Community Use of School Facilities

Policy Information

Series K - Community Relations

Community Use of School Facilities
Policy # KF-R

FILE: KF-R

COMMUNITY USE OF SCHOOL FACILITIES

PART I. USE OF FACILITIES

1. Permission for the use of school buildings may be granted by the Office of the Superintendent of Schools. All requests for the use of school buildings must be presented in writing on an application form which will be furnished by the school department.

2. **Bourne Public School sanctioned or sponsored functions, activities, or events will take precedent over all other events or activities.**

3. Permission for the use of school buildings shall not be granted for any purpose that will, in any way, interfere with their use by the school.
4. The Town Recreation Department or town sponsored organizations recognized by the Recreation Department will have priority in scheduling after the Bourne Public Schools. Facilities/field use application deadlines for the Recreation Department and Recreation Department sponsored organizations are as follows:

Scheduling Date	Deadline for Applications
Summer season activities (end of school to the beginning of school)	March 1st
Fall season activities (the beginning of school through the holiday break)	June 1st
Winter season activities (January 1 to April vacation)	September 1st
Spring season activities (April vacation to the last day of school)	December 1st

5. Insurance coverage may be required in the minimum amounts of $1,000,000 per person/$3,000,000 per occurrence for all private organizations. Proof of insurance must be submitted along with payment prior to use of facilities, and shall include naming the "Bourne Public Schools" as an additional insured.

6. The Bourne Public Schools reserves the right to **cancel** any activity at any time for any reason. Bourne Public Schools will make every attempt to provide **24 hours' notice** in the event of cancellation.

7. Cancellation because of inclement weather will be at the discretion of the Bourne Public Schools. (Customarily, cancellation of Bourne Public Schools will automatically cancel all scheduled activities.)

8. No lectures or entertainment, which pupils are expected or permitted to attend and for which admission is to be charged, shall be held during school hours.

9. No placards of a commercial nature may be displayed in school buildings.

10. The person or organization granted the use of a school building shall assume full liability for any damage to the building or injury to, or loss of equipment. If the person or organization applying shall not be deemed to be of sufficient responsibility, no permission will be granted.

11. A permit may be canceled if its provisions or intent are violated in any manner and the School Committee shall be the sole judge of such violation.

12. The use of school buildings must not violate any local, state, or federal law or regulation, and any such violation shall be deemed sufficient cause for the refusal of any subsequent application by the person or organization involved.

13. On all occasions when a permit is granted for the use of a school building sufficient police service shall be provided, as determined by the Chief of Police, and the expense for such service shall be paid by the person or organization granted the permit. Expenses for custodial service shall likewise be borne by the person or organization using the school building.

14. It shall be a condition of every permit that no person, except regular employees of the Committee or such other persons as may be approved by the Committee, shall be permitted to perform any duties connected with the operation of the building or any part of its equipment.

15. Smoking is prohibited in all schools and on all school property.

16. Decorations shall be put up under the supervision of the custodian.

PART II. BUILDING USE FEES

1. CATEGORIES

Category A: Bourne School faculty and pupil groups, school sanctioned organizations, official town groups and boards, municipal, state, and federal groups, and community service organizations.

Category B: All other organizations

2. CUSTODIAL FEES

Where applicable, custodial fees will be charged at the contractual rate for nights and Saturdays and on Sunday and holidays. Custodial fees may be assessed as required for custodial services up to two hours before or after a scheduled event.

Custodial fees will be handled in accordance with Massachusetts General Laws, Chapter 44, Section 53C.

3. CAFETERIA WORKER FEES

Where applicable, cafeteria worker fees will be charged at the contractual rate for nights and Saturdays and on Sunday and holidays.

Cafeteria worker fees will be handled in accordance with Massachusetts General Laws, Chapter 44, Section 53C.

4. CUSTODIANS

With the exception of activities sponsored directly by the Bourne School District or activities at which an administrator, school department employee, or School Committee member designated by that building administrator is present for the full activity and accepts building supervision responsibility, a custodian must be present when buildings are in use.

Activities requiring custodial presence which is carried out during a custodian's normal work day shall not incur a custodial fee. Those activities requiring custodial presence and carried out at a time when a custodian is not normally on duty shall incur a fee in accordance with the paragraph entitled "Custodial Fees".

5. CAFETERIA WORKERS

A minimum of one cafeteria worker shall be present at all times when the kitchen facilities are to be used. Cafeteria workers shall be paid in accordance with the paragraph entitled "Cafeteria Worker Fees".

6. APPLICATION FORMS

Organizations wishing to use school facilities shall submit an "Application for the Use of School Facilities" form to the Director of Business Services according to the schedule identifier in #4, page 1, but no less than two weeks prior to the date requested. The Director of Business Services shall determine the availability of the requested facility, determine the applicant's category, determine the appropriate fees, approve or disapprove the request, and return it to the applicant with an invoice for payment. Payment must be received prior to the building being utilized. If, in the opinion of the Director of Business Services, the request is of an extraordinary nature and the fee schedule inappropriate, he/she may determine the appropriate fee. If the request is approved, the applicant shall sign that portion of the application which indicates their agreement

to and responsibility for any fees. Emergency requests which do not meet the three-week requirement will be handled on a case by case basis.

7. Organizations wishing to use the Bourne High School auditorium must also complete an Auditorium Use Form and adhere to the following:

   A. Complete a copy of the Facilities Use Form and the new Auditorium Use Form for all internal school related events. Initial requests should be sent to the building principal.

   B. Make the request for a specific date as soon as you have confirmation of the event no later than two (2) weeks before the requested date. Scheduling of any event that is made after the two-week deadline cannot be guaranteed. Please note: Town of Bourne events (town meeting, etc.) override any event that has been previously scheduled in the auditorium.

   C. Make the request and file the paperwork for school events that have traditionally been held annually (Books and Beyond, Kindergarten Holiday Concert, BMS Talent Show, etc.) by September 30th of the corresponding school year.

   D. Do not make verbal requests through the secretaries in the front office. Requests must be made through the school principal and Drama Department.

   E. Requests that fall between the hours of 8:00 a.m. and 3:00 p.m. will be categorized school hour requests. Requests that fall after 3:00 p.m. will be categorized as after/school/evening requests.

   F. Check with the Bourne High School principal as certain dates may not be available.

   G. During the month of November and during the last three weeks in March and first week in April a portion of the stage may be unavailable as there is generally a set on the stage for the upcoming Drama Club Production. The Drama Club generally rehearses M-F 3:00-5:30 and 6:00-8:00. There is flexibility to move rehearsals. Contact the Coordinator.