be emailed to kara.lees@atlantiscs.org at least six weeks before the event.*
 - b. *Confirmation of scheduled detail must be sent to the Atlantis Charter Business office to kara.lees@atlantiscs.org within six weeks prior to the event.*
 - c. *Police and Firemen may be assigned by those departments as necessary for security and safety of life and property.*
 - d. *Charges for these services will be paid to the departments directly by the applicant.*
 - e. *Requests for cancellation, by either party, must be made at least twenty-four hours in advance of the scheduled event.*
4. *The applicant agrees that they will not exceed the days or hours approved for their use of the parking lot, or in any other way restrict or interfere with the school's use of its parking facility both during the hours of school operation or any other time that has not been pre-approved for outside use.*

Additional Terms and Conditions – Turf Field and Track:

1. *We agree to adhere to the General Terms and Conditions, above. Additionally,*
2. *We agree to adhere to the Parking Lots Terms and Conditions, above. Additionally,*

3. *The Main Turf Field and Track are not open to public use.*
4. *Players wearing cleats are not allowed on the track at any time. Players will be allowed to walk across the track in designated areas only where proper matting is available.*
5. *NO Food, NO Drink (No Gatorade, PowerAde, Vitamin Water, sunflower seeds, candy, etc.) Only clear water on the field.*
6. *NO vehicles will be permitted on the track at any time. Only authorized Atlantis Charter School vehicles are permitted.*
7. *NO vehicles will be permitted to park on the walking/emergency path going up to the school. Only authorized Atlantis Charter School vehicles are permitted.*
8. *The track and turf field should be left in the manner they were found. The area should be cleaned of any litter or refuse and placed in appropriate containers. If the school fields are being used for sporting events there will be a grounds/custodial person assigned to the event.*
9. *Groups are expected to conduct themselves in an orderly manner and refrain from profanity at all times.*
10. *Runners must use the two inside lanes only if there are walkers on the track.*
11. *Walkers must use the outside lanes if there are runners using the track. Walkers should not exceed three (3) abreast when walking the track.*
12. *No machinery or equipment will be permitted on the turf field or track.*
13. *Use of any equipment or facility requiring technical expertise or training is available only when an authorized Atlantis Charter School employee is on site to oversee its use.*
14. *Use of the turf field by the general public is prohibited. Only preapproved organized and supervised sports activities may occur on the turf field.*
15. *Use of any equipment such as bicycles, skateboards, roller skates, rollerblades or baby strollers on either the turf field or track surface are strictly prohibited.*

Additional Terms and Conditions – Gymnasium:

1. *We agree to adhere to the General Terms and Conditions, above. Additionally,*
2. *We agree to adhere to the Parking Lots Terms and Conditions, above. Additionally,*
3. *No sports other than indoor sports will be allowed in the Triton Gymnasium facility unless the equipment being used has been modified for acceptable indoor use. This modification will be the recommendation of the Athletic Director or Designee. This includes soccer, baseball, softball, golf, football, etc.*
4. *Sports and recreational groups are ultimately responsible for appropriate supervision of participants and spectators when they are using the school's facilities.*
5. *No one is allowed on the gymnasium floor without proper footwear.*
 - a. *Shoes are required to be worn at all times while in the facility.*

- b. Only scuff-resistant shoes are allowed in the activity areas of the building.*
- c. Dark soled running shoes, turf shoes, spiked shoes and any other types of shoes which mark the floors are absolutely prohibited.*
- d. Muddy or dirty shoes are not permitted.*
- e. Participants are asked to please change into a separate, clean pair of shoes for their indoor recreational use.*
- 6. NO Food or drink is allowed in the gymnasium with the exception of water.*
- 7. Atlantis Charter School will not store gym equipment for sports (i.e., soccer balls, basketballs). The applicant will be responsible to bring their equipment.*
- 8. Gymnasium systems (bleachers, scoreboard, adjusting basketball hoops, operating divider curtains, sound system, floor protective covering) can only be operated by individuals approved by Atlantis Charter School.*
- 9. Total occupants allowed in the gymnasium have been established by the City Building Commissioner, as per the certificate of inspection. Occupancy is listed inside the gymnasium. This amount shall not be exceeded.*
- 10. No entrances, exits, corridors, or other means of egress will be blocked or restricted in any fashion as this will endanger those in attendance in the event of an emergency*
- 11. No tape shall be applied to the gymnasium floor, walls, or bleachers.*
- 12. No objects are to be fastened to or dragged across the gymnasium floor*
- 13. Arrangements must be made in advance for use of equipment.*
- 14. Only program participants will be allowed in the locker room/shower areas.*
- 15. Persons using gymnasium are responsible for their own belongings.*
- 16. Use of school gymnasium does not include use of locker rooms. **This must be indicated on your request.***
- 17. In addition to the above, for High School Gymnasium: If required, a special floor covering may be needed in order to protect the gymnasium floor during exhibits, shows and assemblies at the applicant's expense.*

