

<i>Procedure</i>	<i>Title</i> USE OF SCHOOL FACILITIES GUIDELINES	<i>Code</i> KF-P
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HOLLISTON

The Superintendent shall be responsible for establishing criteria for the use of school facilities by community members. Whenever community members use school facilities following those criteria, the following requirements will govern such use. All users will:

1. Acquire approval by the Assistant Superintendent of Finance and Operations or designee for use of school facilities.
 Payment of fees must be submitted at least two weeks in advance of the proposed use. Ongoing usage will be billed on a monthly basis. Failure to make payment within 30 days may result in the forfeiture of building use in the future.
2. Pay fees for Police/Public Safety separately to Holliston Police Department. The group must file a plan with the Police and Fire Chief if such coverage is required.
3. Ensure that no unauthorized third party will be granted permission to use the facility or any portion thereof without prior approval.
4. Ensure that participants will not be restricted from participation for reasons of race, color, gender identity, sexual orientation, religion, sex, creed, national origin, age, marital status, or disabled condition.
5. Ensure that the representative specified in the contract as responsible for school facilities is present at the scheduled events.
6. Ensure that prior approval is received before signs, banners and pennants are erected, and that they do not deface school property.
7. Provide the required number of chaperones for children (one adult per 15 or less).
8. Ensure that the number of attendees does not exceed the authorized capacity of the facility.
9. Ensure that participants' vehicles are parked only in areas designated for parking.
10. Ensure that usage and users are restricted to assigned areas.
11. Allow food and drink only in the cafeteria.
12. Guarantee that activities will be orderly and lawful and not of a nature to incite others to disorder, and demonstrate on the application that reasonable security arrangements appropriate for the use have been provided for.
13. Prohibit smoking in buildings and on school grounds.
14. Ensure that alcoholic beverages are not served or consumed in buildings or on grounds.
15. Ensure that gambling is not permitted.
16. Ensure that animals are not permitted in school buildings or on school grounds.
17. Observe contracted time limits.
18. Leave the building in a neat and orderly condition.
19. Ensure reimbursement for the cost of damage occurring during use.
20. Agree to hold harmless and indemnify the School Committee with respect to any claim or loss, injury or damage arising out of use of school facilities including damage to School Committee property. (An insurance policy for such coverage is recommended and may be required.)
21. Comply with safety regulations and policies of the School Committee and the Town Fire Department.
22. Comply with all federal, state, and local laws, regulations, and licensing requirements.