

WILMINGTON PUBLIC SCHOOLS
SCHOOL FACILITY USE RULES AND REGULATIONS

INTENT OF PUBLIC USE

Under Wilmington Public School Committee Policy KF, it is the policy of the Wilmington School Committee (SC) to make facilities available to individuals and associations for such education, recreational, social, civic, philanthropic, and like purposes as it deems for the interest of the community.

All authorized persons or organizations must comply with the following rules and regulations for use of school facilities in the Town of Wilmington. The Town of Wilmington and the SC reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of school facilities.

The Superintendent of the Wilmington Public Schools (hereafter referred to as “Superintendent”) reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of the school buildings.

SCHOOL YEAR BUILDING HOURS

The following Building Hours are school year hours, excluding weekends, holidays and vacations and are subject to change.

Wilmington High School	6:15 am – 10:00 pm
Wilmington Middle School	7:00 am – 10:00 pm
West Intermediate School	7:00 am – 6:00 pm
North Intermediate School	7:00 am – 10:00 pm
Woburn Street Elementary School	7:00 am – 10:00 pm
Shawsheen Elementary School	7:00 am – 10:00 pm
Boutwell Early Childhood Center	7:00 am – 6:00 pm

HOLIDAY EXCLUSIONS

School facilities are not available for rental on the following holidays: New Year’s Day, Martin Luther King’s Birthday, Presidents’ Day, Patriot’s Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veteran’s Day, Thanksgiving Day, and Christmas Day.

The Superintendent and the Superintendent of Public Buildings or their designees may waive the facility availability on a holiday listed above, if he/she deems the request to be an extraordinary event and custodial coverage can be obtained.

Summer rental requests are rarely granted so that all schools can be cleaned and repaired for fall use. Exceptions are provided for: teacher training, workshops and/or meetings, long-term established existing contracts that may be in place, and Recreation programs.

AUTHORIZATION

The SC authorizes the Transportation & Facilities Coordinator (FC) to process appropriate permit requests for use of school buildings and grounds, and to collect any designated fees.

The FC will evaluate the request to determine its appropriateness with regard to the space being requested for use.

In the event of a request that is non-routine in nature, the FC will refer the request to the Superintendent or his/her designee for further action.

PROCEDURES GOVERNING COMMUNITY USE OF ANY SCHOOL FACILITY

The use of school buildings, grounds, equipment, and facilities shall be rented in accordance with SC policies. The Superintendent may grant the use of school facilities at reduced rental rates or free of charge if, in his/her judgment, the non-profit nature or education orientation of the organization or event merits such consideration. Charges for Custodial, Police or Department of Public Works (DPW) services may not be waived if those services are required.

In consultation with School Administration, the FC will determine locations within the district that are not available for permits, and time frames not available for permits.

The SC will approve and periodically review a fee schedule for the use of school facilities. Rates and fees are subject to change without prior notice.

The Superintendent may enter into long-term agreements with separate rental schedules if it is determined to be in the best interest of the School Department to do so.

When necessary, single uses may take precedence over series uses, which have been previously approved. A minimum of one week's notice shall be given for such change.

There shall be no alcoholic liquors or beverages allowed in or on any premise used for public school purposes (Chapter 272 M.G.L., amended by Chapter 317, Section 40A, Acts of 1962).

Smoking is prohibited on school property.

No group, organization or individual will be authorized or allowed access to use a school facility if they do not hold an approved permit.

The SC reserves the right to amend these rules and regulations without notice.

RESPONSIBILITIES OF THE PERMITTED USER GROUP OF THE FACILITY

The adult named on the Facility Permit Request form or his/her designee is responsible for the adequate supervision, conduct and activities of the group. All activities must be under competent adult supervision. The group using the facilities will be responsible for any damage to or loss of property or equipment in the facility arising from their use of the space.

The adult designated as responsible for the activity is required to closely observe the hours assigned to the group's activity. The space is available solely for the approved time indicated on the permit. Adequate planning must be done by the user so that the space is vacated by the end time indicated on the permit. Violation of the regulation may result in termination of the building use agreement.

The permit holder is responsible for surveying the space(s) provided by the permit prior to use, and notifying the custodian or DPW worker immediately if there are any problems that could jeopardize the safety of any individual.

