

Policies

Westerly Public Schools Use of Facilities Rental Policy

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Introduction

The Westerly School Committee encourages community use of its facilities when they are not in use for Westerly Public Schools' educational programs. Efforts will be made by the School Department to minimize charges to community groups using the facilities and at the same time maintaining a balance between receipts and expenditures for non-school use of facilities.

The following rules and regulations govern district usage. Everyone renting facilities will be expected to abide by these rules to preserve the facilities for future generations.

Reservations/Request Application

Applications for the use of school facilities must be submitted for any activity that is not part of the regular school program and takes place at a school building or facility. All reservations are handled through the Community Center Director. Requests must be made in writing at least thirty (30) days prior to the event by using a reservation application form available at the Community Center or online at westerly.k12.ri.us. Applicants must be at least 21 years of age. Westerly High School senior project applications must include signature of adult who will be present at the event.

Tower Street Community Center

Phone: 401.348.2790

93 Tower Street

Fax: 401.348.2281

Westerly, RI 02891

Organization will be contacted within 7 business days of receiving the completed reservation application. Facility rentals are not confirmed until the application is signed and the security deposit is received. Approval for use will be on a first come first served basis and will be based upon availability. No outside event shall be permitted to disrupt the normal operations of the Community Center. Applications will be accepted up to six months in advance.

Eligible Applicants

Facility usage will be made available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, health or recreational activities within the guideline of the Westerly Public Schools Use of Facilities Rental Policies.

Category 1

- PTO, booster clubs, youth service groups, Boy Scouts, Girl Scouts, Brownies, Cub Scouts provided that membership is composed primarily of Westerly residents
- Officially sponsored Town of Westerly events/programs.

Category 2

Westerly non-profit organizations that possess a 501(c) 3 tax exempt certificate. Groups claiming non-profit status will be required to provide documentation verifying their status each time the organization submits an application.

Category 3

Westerly residents for appropriate civic, cultural, health, or recreational activities.

Category 4

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Incorporated businesses and non-Westerly residents for meetings and appropriate civic, cultural, health, or recreational activities.

Disqualifying factors for facility rentals, include but are not limited to:

- Misrepresentation of rental information
- Previously caused or allowed damage to school district/town property
- History of hostile or violent behavior
- Past conduct has resulted in police or fire department response
- Rental disrupts the normal operations of Westerly Public Schools
- The usage does not reflect well on Westerly Public Schools
- History of non-payment for prior facilities usage

Schedule of hourly rates and security deposits

	Category 1	Category 2	Category 3	Category 4	Security Deposit
Classroom	0	20	30	45	300
Library/Conference Room	0	20	30	45	300
Multi-purpose Room	0	20	30	45	300
Elementary School Gym	0	20	30	45	300
Babcock Hall Gym*	0	20	30	45	300
Cafeteria (no kitchen use)	0	20	30	45	300
Cafeteria with kitchen use	0	40	55	80	300
Computer Lab*	0	40	55	80	300
Westerly Middle School Auditorium*	0	40	55	80	300
Westerly Middle School Gym*	0	40	55	80	300
Westerly High School Ward Auditorium*	0	40	55	80	300
Westerly High School Track	0	40	55	80	300
Westerly High School Federico Gym*	0	40	55	80	300
Playground (<i>Use of playground is in conjunction with room rental</i>)	0	5	10	15	0

**Athletic Director, Technology Director, and/or food service approval also needed

Additional fees will apply, in all rental categories, as applicable:

- lighting and sound
- set-up
- custodian and overtime fees
- building supervisor
- technical support
- certified food safety manager
- events outside normal business hours
- administrative fee for recurring meetings

The Westerly School Committee encourages and supports youth activities during out of school time. Up

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to a 75% discount on facility usage will be applied to qualifying non-profit organizations offering organized health and fitness, enrichment, sports, art and music programs.

Liability/Property Damage Insurance

Organizations using the school buildings for events which are open to the public must provide a certificate of insurance, including \$1,000,000 liability coverage naming Westerly Public Schools and the Town of Westerly as additionally insured.

