



# NMRSD Facility Use Guidelines

## District & Parent Association Events

### General Guidelines and Information

All facility use within the North Middlesex Regional School District (NMRSD) that occurs outside of school hours must be requested and approved through the [MLSchedules](#) application. Requests must include all desired spaces, doors to be unlocked, and contact information for event organizer(s) who will be onsite during the event. This is to prevent conflicts and ensure all the necessary staff are notified of events. It is highly recommended that event requests are entered into MLSchedules 2 weeks or more in advance to maximize the likelihood of approval. All other guidelines assume the request has been processed and approved through MLSchedules.

More information about using MLSchedules, district policies around facility use, and a calendar of current scheduled facility use can be found on the [Facility Use page](#) of the district website. Questions and requests to tour available facilities can be directed to [facilityuse@nmrsd.org](mailto:facilityuse@nmrsd.org) or directly to Jeremy Hamond, Director of Operations. (Note: The [facilityuse@nmrsd.org](mailto:facilityuse@nmrsd.org) email address goes to Jeremy Hamond unless he is unavailable for an extended period of time, in which case it is direct to an authorized proxy who can provide assistance.)

These expanded guidelines for facility use will be followed by both event organizers and district staff making decisions regarding facility use, with a focus on district and parent association events, to ensure consistency and a balance between the following goals:

1. Prevent costs to the district
2. Maximize opportunities for district and parent groups to hold events in support of students at a minimal cost
3. Ensure safety and security for all involved

Any questions, suggestions for adjustments to these guidelines, or requests for exceptions should be directed to [facilityuse@nmrsd.org](mailto:facilityuse@nmrsd.org) or directly to Jeremy Hamond, Director of Operations.

### Definitions

**“District”** events include district sponsored athletics, performing arts, extracurricular groups, charity events & fundraisers, and any other district sponsored events and activities that occur outside of school hours.

**“Parent Associations”** include PTO, PTA, Booster, SEPAC, Scholarship, Project Graduation, and any other groups intended to support district schools and programs.

**“Participants”** shall include any students, parents, staff, and members of the public who are within a district building for the event.

## Events During School Hours

“School Hours” include all morning hours through 2pm at the high school, through 2:30pm at the middle schools, and through 3pm at the elementary schools on any day when school is in session or professional development is scheduled according to the [school committee approved calendar](#) for that year. School district time for professional development, parent conferences, and other school district activities that fall within these hours are included. Facility use requests through MLSchedules for school activities are not required during school hours but do require school administration approval if they fall outside of the normal school schedule.

Facility use requests for events that are not sponsored by the school itself but occur within school hours must be requested through MLSchedules but will rarely be approved. Contacting the Director of Operations is advised in these cases.

District sponsored extracurricular activities limited to a single classroom do not require a request through MLSchedules provided:

1. It occurs before or after school on a scheduled school day
2. It is overseen by a district staff member
3. Any and all participants are district staff or students at that school
4. The event ends at least 2 hours prior to the end of scheduled custodial hours for that day
5. The teacher assigned to the classroom is either involved or has approved the classroom use
6. The activity has school administration approval
7. The school’s custodial lead has been notified at least 2 days ahead of time if the event is expected to last more than 3 hours past the end of school for that day
8. The classroom does not serve as a gymnasium, performing arts center/auditorium, cafeteria, or any other space that is available for public rental requests outside of the generic “classroom” rental request. (If you are not certain, please check with the Director of Operations.)

All classroom use on days that are not scheduled for school on the school committee approved calendar must be requested through MLSchedules. The only exception is district sponsored summer school events on pre-scheduled weekdays within designated classrooms and spaces.

## Facility Use Associated Costs

No rental charges for space use will apply to district and parent association events provided there is no direct cost to the district budget specific to that event.

Costs for otherwise unscheduled staff hours, such as custodial overtime and AV Technician support will apply to all groups and events. Such costs will be estimated and provided through MLSchedules for budgeting purposes as part of the approval process ahead of the event. If the event ends up requiring more custodial overtime or AV Technician hours than predicted in MLSchedules, the cost for additional hours will be added to the invoice after the fact.

District groups may pay for costs associated with events by providing the district Accountant with the account number to be charged. Student Activity groups can use the school specific Student Activity Withdrawal form and send that to the district Accountant.