A written notice of cancellation is required at least three days prior to the scheduled use, communicated to the FC either by fax to (978) 694-6005 or via email to facilities@wpsk12.com. Failure to provide written cancellation notice will require full payment of any fees required by the approved permit.

REGULATIONS GOVERNING COMMUNITY USE OF SCHOOL FACILITIES

The needs and activities of the schools shall take precedence over any other use of school facilities. The needs and activities of official town agencies shall be considered next in precedence for use of facilities.

The building is to be used only on the date specified and for the purpose named on the permit. Groups receiving permission are also restricted to the hours approved and to the building area and facilities specified. A permit can be canceled without notice if its provisions or intent are violated in any way. A permit is not transferable. A permit is not valid unless signed by the Superintendent or his/her designee and the Superintendent of Public Buildings and/or Director of Public Works.

The Wilmington Public Schools seeks to remain sensitive to all life threatening allergies. All outside organizations must adhere to Wilmington Public Schools Policies: Life Threatening Food and Other Allergy (ref # to be JLCE), and School District Wellness Program (ADF).

No furniture or equipment belonging to the school shall be moved or removed without written permission signed by the Principal of the school or by the Superintendent.

The electrical equipment of the buildings shall not be changed or moved in any way, nor shall electrical devices of any kind be used without written permission signed by the Superintendent or his/her designee. Lights, spotlights, curtain and other stage equipment owned by the School Department are to be operated only by trained school department personnel.

No decorations, posters or placards shall be placed anywhere in the buildings without the written permission of the Superintendent or his/her designee.

REGULATIONS SPECIFIC TO WILMINGTON HIGH SCHOOL IN-DOOR WALKING TRACK

The Wilmington High School in-door walking track is open to Wilmington residents only. Prior to using the track, a registration form must be filed out and either mailed to Facilities Coordinator, Wilmington Public Schools, 161 Church Street, Wilmington, MA 01887, or emailed to facilities@wpsk12.com. The form can be accessed at www.wpsk12.com by clicking first on “Our District”, “Facilities”, and then “Facilities and Use”. If access to the website is not available, contact the FC Office for assistance between the hours of 9:00 a.m. and 3:30 p.m. by calling (978) 694-6000, ext. 6. To access the track, Wilmington identification must be presented and a sign in sheet filled out. The track will be available Monday through Friday from 6:00 PM to 7:30 PM – ONLY. The track will not be available before school, on weekends, holidays, during the summer or when school is not in session. The gym, cafeteria, weight room, fitness room and locker rooms are not available.

REGULATIONS GOVERNING COMMUNITY USE OF OUTDOOR SCHOOL FACILITIES

The needs and activities of the schools’ co-curricular programs shall take precedence over any other use of school facilities. The needs and activities of official town agencies shall be considered next in precedence for use of facilities.

No decorations, posters or placards shall be placed anywhere within the space, and no type of structure will be set up without the written permission of the Superintendent or his/her designee.

The permit applicant is held responsible for the preservation of order. The School Department may require the attendance of one or more police officers or other personnel, if in its judgment such is deemed necessary; and the expenses, as determined by the Police Department, of the same will be paid by the user of the facilities. The School Department reserves the right to require DPW presence to oversee the field coverage. This will be noted on the returned approved filed permit. DPW rates are set forth by contract.

The facility used by the applicant will be examined carefully after use and the applicant agrees to make good promptly any loss or damage occurring during applicant's use of said facility.

Altered use of planned playing areas is prohibited.

Parking for all vehicles shall be confined to the established parking lots only. No vehicle is allowed on any playing field, adjacent ground or lawns. This regulation applies to the user and spectators, and will be strictly enforced. Violators will be reported to the police department, and may also be cause to revoke permission for further use of facility.

The use of school building facilities adjacent to any outdoor athletic facility is prohibited unless special permission is granted, in which case see indoor policy.

Permission to serve refreshments at any outdoor facility must be included in the original request for use of the facility. If approved, the user agrees to abide by the regulations governing serving of refreshments.

REGULATIONS SPECIFIC TO HIGH SCHOOL TURF FIELD and OUTDOOR TRACK

Only players, coaches and officials are allowed onto the field or track. No dogs or animals are permitted on the premises at any time. No beverages (other than water) or food, including gum, seeds, or nuts are allowed on the track or field. No littering. Any trash resulting from a permitted activity must be disposed of by the organization issued the use permit. Turf-approved footwear only may be used. Bicycles, scooters, rollerblades and skateboards or other such devices are not allowed on the field or track. No staking is permitted on the field or track. No incendiary devices are allowed within the field and track area.