Police & Fire

At the discretion of the Westerly Public Schools, notification of an event will be sent to the Westerly Police Department and the appropriate fire department (Bradford, Dunn's Corners, Westerly). If the presence of police and/or fire is required, the applicant is responsible for all fees and proof of hire must be submitted prior to use.

Weekends and Holidays

Events on Saturday, Sunday, and school department holidays are subject to a four-hour minimum rental and overtime custodial fees, in addition to other applicable fees.

Responsibility of Applicant/Organization

It is the expectation that Westerly Public School facilities and contents will be left in the same condition in which organizations found them. A post-rental walk through will be performed by a school department designee. Organizations will be held responsible for the replacement or repairs of any part of the building or contents therein which becomes broken, defaced, damaged or missing as a result of the rental. Damage fees include the cost of repair or replacement including labor incurred by the School Department, and may exceed the security deposit amount.

Forfeiture of the security deposit or additional fees may be imposed for any, but are not limited to, the following violations:

- Broken furniture and/or equipment
- Defacement of any part of the interior or exterior of the building
- Damage created by improper use of equipment or non-compliance of facility rules
- Equipment found to be missing as a result of an organization using the building
- Removal of carpet stains requiring more than standard extraction techniques
- Stains on walls
- Unauthorized use of the kitchen or other rooms
- Unauthorized extension of hours; this may include over time fees as well as additional rental fees
- Equipment left for storage; this includes outside equipment rentals
- Any other circumstances which justify a damage fee

The School Committee may take legal action to recover these costs.

Westerly Public Schools reserves the right to withhold a portion of or all of the security deposit and shut

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down an event if it is found that the applicant has misrepresented information on any of the rental documents.

Examples include but are not limited to:

- Failure to disclose the true nature of the activity or sponsor
- Failure to disclose level of kitchen usage
- Exceeding the reported number of guests or capacity of the facility/room
- The service or sale of alcohol

If the applicant is requesting the use of the kitchen, a professional caterer is required.

Westerly Public Schools reserves the right to cancel a facilities reservation due to weather, unforeseen circumstances beyond the district's control, or school department need. The district will not be responsible for any cost incurred by the applicant in connection with the canceled event.

Recurring Meetings/Non-Tenants

- Organizations using school facilities on a regular basis are required to sign a reservation application form and pay in advance for all dates reserved.
- Recurring meetings can be moved without notice to another location at the discretion of Westerly Public Schools.
- School events have priority over all community facility use.
- Storage space is not available.

Tenants (Tower Street School Community Center Only)

Organizations that require exclusive access to parts of the Tower Street School Community Center are required to sign a separate lease agreement that will be negotiated and approved by the Westerly School Committee.

General Usage Policies

- Westerly Public Schools reserves the right to deem any activity inappropriate.
- Westerly Public Schools reserves the right to limit the amount of weekend and holiday usage.
- The operational plans of an event and the event itself shall not interfere with the normal operations of Westerly Public Schools.
- Groups that benefit youth of the community may be granted a fee waiver at the discretion of the superintendent by requesting the waiver in writing at least 30 days in advance.
- Non-profit fee waivers must be presented in writing to the School Committee for consideration at least six months in advance.
- Animals are not permitted in school facilities with the exception of registered guide dogs or with prior approval.
- Westerly Public Schools is not responsible for any property left on the premises.
- Food or drink are not permitted without prior approval.
- School Department employees have the authority to enforce all rules and regulations. If appropriate, the Westerly Police Department will be contacted to control the situation.
- Anyone caught in the destruction of property will be held accountable for repairs and removed

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from the facility.

- Anyone using profanity, and/or fighting will be removed from the facility.
- All facilities usage will be conducted according to applicable laws, rules, regulations, and Town Ordinances obtained at the town clerk's office.

Adopted: March 4, 2009
Revised: May 5, 2010
Revised: June 1, 2011
Revised: October 16, 2013