

COMMUNITY USE OF SCHOOL FACILITIES
TAHANTO REGIONAL MIDDLE-HIGH SCHOOL

GENERAL

It shall be the policy of the Berlin-Boylston Regional School Committee to make available, upon written request addressed to the Tahanto Principal, the school facilities for the general use of individuals and groups from the Towns of Berlin/Boylston. Such use must not interfere, however, with the use of the facilities for school purposes of any kind. All such requests must be approved the by Building Principal.

SPECIFIC REGULATIONS

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 which is attached and submit a copy of their insurance policy covering the event.
5. 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 fee schedule. The Principal will advise individual organizations of rental charges after the application is reviewed. See application attached.
6. Applicants must include set up and clean up time in the total time a custodian is required. The organization will be charged custodial services 1/2 hour prior to the event and 1/2 hour after the event terminates with a 3 hour minimum.
7. Any organization or individual granted the use of school property shall be responsible for cleaning the premises following the activity. If it becomes necessary for the school district to clean the premises following such activity, a charge will be assessed by the school district.
8. The School Committee reserves the right to reject any and all applications, or to cancel permission when it is deemed to be in the best interest of the Berlin-Boylston Public Schools.

9. Any overestimated costs for personnel will be refunded to the organization. Organizations not paying fifteen (15) days in advance after a warning will not be allowed to use the buildings/grounds. Non-school affiliated organizations will pay fees in advance, including a refundable security deposit on all audio visual equipment.
10. Request for use of school equipment must be submitted with the application.
11. School sponsored groups/clubs have first choice of availability. After that it is on a first come, first served basis.

Application forms may be obtained at the Main Office at Tahanto and be filed a minimum fifteen (15) days prior to the event.

GENERAL CONDITIONS OF RENTAL (see additional Conditions of Rental for specific areas)

1. A school custodian must be present at all times when any portion of the facility is in use.
2. The custodian has full authority to ensure that the provisions of the permit are enforced.
3. A representative from the group holding the permit must be present for the entire activity and shall be responsible for the decorum of his/her group as well as that of the spectators.
4. Groups to whom school facilities have been made available are responsible for theft or destruction of school property. Facilities used must be left in the condition in which found.
5. All decorations must be fireproofed and shall be installed under the supervision of school personnel.
6. All groups or individuals renting or using the Tahanto Regional Middle/High School facilities must indicate that they will abide by the General Laws of Massachusetts, Chapter 269, Sections 17-19, "An Act Prohibiting the Practice of Hazing".
7. Any group using the school facilities shall be billed by the school for custodial services at 1 ½ times the hourly rate if this occurs outside the custodian's normal working hours, or if custodial services are directly needed by the group during rental times
8. If custodial or cafeteria services are required on a weekend or holiday, there will be a minimum of three hours service charged.
9. Police coverage may be required by the administration at the expense of the user.
10. Please see "Audio Visual Charges" for extra fees.

GYMNASIUM

- 1-10. See General Conditions of Rental.
11. A supervisor of each participating organization must be present before the group is admitted and will be responsible for adequate supervision during the entirety of each rent.
12. Groups are requested to leave the facility as they found it to avoid extra custodial charges.
13. Lessees will be responsible for the cleanliness of the areas upon completion of their use.
14. There should be at least (but not limited to) two adults to supervise each group of children/adolescents while using the school's facilities with at least one adult providing supervision in the hallway and monitoring activity in bathrooms and security of the students in the gym. Depending on the number of participants at an event, additional adult supervisors may be required by the school administration.
15. Children/siblings of players/participants will be supervised at all times.
16. Advance arrangements must be made for the use of any equipment (scoreboard, sound system, bleachers, etc.). Extra charges may apply.
17. Equipment that is used on the gym floor that could potentially damage the gym floor must have protective padding underneath the equipment.
18. No food or drink (only water) allowed in the gym at all times. Any water spills will be cleaned up immediately.
19. No person will be allowed on the gymnasium floor unless they are wearing soft soled shoes or sneakers.
20. The use of hard balls is prohibited in the gym.
21. Bouncing/kicking balls off the walls and/or bleachers is prohibited.
22. Ball playing will be limited to the gym only.
23. All body fluids/blood must be cleaned immediately with disinfectant supplied by the custodian.
24. No one is allowed on the second floor of the building.
25. Refreshments etc. will be restricted to the dining commons.
26. Participants are responsible for their own valuables.

AUDITORIUM

- 1-10. See General Conditions of Rental.
11. Events requiring lighting and sound equipment (microphones, podium, etc.) require making arrangements in advance of the event. Only Tahanto personnel are allowed in the sound/lighting booth. See fee/rental charge for this use.
12. All equipment/props/scenery brought in by the renting group must be removed immediately after the performance. All staging and riggings must be put back to the original state.
13. No sound or light equipment not owned by Tahanto will be permitted in the auditorium.

DINING COMMONS

- 1-10. See General Conditions of Rental.
11. The Dining Common may be used without cost by a group renting the kitchen for serving purposes only. In the event groups wish to use dishes, serving utensils, etc., a school cafeteria worker shall be present to supervise such use and the user will be billed by the Superintendent's Office for a fee of 1 ½ times the hourly rate for the worker's services. This fee is in addition to the initial rental charge for the Dining Commons.
12. Individuals using electrical cooking devices must be at least 18 years of age.

TECHNOLOGY LAB

- 1-10. See General Conditions of Rental.
11. A technology specialist must be present in the Technology Lab and will be billed by the District's Office for a fee of 1 ½ times the hourly rate for the worker's services. This fee is in addition to the initial rental charge.

PLAYING FIELDS

- 1-10. See General Conditions of Rental.
11. Groups must leave the field as they found it to avoid additional custodial charges.
12. Individuals participating must be associated with a recognized organization or sponsor.
13. A supervisor of each participating organization must be present before the group is admitted and will be responsible for adequate supervision during the entirety of each rental.

14. Cars must be parked in the allotted parking lots.
15. No golfing on any fields.
16. No grills, propane tanks, barbecues or any other gas, electric or fire cooking devices are allowed.
17. No spiked cleats or any spikes are allowed on the track surface at any time. All visitors must follow posted signage.
18. Participants are responsible for their own valuables.
19. Participants and spectators will stay off of the track. The only time they will use the track is to walk onto the field and they will use the designated area to do so.
20. All animals must be leashed. Owner responsible for cleaning up after their animals.

MULTI-PURPOSE ROOM

- 1-10. See General Conditions of Rental.

FITNESS STUDIO

- 1-10. See General Conditions of Rental.
11. Proper footwear required at all time.
12. No heavy equipment on flooring.
13. Must bring own audio equipment.
14. Must bring own exercise equipment.
15. No food or drink other than water is allowed in the fitness studio at any time.

AUDIO VISUAL CHARGES FOR SCHOOL AND NON-SCHOOL SPONSORED EVENTS

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.

Projectors and laptop computers will only be available for use with a technology staff member present. There will be a charge for the staff member (see fee schedule staffing fees).

If the lessee requires lighting more than “House” and “Work” lights, the lessee is responsible for the fee of \$200 plus a technology staff fee.

Due to the expense and sensitivity of the auditorium sound equipment, only authorized school personnel will be allowed in the auditorium sound and lighting booth. Only authorized school personnel will be allowed to use the school sound and lighting boards and equipment.

Approved: Berlin-Boylston Regional School Committee – June 24, 2014