PERMIT APPLICATION PROCESS

All applicants must be at least **21** years of age and a Wilmington resident or representative of an approved organization.

Requests for permits must be submitted through Wilmington Public Schools' on-line form which can be accessed at www.wpsk12.com by clicking first on "Our District", "Facilities", and then "Facilities and Use". If access to the website is not available, contact the FC Office for assistance between the hours of 9:00a.m. and 3:30 p.m. by calling (978) 694-6000, ext. 6.

The Facility Permit Request form must be filled out completely. If the Facility Permit Request form is missing any required information, the permit process may be delayed.

The Facility Permit Request form must be submitted for approval to the FC at least 10 days prior to the event either by fax to (978) 694-6000, ext. 6, or via email to facilities@wpsk12.com.

Requests may not be made through custodians or other school personnel. The FC may waive this requirement if the request is deemed to be an extraordinary event.

The person submitting the permit request will be the primary contact for the program to be held under that permit. That person's on-line application submission will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility for all rules being followed by the participants in the program.

Failure to follow regulations and/or make appropriate payments will affect future permit requests by that person's organization.

The applicant must submit classification documentation if indicated on the application that the applicant's organization is a registered public charity (501(c)(3)) or a non-profit. Verification of this status is required.

After the Facility Permit Request form is received, the FC will process and obtain appropriate approvals, including the Superintendent or his/her designee.

If a gymnasium, the High School outdoor track, or High School fields are requested, the approval of the Athletic Director will be obtained through the FC. After all necessary approvals are obtained, and the Facility Permit Request form approved, the FC will forward a copy of the permit to the Athletic Director for his/her files.

If a kitchen is requested and a food service employee is required, approval of the Food Services Administrator will be obtained by the FC. After all necessary approvals are obtained, and the Facility Permit Request form approved, the FC will forward a copy of the permit to the Director of Food Services for his/her files.

After all other approvals are obtained, all permits are sent to the Superintendent of Public Buildings or the Director of Public Works for final approval and indication of the required custodial or public works staffing for the event. The Superintendent of Public Buildings, the Director of Public Works, and the Superintendent or his/her designee will retain a copy of the approved permit.

After obtaining all required approvals, a copy of the approved Facility Permit Request form will be sent to the School principal and custodian.

After obtaining all required approvals, a copy of the approved Facility Permit Request form, together with an estimate of fees to be charged, will be sent to the applicant. No permit will be confirmed until it has been approved by the Superintendent, the Superintendent of Public Buildings, and/or the Director of Public Works or their designees, and has been processed and approved through the application process.

All information sent to the applicant should be reviewed, and if there are any questions, he/she must call the FC for assistance at 978-694-6000, ext. 6, or by email at facilities@wpsk12.com.

The applicant's signature on the Facility Permit Request form verifies acceptance of the billing rates as well as provides confirmation that the applicant has read, understands, and will abide by the Rules and Regulations governing Wilmington Public Schools rentals and the Town of Wilmington.

A date reserved does not become final until an official notification is issued via email. The applicant will be notified when the Facility Permit Request is approved.

Permits are not transferable and may not be shared with other groups, without written permission of the Superintendent or his/her designee.

The facility is to be used only on the date specified and for the purpose named on the permit. A permit can be canceled without notice if its provisions or intent are violated in any way.

A Certificate of Liability Insurance must be submitted by all applicants at the time of application naming the Town of Wilmington as an "additional insured" and certifying a minimum of \$1,000,000 (single)/\$2,000,000 (aggregate) public liability and \$1,000,000 personal injury insurance. All costs of police protection and/or insurance shall be paid for by the applicant.

Any unchartered, unincorporated, and informal group or individual using school facilities without a Certificate of Liability Insurance must submit a letter to the FC stating the lack of insurance and requesting further information. Those groups shall be required to sign a statement releasing and forever discharging the Town of Wilmington and all their offices, agents, employees from liability.

