

TOWN OF NORWELL FACILITY REQUEST & PERMIT

PLEASE PRINT

NOTE: Submit Requests at least 3 weeks in advance of date(s) requested.
IF GYMS/ FIELDS RETURN TO: Norwell Recreation, P.O. Box 295, 345 Main Street,
Norwell, MA 02061. Tel 781-659-8046
Fax 781-659-7795
FOR ALL OTHER FACILITIES: RETURN TO THE APPROPRIATE SCHOOL

FROM:

Responsible Person _____ Home Phone (____) _____
Organization _____ Work (____) _____
Address _____ Cell (____) _____
Email address _____ Fax # (____) _____

THE ABOVE ORGANIZATION / INDIVIDUAL WOULD LIKE TO RESERVE THE FOLLOWING:

- 1. FACILITY _____
- 2. ACTIVITY _____
- 3. DATE(S) & DAY(S) OF WEEK _____
- 4. TIMES _____
- 5. Number in Group _____ Number of Norwell Residents _____
- 6. Special Equipment Requests _____
- 7. Additional Comments _____

8. **Mandatory: Attach a Certificate of Insurance** showing general liability coverage & naming the Town of Norwell as "additionally insured". _____

9. **For All Youth Organizations:** I certify that our organization is C.O.R.I. certified & that all volunteers have been CORI checked as required by MA state laws. (Chapter 385 of the Act of 2002- Sec 172H)
_____ (signature of your CORI authorized individual)

10. **For All Organizations Using School Facilities – Anti-Hazing Requirement:** By checking this box, I certify that I have read and understand the Massachusetts Anti-Hazing Law (MGL 269 Sections 17:19) attached to this application, and that the organization has, or will disseminate prior to use of requested facilities, a copy of sections seventeen and eighteen of the law, to all participants of the program/group. The law is also available for download on this site.

It is agreed and understood that if a permit is granted, the undersigned applicant will assume responsibility for the preservation of order of said facility. Further, user shall, at its own expense, defend, indemnify and hold the Town of Norwell, Norwell Public Schools, its committees, agents, and employees harmless from and against any and all claims, including but not limited to claims for personal injury or property damage, suits, demands, actions, damages, losses, liabilities, proceedings, litigation, costs and expenses, including without limitation reasonable attorney's fees. Users must provide a certificate of insurance. **Please obey rules on reverse side.**

NO SMOKING on school grounds or buildings. *Strictly enforced:* No food or drinks are allowed in the gyms.

NO ALCOHOLIC beverages are allowed on town property without a license from the Selectmen.

If usage is a school facility: The custodian will open/close the building, and provide proper accommodations in the building. The School Committee, or its representatives, shall at all times have free access to all parts of a school building whether rented or not. The School Committee reserves the right to rescind any permit granted under this application.

All food vendors must be permitted by the Town of Norwell as required by the Norwell Board of Health.

All town ordinances, by-laws, and rules of the Board of Health, Police and Fire Departments regarding public assemblies must be strictly observed. If police protection is required, the organization must pay the police officers. The Norwell Police Chief should be called to ascertain the necessary Police requirements.

SIGNED: Responsible Person _____ **Date** _____

PLEASE READ RULES ON REVERSE

SCHOOL GYM RULES

(as requested by school principals)

Distribute rules to all coaches or supervisors in your program.

Go online to www.norwellschools.org for ALL school facility use policies & rental rates

In an effort to assure safe playing surfaces, protect resources and still enjoy our new gyms, **PLEASE RESPECT THE FOLLOWING GYM RULES.**

ALL GYMS: (ALSO CHECK SPECIFIC SCHOOL FOR ADDITIONAL RULES)

1. **Adult supervision** at all times and until last child is picked up. You will be held responsible for problems.
2. Have **cell phone** in case of emergency.
3. **No food or drink** (leave in lobby area).
4. Use gym **sneakers**. No outdoor sneakers/shoes or shoes with black soles. (to avoid adding salt/sand/black marks on floor). Spectators should walk on 'out-of-bounds' area.
5. Use indoor balls. Outdoor balls with dirt will "pit" the glass backboards. Bring towel to wipe any outdoor balls. No baseballs, softballs, lacrosse or field hockey balls.
6. **Gym, gym lobby, and restrooms** off gym hall/lobby are only areas of access. (**All** other school areas are "off limits").
7. Mats on wall are for safety only – no climbing, hanging or intentional body slamming.
8. Do not climb on bleachers when folded
9. Do not damage acoustic panels on walls.
10. School equipment/storage rooms are "off limits". Bring your own sports equipment.
11. Pick up after your usage. Check condition of restrooms/gyms at the end of your session.

COLE GYM:

1. After school hours (3:20 pm & later & weekends) gym entrance is to the **rear** of the building. Use roadway to the left of the building. Evening parking is ok in striped area along road or, if full, use front and side parking areas and walk around using rear entrance. Do not enter directly into gym from outside (avoids adding salt/sand).

VINAL GYM:

1. After-hours (2:45 pm & later & weekends) entrance to gym lobby is at **left** side of the building. Use roadway to the left of the building – follow visitor-parking signs. Evening parking is at the front and walk around using gym entrance. Do not park or block roadway for emergency vehicle access. Do not enter directly into gym from outside (avoids adding salt/sand).

MIDDLE SCHOOL GYM:

1. After-hours (5pm & later & weekends) entrance to gym is at **right** side of the building – follow signs – do not access through front lobby. Follow visitor/parent-parking signs - parking between Sparrell and Middle Schools or beside cafeteria. Do not park or block roadway for emergency vehicle access. Do not enter directly into gym from outside (avoids adding salt/sand).

HIGH SCHOOL GYM:

1. After-hours (5 pm & later & weekends) entrance to gym is from first student parking area on right – use entrance farthest to left and go up the "gym" stairs. Do not park or block roadway for emergency vehicle access.
2. Restrooms are adjacent to locker rooms (ground level).

Massachusetts Anti-Hazing Law

The Hazing Act, Massachusetts General Laws, Chapter 269, Sections 17 through 19:

Section 17. Hazing; organizing or participating; hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this section.

Section 18. Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Hazing statutes; issuance of copies to student groups

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated office to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.