COMMUNITY USE OF SCHOOL FACILITIES

It is the Berlin-Boylston Regional School Committee's desire that maximum use of school property is to be enjoyed by the member towns. It is the School Committee's intent that such use will occur under safe conditions, and will not interfere with or limit the regular work or extracurricular activities of the school program.

Use of school buildings and other facilities by organizations will be permitted only when a recognized educational, civic or charitable purpose will be served, or when a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations under Chapter 71, section 71, and the rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the Business Office, where applications are available for this purpose.

Funds received in connection with the rental of school facilities will be deposited into a separate revolving account. Such funds will be used to pay associated costs of the activity (e.g. custodial fees) and/or make building repairs, replace worn equipment, or offset the cost of energy or supplies.

It is the policy of the Berlin-Boylston Regional School District not to discriminate on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental disability, or physical disability in any of its programs, activities, or employment policies.

Rules and Regulations Governing Use of School Facilities

1. No outside reservations will be confirmed until the official application (available in the Superintendent's Office) is completed and approved at least one week in advance of the planned event.

2. The primary purpose and use of school and related buildings in the District is for the education of students. School related or school sponsored use of buildings shall take precedence over all other facility use requests. Building use will be authorized by building principals and the Office of the Assistant Superintendent for Business.

3. Any activity that requires a Town License or Permit shall be referred to and acted upon by the proper licensing authority before a building use application is approved.

4. Groups using BBRSD facilities will be responsible for the observance of all state laws and local ordinances.

5. Groups using the building will be required to provide adequate supervision for the activity. Such responsibility for supervision shall extend to any person (s) (authorized or unauthorized) in the building as a result of that activity.

6. Activities which threaten the condition or operation of BBRSD facilities will be prohibited.

7. Police service shall be arranged and paid for by the applicant when deemed necessary by the BBRSD administration or police authorities.

8. An application shall not be approved until an insurance certificate naming BBRSD as an additional insured in the amount of $1,000,000 is provided. The certificate must be submitted to the Office of the Assistant Superintendent for Business along with application for facility use. The School Committee or its designee reserves the right to require additional insurance or to waive the insurance requirement at its sole discretion.

9. Class B, C or D applicants shall be responsible for any damage to school buildings, grounds or equipment or for any personal injuries incurred.

10. The group using the BBRSD facilities shall hold the District free and without harm from any loss or damage, liability or expense that may arise during, or be caused in any way by such use or occupancy of the school facilities.

11. The group using the facilities is responsible at all times for not exceeding the legal posted capacity of the area being used. Entrance to persons in excess of these legal limits will not be allowed, even if tickets have been sold or admission charged.

12. The School Committee or its representatives must have reasonable access to all rooms at all times.

13. All decorations, scenery and special equipment considered to be hazardous must meet the specifications of the Fire Department and are subject to inspections by the Fire Department.

14. The moving of furniture or the use of electrical or other special equipment shall be done only under the supervision of the custodian.

15. The possession of alcoholic beverages is <u>prohibited</u> in school facilities and on school grounds. Smoking is <u>not permitted</u> in school facilities or on school grounds. Inappropriate conduct of any kind shall not be permitted in the buildings or on school grounds.

16. Only permissible food and drink will be distributed and consumed only in approved areas. The use of cafeteria equipment will be allowed only when under supervision of an employee of the Food Service Department.

17. Nothing shall be sold, given or exhibited without permission.

18. "Tipping" of custodians or other school personnel is not permitted. The School Committee will pay all school employees unless express permission is granted to the contrary.

19. Although every effort will be made to cooperate with organizations using the schools, school authorities do not assume responsibility for furnishing special furniture and/or equipment. Property left by the applicant at the schools is done so at the applicant's own risk.

20. School authorities reserve the right to assign facilities when, in their judgment, alternate facilities to those requested are more suitable or when energy conservation dictates consolidation of activities.

21. One scheduled school event will not prevent other activities in other parts of the building from being held, providing security can be maintained.

22. The right to revoke a permit at any time, or change and/or amend these regulations or vote an exception to any or all of these regulations is reserved by the School Committee.

23. Users agree to meet BBRSD expectations for building security and keep doors secure and locked as directed by school personnel on duty.

Criteria for Fee Structure

A. No building will be made available for the use of any organization when a member of the custodial staff or professional staff is not present. While they are available for infrequent or incidental assistance to all users, custodians are expected to fulfill their ongoing, normal cleaning tasks. Custodians are not responsible for supervision, security or admitting or releasing participants.

B. All fees paid to the Berlin-Boylston Regional School District custodial staff will be based on the current salary schedule. The custodial charge will minimally include a one hour before and a one after the event for set-up and clean-up. Payment is additional to the usage fee.

C. The "usage fee" will be determined by the facility used and the number of hours/days for the event. An hourly utility charge will also be included in the fee.

D. BBRSD will assess additional fees for staffing as needed to supervise the facility or to operate specialized equipment. This would include, but not be limited to maintenance, technology or food service staff needed to oversee or operate athletic, computer, auditorium, kitchen, mechanical equipment or other building systems. Staffing fees will be based on current salary agreements with applicable staff.

E. The Superintendent or his/her designee reserves the right adjust the fee schedule, require special insurance and/or set other requirements deemed in the best interests of the District

Fee Classifications

Class A: All activities under the direct sponsorship (e.g. athletic team, school band or student activity group) or having a related and approved educational function (e.g., PTO meetings or School Councils)

Class B: Towns and their related departments. (e.g., recreation department, town meeting, elections).

Class C: Non-profit charitable, religious, civic or educational organizations located in Berlin or Boylston and whose membership is comprised of more than 50% Berlin or Boylston Residents. (e.g. an athletic club unaffiliated with Berlin or Boylston, Boy Scouts, Girls Scouts, an established religious organization). Proof of 501(c)(3) status may be required.

Class D: Private individuals or organizations that collect fees, sell tickets or exist on a for-profit basis.