Any entity that is unable to present a Certificate of Liability Insurance may also be required to provide a one thousand dollar (\$1,000) security and damage deposit at the time that the permit is issued for the event. This deposit shall be held in trust and, if damage should occur or repairs are necessary, such repairs shall be made and paid for from the deposit funds. Upon completion of repairs, any remaining amount shall be refunded to the renter along with an itemization of any repair or damage costs assessed to the renter. Should the deposit not cover the total cost of the damages or repairs, an additional invoice shall be delivered to the renter and shall be due and payable in full within 30 days of receipt.

The permit applicant assumes full responsibility and liability for injury to any person or persons and damages to or loss of private property during period of rental.

Completion of the Facilities Permit Request form, fulfillment and approval by the School Department shall constitute the Rental Agreement Contract.

CANCELLATION AND CANCELLATION RIGHTS

If school is closed, permits will be cancelled and rescheduled unless other arrangements are made through the FC and the Superintendent of Public Buildings/Director of Public Works prior to the cancellation. The Town of Wilmington and the Wilmington Public School Department reserve the right to consider all applications and reject and/or make necessary changes in the event of an emergency.

The Town of Wilmington and Wilmington Public Schools reserves the right to terminate any permit with reasonable notice when able. Should such termination take place, the Town of Wilmington and Wilmington Public Schools shall not be held liable for any lost income, losses incurred or otherwise any damages as a result of termination of the permit.

A written notice of cancellation from the permit applicant is required at least three days prior to the scheduled use. The cancellation must be communicated to the FC either by fax to (978) 694-6000, ext.6, or emailed to facilities@wpsk12.com. Failure to provide written cancellation notice will require full payment of any fees required by the approved permit.

The School Committee reserves the right to cancel any permission granted.

The Superintendent reserves the right to revoke a permit at any time.

FEES

All groups identified in Categories 1 through 4 in “PRIORITY OF USE AND AVAILABILITY” of the School Committee Policy KF will not be charged any fees with the exception of the following:

- If the function takes place outside the normal building hours of the custodial coverage.
- If the function requires set-up and/or clean-up.
- If the function requires Custodial and/or Department of Public Works (DPW) services throughout the event.
- If the function requires the staffing of the Food Service Department.

Such services will be billed at the current contractual rate.

The Wilmington Recreation Department (Category 3) and all Category 4 groups, at the discretion of the Superintendent, may also be charged a fee if a lighting/sound technician, theatre manager, or technology staff is required. Such services will be billed at the current contract rate. The Wilmington Recreation Department and all Category 4 groups may also be charged a **flat rate for the use of stadium lights in the amount of \$10.00 per hour, if required.**

All other groups will be charged based on the fee schedule shown below.

The rental fee is set for individual schools and individual fields and spaces, and serves to assist with energy costs, additional maintenance costs, and the permitting process.

A permitted group must pay the rental fee for each and every space used for each individual occurrence used in an individual day.

All rental and custodial fees are payable within seven days of receiving the invoice. Failure to make timely payment may result in future permit requests being denied.

Rates and fees are subject to change without prior notice.

CUSTODIAL FEES AND SCOPE OF DUTY

School custodians are required to be on duty at all times when a school building is in use. Custodians shall not be asked to perform services which are not specifically designated on the approved permit.

The services must be paid for by the applicant. Failure to comply with this section may be deemed reason to deny future services.

The responsibility of a regularly scheduled custodian will be limited to opening and closing the facility. A custodian on regular duty will not be available for service during the time of the rental, except in cases of emergency. In the event that extra duties are needed, the group holding the permit will be charged for the custodian's time needed for the activity or to clean up the facility.

For events that require the services of a custodian, the number of custodians shall be determined by the Superintendent of Public Buildings from the information provided by the organization on the permit application.

Under no circumstances shall a custodian, either on regular duty or assigned for a specific program, be responsible for supervision of participants before, during, or after an activity.

Adequate and responsible adult (ages 21+) supervision shall be provided at all events, and said supervision must be present throughout the event. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last attendee has safely left school property.

The custodian will only provide spaces/equipment that are approved on the permit, and will not authorize any other space/equipment.

