

**File: KF - COMMUNITY USE OF SCHOOL FACILITIES
BERLIN-BOYLSTON REGIONAL SCHOOL DISTRICT**

The Superintendent is hereby authorized to make the facilities of the Berlin-Boylston Regional School District available to community groups within the region, subject to an approved schedule of fees. Rental fees reflect estimated average costs of fuel, electrical power and depreciation.

All requests for allowable use shall be made through the office of the school Principal. Any application for use of facilities by an individual or group of a nature other than that specified above shall be referred to the Superintendent and/or School Committee for decision.

All organizations who rent facilities from the school shall be held financially responsible for any damage to the school or its equipment occurring in connection with the rental.

In accepting rental bookings, the Principal shall give priority to any regular school activity over any outside rental. School sponsored groups/clubs have first choice availability. After that availability is on a first-come, first served basis.

The School Committee will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.

A. SERVICE FEES

1. A school custodian must be present at all times when any portion of the facility is in use and the custodian has full authority to ensure that the provisions of the permit are enforced. Any groups using the school facilities shall pay a fee of 1 ½ times the hourly rate for custodial services if this occurs in other than normal working hours of each custodian, or if custodial services are directly needed by the group during rental times.
2. The kitchen may be used without cost by a group renting the cafeteria for serving purposes only. In case groups wish to use the dishes, silver and cooking utensils of the cafeteria, a school cafeteria worker shall be present to supervise such use and the user shall pay a fee of 1 ½ times the hourly rate for cafeteria services.
3. If custodial or cafeteria services are required on a weekend or holiday there will be a minimum of three hours service charged.
4. Audio and/or Video Service Fees (Tahanto Only): For non-profit organizations there is a \$100 per day or event charge for the use of audio equipment in the Tahanto Regional Middle/High School auditorium and a \$200 per day or event charge for both audio and visual equipment in the auditorium. There is also a charge for the technology staff person required to be present. This charge includes the use of one hard-wired microphone. All audio requests must be made through the Principal at Tahanto Regional Middle/High School, (508) 869-2333 extension 2100 or 2300. Additional audio equipment may be provided based on availability.

B. RENTAL FEES

1. The School Committee shall establish annually the rates to be charged for both profit and non-profit organizations.
2. All organizations or individuals must pay a rental fee. Use may be denied by the Superintendent if excessive wear and tear or impact on school property exists. Factors such as maintenance and number of school personnel required will be considered in determining the total fee. The Principal will advise individual organizations of rental charges after the application is reviewed. Application fees must be paid at the time application is submitted. Additional fees (i.e. custodial, cafeteria, audio/video, etc) will be billed by the Business Office immediately following the event.
3. Since custodians and cafeteria workers are not paid until receipt of the money by the School, it is expected that the group responsible for payment will do so within a two-week period or a 10% surcharge will be added. If custodial or cafeteria services are required on a weekend or holiday, there will be a minimum of three (3) hours service charged.
4. Both the fee and method of payment may be negotiated between the Superintendent and sponsoring group in the case of the building being rented for a series of dates.
5. The Superintendent may waive rental fees for town government agencies and for youth groups such as Boy Scouts, Girl Scouts, etc. at his/her discretion.
6. All rental fees are to go to the Berlin-Boylston Regional School District Business Office.

C. GENERAL POLICIES

1. The purpose must be limited as required by state statute and must focus on educational, recreational, social, civic, or philanthropic activities. The school property will not be used for gambling, except as allowed under Massachusetts General Laws, nor will intoxicants be permitted in any form.
2. Activities which may cause personal injury or damage to the school building and grounds will not be allowed, e.g. golf, archery, operating of motor bikes, go carts, snowmobiles, or other vehicles deemed inappropriate by school authorities.
3. All individuals and organizations granted the use of school facilities shall provide adequate supervision for the protection of lives and property. Such individuals or organizations shall assume full responsibility for all damages and injuries which may occur. Parking will occur in designated areas only and roadways must be accessible to emergency vehicles.
4. The organizations shall sign the Hold Harmless Agreement (attached to the application) and submit a copy of their insurance policy covering the event.

Approved 1/11/2022