

North Reading Public Schools

Facility Use Frequently Asked Questions

1. Who can I contact for questions regarding certain area for rent in the North Reading Public Schools?

General Questions and Rental Areas: Maggie Reilly-Dalton, 978-664-7811

Use of Gymnasiums and Athletic Facilities: Robyn Foreman, 978-526-5291

Use of the Distance Learning Lab and Performing Arts Center: Allison Kane, 978-526-5408

2. Where can we find the rules and regulations document?

The rules and regulations document can be found on the district home homepage of the website, there is a link for Facility Rental in which the rules and regulation document can be found. Clicking on the following link will take you to the document? [North Reading Facility Rental Rules and Regulations](#). It is the responsibility of the renting organization's onsite representative to have a copy of the rules and regulations available at all times.

3. Where can you find the user fee schedule?

The user fee schedule can be found on the district home homepage of the website, there is a link for Facility Rental in which the user fee schedule can be accessed. Clicking on the following link will take you to the document? [North Reading Facility Rental User Fee Schedule](#)

4. How is a Custodian detail assigned to an event and when is a custodian required?

The following conditions require the assignment of a custodian: weekends, special events where food and beverages will be served, and the number of anticipated attendees. The event details are reviewed once booked in School Dude by the Area Coordinator at the School Department who oversees that space, and if necessary a custodian will be assigned.

5. Who is responsible for obtaining the required police and fire details when is one required?

Police and fire details are required when 200 or more people are in attendance. The renting organization in charge of the event is responsible for contacting the fire or police department to schedule the detail when one is required. The Police Department can be reached at 978-357-5019 and the Fire Department can be reached at 978-664-3112. More specific information can be found in the rules and regulations document on the School Department's website.

6. Who is responsible for assigned food service staff and when is the food service staff required to work an event?

If the event requires use of one of the School's kitchens, the district's food service staff must be present and will be assigned by the Food Service Director. Anna McGovern, the Food Service Director can be reached at 978-526-5274. Additional information can be found in the rules and regulation document available on the school districts website.

7. If food is going to be served is a food service permit required?

If food will be served the renting organization should contact the North Reading Board of Health Department to determine if a food permit will be required. The Board of Health Department can be reached at 978-357-5242.

8. During summer and school vacation weeks who should I contact with any questions related to renting athletic space or gymnasiums?

During off school year hours you may contact Maggie-Reilly Dalton, at 978-526-5267 for information relating to renting space in the school's athletic facilities, as well as other areas. Allison Kane at 978-526-5408 remains the contact for renting the Distance Learning Lab and Performing Arts Center in the new HS/MS.