When there is a regularly scheduled custodian on duty at the requested building and no additional custodial services specific to the permitted activity are requested or required, no custodial fee will be charged except to those groups in Categories 5 and 6 as outlined in “PRIORITY OF USE AND AVAILABILITY”. A fee will be charged when a custodian must come on duty for the activity covered by the permit or to provide services beyond opening and closing the facility. When required, custodial fees will include a minimum of one-half hour before the activity commences and one half-hour following the conclusion of the activity to secure the facility.

The custodian in charge is to have supervision of the building during the time for which use has been granted and is to have authority to close the building if these rules are being violated.

Custodial fees are charged for the time and effort needed to prepare the facility for use, for cleanup after use, and to secure the facility.

The regular custodian hours and fees are set by union contract.

DEPARTMENT OF PUBLIC WORKS FEES AND SCOPE OF DUTY

The school department reserves the right to require DPW presence to oversee fields. This will be noted on the returned approved field permit.

Under no circumstances shall a DPW worker, either on regular duty or assigned for a specific program, be responsible for supervision of participants before, during, or after an activity. Adequate and responsible adult (ages 21+) supervision shall be provided at all activities involving youth, and said supervision must be present throughout the program. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last youth has safely left school property.

DPW fees are charged for the time and effort needed to prepare the facility for use, and to secure the facility after use.

DPW hourly rates are set forth by contract.

USE OF GYMNASIUMS

Food and beverages are prohibited in Gymnasiums with the exception of water.

Refreshments may be served/sold in the lobby area outside of the Gymnasium with the prior approval on the facility permit. If such a sale is approved, all health regulations and permits, local or otherwise, must be adhered to at all times. Applicants are responsible for contacting the Board of Health at 978-658-4298 to determine if a temporary food permit or license is required for any event that involves the sale or distribution of food.

Hardball sports are not permitted in gymnasiums.

No tape may be added to the gymnasium floors or walls without the prior approval of both the school department and public buildings department.

With regard to basketball fixtures, permit holders may not change the backboard heights themselves. If the desired height is other than the standard height for that particular gym, the permit applicant must submit the desired heights in writing on the permit application. There is no guarantee that the request will be honored.

Appropriate athletic footwear is required on gymnasium floors. Black soled shoes, cleats, certain “street or dress shoes” and spiked heels are prohibited. Care should be taken to remove sand and grit from the soles of shoes to lessen damage to floor surfaces.

Applicants will use their own recreation equipment. The use of school department equipment is prohibited.

The posted occupancy limit may not be exceeded.

USE OF AUDITORIUMS - For inquiries about the rental of Wilmington High School or Middle School Auditoriums, please contact our Auditorium Manager.

Food and beverages are prohibited in Auditoriums.

Refreshments may be served/sold in the lobby area outside of the Auditorium with the prior approval on the facility permit. If such a sale is approved, all health regulations and permits, local or otherwise, must be adhered to at all times. Applicants are responsible for contacting the Board of Health at 978-658-4298 to determine if a temporary food permit or license is required for any event that involves the sale or distribution of food.

Permit holders, at the conclusion of the event, must pick up all performance programs and other handouts.

School equipment located in the auditorium, including lighting systems, sound systems, and pianos or other musical instruments, cannot be used without prior written approval. Wilmington Public Schools reserves the right to require the employment of an approved technician(s) for operating its lighting and sound systems. Any expenses related to the employment of such technicians shall be at the sole expense of the renter or renting organization and will be noted on the permit.

Stage curtains shall not be altered or removed.

Organizations wishing to bring equipment into the facility must make arrangements with the Superintendent and the Superintendent of Public Buildings or their designees during the initial permit application.

At the conclusion of the rental, the stage shall be returned to its original condition.

No alterations or changes shall be made to the stage counterweight systems or the cables on the stage fly bar units.

Rehearsals shall not begin before 4:00 p.m. on weekdays.

Rental fees do not include the costs associated with parking lot attendants, use of free standing spot-lights, ticket printing or sales, ushers, additional stage lighting, additional sound equipment, concession sales, special effects, or any other cost associated with the event.

The use of tape to mark the stage floor must have pre-approval and such tape shall be plastic and easily removable. Masking or duct tape are not permitted. At the conclusion of the activity, all tape and other alterations to the stage must be removed.