Additional Terms and Conditions – School Rooms:

- 1. We agree to adhere to the General Terms and Conditions, above. Additionally,*
- 2. We agree to adhere to the Parking Lots Terms and Conditions, above. Additionally,*
- 3. Applicants are expected to leave all rooms and furniture in the condition and arrangement in which they were found.*
 - a. Applicants may incur additional fees for custodial services necessary to return the facility to its original condition, determined by Atlantis Charter School.*
- 4. The user is not entitled to use areas or equipment not specifically requested and approved in the Facility Use Application Form.*

5. *All activities must be under competent adult supervision approved by Administration. Children attending this event must be supervised by an adult at all times, including trips to the restroom and drinking fountain*
6. *If security or police detail is required, the applicant shall make such arrangements at the applicant's expense.*
 - a. *The applicant shall inform administration of the details of the security arrangement.*
 - b. *Use of the facility may be denied if, in the opinion of administration, there is insufficient supervision or the event exceeds the capacity of the facility.*
 - c. *For any event involving 250 or more participants and spectators, the applicant must arrange and pay directly for a police detail through the City of Fall River. Any fire detail or permit required by the Fall River Fire Department must also be arranged and paid for by the applicant.*
 - d. *Required police-detail and fire-department forms must be submitted at least six weeks before the event. Confirmation of the scheduled police detail and any required fire detail or permit must be emailed to kara.lees@atlantiscs.org at least six weeks before the event.*
7. *User groups must take reasonable steps to ensure orderly behavior. The use of the school facilities will require that Atlantis Charter designated personnel be present when the building is open.*
8. *Approved users are restricted to the dates and hours approved and to the building area and facilities specified. Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled program time, at the applicant's expense.*
9. *Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways or stairways. Facility capacities, as determined by the Fire Marshal, shall be observed.*
10. *Decorations must be used in such a manner not destructive to school property and must adhere to Fire Safety regulations. Decorations are subject to the approval of the designated representative. Approval may be denied based on content as well as structure of the decorations, including banners and pennants.*
11. *The use of materials (including tape) on floors or other parts of the building is strictly prohibited without specific written approval from Administration.*

If the Application is accepted by the Atlantis Charter School, the undersigned hereby agrees and acknowledges that all the terms and provisions as set forth herein shall become a duly binding contract.

Signature of Applicant: _____
Name Date

By signing above, I certify that I am an authorized agent of the Applicant's organization and at least 18 years of age.

Signature of Atlantis Charter School:

Athletics Director Approval _____
Name Date

Chief Financial Officer Approval _____
Name Date

Upon receipt of approval and confirmation of this request, THIS FORM WILL BECOME A BINDING CONTRACT. The applicant shall be bound by all of the terms and provisions set forth herein and the applicant acknowledges that they have read and reviewed this entire document, in full, and that this document consists of the entire agreement of the parties.

The Business Office will email invoices to the billing contact listed in this application. The 50% deposit is due within 14 days of the deposit invoice date; all other invoices are due by the date stated on the invoice.

Please make checks payable to "Atlantis Charter School". Payments shall be remitted to:

Atlantis Charter School
Attn: Business Office
991 Jefferson Street
Fall River, MA 02721

For Office Use Only: Copy of Insurance Policy on File _____ (CFO please initial)