## Custodial Service Associated Costs

All facility use events create additional work for custodial staff which takes away from their standard responsibilities. In support of district and parent association events, the district will not charge for custodial hours if the following conditions apply:

1. The event occurs during hours when the custodians are pre-scheduled by the district and end at least 1 hour before the end of district scheduled custodial hours, including the time for event organizers and participants to complete event cleanup. (This is to allow time for custodians to complete their post-event responsibilities and secure the building.)
2. Monitoring of any doors that are unlocked for the event is managed by one or more responsible adults associated with the event.
3. Event organizers plan for all reasonable event setup and cleanup to be managed by event organizers and participants.
4. The event does not require dedicated custodial services, allowing them to continue with their district responsibilities for the majority of the event.

Note: Custodians on site are expected to manage additional bathroom cleaning, trash barrel emptying, spills and urgent cleaning requirements both during and following any event without it being considered conditions for dedicated services unless the event's requirements are the result of misconduct by organizers or participants.

Overtime hours for custodians hired specifically to cover an event will be charged to the group sponsoring the event. The rates are \$50 per hour for overtime hours on Saturdays and outside of school hours on weekdays, \$70 per hour for Sundays and holidays.

### District Hours for Custodial Coverage

The district has pre-scheduled custodial services available during the following schedule. District groups and parent associations can minimize event costs by scheduling events during these hours, provided the event does not conflict with school operations and no dedicated custodial services are required.

- Weekdays with school in session:
  - Squannacook - 7AM to 8PM
  - Elementary and Middle Schools - 7AM to 9PM
  - High School - 6AM to 10PM
- Weekdays during school vacation that are not holidays
  - All Schools - 7AM to 3PM
- Holidays
  - All Schools - No pre-scheduled coverage
- Saturdays

- All Schools - No pre-scheduled coverage
- Sundays
  - All Schools - No pre-scheduled coverage

### To Prevent Custodial Services Costs with a Non-Dedicated Custodian On-Site

To prevent the need for costs associated with dedicated custodial services, district and parent associations hosting events are expected to:

1. Include the name and phone number of one or more primary contacts for the association who will be on-site for the event as part of the MLSchedules request. This individual is the only person custodians may allow into the facility and must be present to accept responsibility before any doors can be unlocked.
2. Accept responsibility for building access for participants and monitor any doors that are unlocked for the event. Unlocked doors must be requested as part of the facility use request entered into MLSchedules. Custodians on-site during an event are not permitted to provide entry to the building aside from what has been requested and approved through the MLSchedules request.
3. Limit space use and participant access for the event to spaces requested and approved through MLSchedules and the associated bathrooms. If additional space is needed, it must be requested through MLSchedules or discussed with the Director of Operations ahead of the event. Custodians on-site during an event are not permitted to authorize or provide access to additional space.
4. Promptly notify custodial staff of any significant spills or urgent cleaning requirements
5. Return any district furniture and materials to the conditions and location where they were found at the start of event setup unless pre-approved through the Director of Operations or the building's custodial lead.
6. Pick up any trash and material generated for or by the event before departure unless pre-approved to leave specified materials out within specified spaces. Custodians will empty trash barrels and may be asked for guidance for disposal of larger items.
7. Ensure the space is generally left in a safe and clean condition, ready to be utilized by another group or for school with little more than routine emptying of trash barrels and cleaning bathrooms by custodial staff following the event.

### Conditions Where Facility Use May Occur Without a Custodian On-Site

District Athletic and Performing Arts may request building access without any on-site custodial coverage on Saturdays and Sundays between 7AM and 6PM, and school vacation weekdays between 3pm and 8pm provided agreement with the following conditions:

1. The event is requested and approved through MLSchedules with the name and phone number of the responsible coach(s) or advisor(s) who will be present included in the request. (Please allow up to 2 weeks for approval)
2. The named coach(s) or advisor(s) are approved district employees with current fingerprints and CORI checks completed.

3. The named coach(s) or advisors have district provided building access and alarm codes for the requested and approved space.
4. A minimum of 2 adults, including the named coach(s) or advisor(s) are present at all times while students are present. This is for the safety of all involved and therefore an “adult” must be over 18 years old and no longer a high school student in order to qualify.
5. The event and associated building access is limited to the named coach(s) or advisor(s), assistant coach(s) or advisor(s), the participating students, and a small number of parents and siblings of participating students. No publicly accessible events will be approved without custodial coverage.
6. Building access and use is limited to the specific spaces requested through MLSchedules and associated bathrooms. Named coach(s) or advisor(s) are responsible for limiting participant access to those spaces.
7. The named coach(s) or advisor(s) take responsibility for building security and access. This includes making sure doors are not open or unlocked unless monitored, personally remaining until all participants have departed with approved guardians, and ensuring the building is secured prior to departure.
8. If an alarm is accidentally tripped, the named coach(s) or advisor(s) are responsible for notifying their district contact and remaining to meet with emergency responders.
9. The named coach(s) or advisor(s) take responsibility for participant safety and safety of anyone using the space following the event. This includes ensuring any and all tools and materials are put away and secured unless specific approval has been provided for certain materials to be left out.
10. The named coach(s) or advisor(s) take responsibility for cleanup after the event. This includes disposal of all trash into barrels, putting away all materials from the event unless specifically approved to be left out, cleanup of any spills or incidents, checking locker rooms and bathrooms to ensure toilets are flushed, and notifying the building custodial lead of any spills and incidents that may need to be re-addressed or checked by custodial staff.