Rental of the High School or Middle School auditorium will require a one thousand dollar (\$1,000) security and damage deposit at the time that the permit is issued for the event. This deposit shall be held in trust and, if damage should occur or repairs are necessary, such repairs shall be made and paid for from the deposit funds. Upon completion of repairs, any remaining amount shall be refunded to the renter along with an itemization of any repair or damage costs assessed to the renter. Should the deposit not cover the total cost of the damages or repairs, an additional invoice shall be delivered to the renter and shall be due and payable in full within 30 days of receipt.

The posted occupancy limit may not be exceeded.

USE OF KITCHENS

If the permit request requires use of kitchen facilities or equipment, the permit must be reviewed by the Food Services Administrator/designee to determine whether a member of the Food Services staff must be present during use. The School Food Services staff person will be responsible for insuring adherence to all health and safety regulations; supervision of proper use of the equipment; and supervision of clean-up. A fee will be charged in the event a School Food Services staff member must be on duty, to cover the cost of his/her time. The hourly fee is set by contract and will be paid by the permit applicant.

Kitchen equipment and utensils shall not be used and cannot be rented.

The role of any food service department staff assigned to an event is solely to supervise use of the kitchen area by event participants, and will not prepare, cook, or clean up after a function.

If catering services by the Food Service Program are needed, the requestor must contact the Food Services Administrator at 978-694-6064.

USE OF COMPUTER LABS

Wilmington Public Schools reserves the right to require the employment of an approved technician(s) for operating and use of the computer labs.

Any expenses related to the employment of such technicians shall be at the sole expense of the renter or renting organization and will be noted on the permit.

TOWN CLERK REGULATIONS REGARDING RAFFLES, BAZAARS, AND AUCTIONS

A request for a permit must be submitted to the Wilmington Town Clerk's office in order to hold a raffle or bazaar according to MGL, Chapter 271. A raffle is defined as "an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitles the holder to prizes." A bazaar is defined as "a place maintained by the sponsoring organization for disposal of means of chance or one or both of the following type of prizes: (1) merchandise of any value, (2) cash awards not to exceed twenty-five dollars each. An example of a bazaar is a "Las Vegas Night." There is a permit fee charge at the time of application.

Any person wishing to hold an auction must apply for a permit through the Wilmington Town Clerk's Office, according to MGL, Chapter 100. There is a permit fee charge at the time of application.

Please call the Town Clerk's office for additional information at 978-658-2030.

ADMISSION TAXES

All regulations under Federal and Massachusetts Tax Codes with respect to tax admission, gaming or goods sold on property are the responsibility of the permit holder.

FIRE SAFETY REGULATIONS

Prior to the performance of any stage production, the Superintendent, the Superintendent of Public Buildings and the Wilmington Fire Department will be contacted for a safety inspection of the site and no performance will be allowed without the issuance of a permit for that purpose. Any fees for such permit will be the responsibility of the renter.

Open Flames/smoke are not permitted in any school location without a permit from Wilmington Fire Department. Use of matches, candles, incense, and pyrotechnics are strictly prohibited.

Groups receiving permission are responsible at all times for the observance of fire and safety requirements.

POLICE SAFETY REGULATIONS

Whenever police are required for parking, traffic, security, etc., the applicant for the venue must arrange for such coverage by contacting the Wilmington Police Department at 978-658-3346. The FC will advise the applicant to contact the Wilmington Police Department if, in the judgment of the FC and based on past experience, it appears that police coverage will be needed. The Police Chief or his designee will ultimately determine whether police coverage is needed, and if so, the number of personnel. Applicant will be billed by the Police Department.

Any vehicle parked in a fire lane, no parking zone, or in front of a private driveway will be towed at the owner's expense.

When the attendance is 150 or greater, copies of permits will be sent as a courtesy to the Wilmington Police Department by the FC.

ACCIDENTS AND DAMAGE TO BUILDINGS

In the event that damage to the facility or equipment occurs, the custodian must be notified immediately. Permit holders may not make any repairs without the approval of the Superintendent or his/her designee.

In the event of an accident during the time of the permit, an accident form must be completed and submitted to the FC within twenty-four hours of the event or on the first business day after the event, if the accident occurs on a weekend day. The accident form will be supplied by the FC upon request from the permit holder.

The person making the request will be held accountable for any damage or loss of property arising from such use. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Additional charges for property damage must be paid within 30 days of receipt of notice and shall be payable to the Wilmington Public Schools. Failure to pay will lead to denial of future permits for that individual and/or organization.