

KF USE OF SCHOOL FACILITIES

Statement of Purpose:

The Minuteman Regional Vocational Technical School District (District) School Committee wishes to make school facilities available to the community for educational, charitable, cultural, and civic events. Recognizing that those using our facilities will be of all ages and that our campus is an educational environment, our campus buildings, facilities and resources may not be used by individuals or groups that advocate illegal activities, or that engage in sexually explicit, indecent, profane, or lewd conduct or speech. School facilities shall not be used in any manner nor for any purpose disruptive to the school environment. The Superintendent-Director (or designee) is the approving authority. Requests denied by designee may be reconsidered by the Superintendent-Director.

The District and its associated programs shall have priority use in accordance with the Facilities Usage Guidelines.

Compliance:

Facilities Users must comply at all time with the District's Facilities Usage Guidelines. All Minuteman School Committee policies must be adhered to while on school property; The following policies provide key guidance to specific issues ADC, ADD, EC, GBED, IMG, JICG, JICH, JICI. Facilities Users are responsible at all times for the observance of fire and safety requirements.

Facilities Users are restricted to the dates and hours approved and to the building area and facilities specified. Administration has the responsibility to prohibit or limit the use of any particular areas.

Alcoholic Beverages:

The serving of alcoholic beverages is governed by M.G. c.272 §40A, M.G.L. c.138, and by the rules of the town in which a school is located. At the present time, the town of Lincoln does not permit one day liquor licenses. Therefore, the school District does not permit alcoholic beverages on school property.

Fee:

Use of school facilities will be subject to the rental fee schedules recommended by the Superintendent-Director periodically.

ORIGINAL ADOPTION:

REVISION:

FIRST READING: 3/17/09; 28/22

SECOND READING: 7/21/09; 3/15/22

ADOPTION: 3/15/22

REVIEW:

MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT

Insurance:

Facilities Users shall provide a certificate of insurance as required in the Facilities Usage Guidelines. The insurance shall name the Minuteman Regional Vocational Technical School District as an additional insured.

Deposit:

A rental deposit is required once the Superintendent-Director or designee has approved the request. Only the Superintendent-Director can waive the deposit.

Damages and Losses:

The Facilities User is financially responsible for any damage to the facilities, furnishings, and/or equipment, including the costs of repair and/or replacement. The District is not responsible for any loss of or damage to persons, items or materials brought to District facilities.

Custodial Services:

Custodial services are required for all events in which school facilities will be utilized. A fee for District custodial services will be charged in accord with the activity. No private third-party services may be used by any Facilities User. Facilities Users shall not alter any facilities or erect, install or otherwise place on or at such facilities any signage, equipment, or structures without prior approval from the Superintendent-Director. Equipment (school owned or other) may only be moved under the supervision of the custodian or person designated by the Superintendent-Director or designee.

Specialized Equipment:

Any use of a facility resource which involves specialized equipment such as the kitchen for food preparation; lighting and sound; exercise equipment in the gymnasiums; computers in the classrooms and laboratories, or shop areas etc., will require the employment of a district employee, trained and approved by the school administration. The district employee will instruct users as needed and oversee the use of equipment. Cost of the employment of the district employee will be in addition to any rental costs and may be in addition to any custodial services.

Event Supervision:

The Facilities User is responsible for the active supervision, by a responsible adult, of those attending the event or participating in the Facilities User's activities.

Security:

ORIGINAL ADOPTION:

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Where required by the school administration, District policy, and/or state/local regulations, event security must be provided at the Facilities User's expense. The District shall determine if local police or Minuteman Regional Vocational Technical School District security (or both) will be required at the event.

Facilities Users are prohibited from subletting school facilities to another entity.

Cancellation:

The District reserves the right to terminate, cancel, or rescind permission to use school facilities at any time for any reason. The Superintendent-Director or designee has sole authority to determine whether the facilities should be closed for reasons of public safety, and any permission to use school facilities for periods during which the school is closed for reasons of public safety are cancelled automatically.

In the event of cancellation, affected Facilities Users will be notified as soon as practicable. The District will use reasonable efforts to reschedule any canceled event to a mutually acceptable date. There shall be no claim or right to damage or compensation on account of any loss, damage, or expense whatsoever endured by the Facility User as a result of such cancellation.

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