Short-term building access without custodial coverage may also be granted during any hours for district groups returning from events at outside locations for the specific purpose of gathering safely until students are picked up and putting away equipment. All the above conditions apply in these cases.

Sunday and holiday events should be avoided whenever possible and may not be approved to limit the need for on-call staff for emergency situations and to limit utility costs.

## **Audio/Video (AV) Technician Associated Costs**

Any event requiring use of an Auditorium or Performing Arts Center lighting, sound, or projection system requires a district pre-approved AV Technician. Unless the district pre-approved AV Technician is directly involved in sponsoring the event, the cost for a district AV Technician is \$40 per hour. The district does not have a dedicated AV Technician or dedicated hours for an AV Technician, so costs associated with hiring an AV Technician apply to all events, including school events such as performances and graduations.

If a district employee wishes to be trained and considered for approval to qualify as an AV Technician for specific events or to receive a stipend to support qualifying events, contact the Director of Operations for information.

## Building Access

To ensure building and student safety, district building doors may not be propped open or unlocked while unattended at any time by either district staff nor by any group utilizing district facilities.

For initial entry by event organizers, coaches, directors, or group leaders:

- During school hours building access will be granted by the school office through the main entrance of the building.
- District coaches, directors, and extracurricular advisors may request electronic access for afterschool and weekend activities.
- Community groups that regularly use district facilities for ongoing events may request electronic access for afterschool and weekend events. Access can be granted through the free Verkada Pass bluetooth app to specific adult leaders within the group, such as coaches or directors. Information required includes the group leader's **first name, last name, email address, the specific buildings where access is needed, and an end date** for access to be discontinued. Access will not include during the school day, nor any hours past 10pm.
- Groups that use district facilities for one-time events must include the name of any contacts who may require initial building access on the facility use request form. A building custodian will allow access to the named contact only.

Note: Building alarms are separate from building access. Building access is monitored and logged for security purposes. No one should enter a building without prior approval and no one should enter parts of a building that have not been approved for that event.

For participant building access:

- It is the responsibility of the event organizers or group leaders to have an adult monitor any entrance in use and provide access to participants.
- A group may request to have a specific door unlocked for a one-time event provided the group specifies the start and end times for the door to be unlocked AND the group has an adult representative assigned to monitor the door through that time to ensure no unauthorized access. This request must be included in the Facility Use Request and it will only be approved once any other groups with space reserved in the building at an overlapping time have been notified and provided their approval.
- **No doors may be propped open or unlocked while unattended at any time.**

Important safety note: Event organizers are responsible for limiting participant access to request and approved areas, which include associated bathrooms. Participants should not be allowed to explore areas that are outside of the approved spaces.

## Cancellations Due to Weather Conditions or Unforeseen Circumstances

If event organizers choose to cancel an event, please cancel it within MLSchedules or by emailing [facilityuse@nmrsd.org](mailto:facilityuse@nmrsd.org) as soon as possible so that staff covering the event can be notified.

If school is cancelled due to weather conditions or unforeseen circumstances, all events and activities are also cancelled for that day and event organizers can enter a request for an alternative date through MLSchedules.

If the district feels that weather conditions or unforeseen circumstances will make it unsafe for an event to proceed on a non-school day, event organizers named in MLSchedules will be notified as soon as possible. For predicted weather conditions over the weekend, holidays, or school vacations, event organizers will be notified on one of the last couple business days prior to the event.

If snow or icy conditions are predicted for non-school days the district will cancel events if the snowfall is predicted to be of a plowable quantity, which is typically more than an inch of snow, or if icing is likely to make conditions unsafe. This will include all events to occur within 2 hours of predicted snowfall and up to 3 hours after weather conditions are predicted to end. Some variation may occur depending on the specifics and certainty of the predictions.

When in doubt about whether or not weather conditions will be safe, the district will err on the side of caution but should not be expected to foresee all circumstances. If there is a risk to participants, please consider rescheduling or cancelling your event even if the district does not require cancellation.