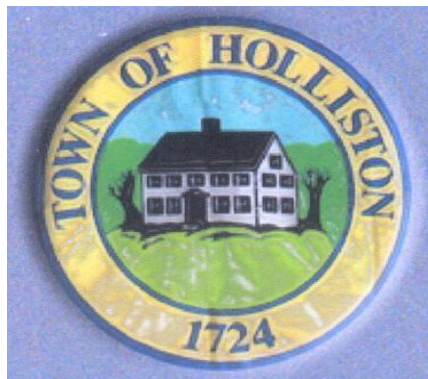


Holliston Public Schools

Use of Facilities Manual



<i>Policy</i>	<i>Title</i> USE OF SCHOOL FACILITIES	<i>Code</i> KF
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It is the School Committee's desire that Holliston residents enjoy maximum use of school property. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school premises by organizations not specifically under the aegis of the School Department will be permitted only for educational, civic, recreational, social, cultural, charitable or other like purposes deemed in the interests of the community.

School facilities will be used according to the regulations and rental fee schedules recommended by the superintendent and approved by the School Committee. The use of the facility is limited to that which the building administrator approves. The use of offices, locker rooms, and elementary classrooms, except the Miller Multi-purpose Room, is prohibited. The superintendent or building administrator may suspend or cancel any current or future permit for facility use when the rules governing facility usage have not been followed.

As a service to the community, the School Committee shall grant the use of school facilities as provided in the Massachusetts General Laws Chapter 71, Section 71.

1. The following priorities shall be observed in granting the use of school facilities:
 - a.) **Schools**
Use of school facilities by the schools and by school-related and/or school-sponsored Organizations, (such as HABA, HEF, HEPO, HHSPG, HMPG, MSPG, PAC, PTSA), shall take precedence over all other users with the exception of Town Meeting and Town Elections.
 - b.) **Town**
Requests by official town boards, commissioners and departments, and the activities which are part of their function, shall have precedence over all other users except schools.
 - c.) **Holliston Youth Groups and Holliston Youth Sports**
Requests by Holliston youth groups and Holliston youth sports groups shall have precedence over all other users except school and town.
 - d.) **Others**
Requests by any other groups not included in (a), (b), or (c) above shall then be considered on a first-come, first-served basis. The School Department reserves the right to cancel, postpone or move to another location a scheduled activity that conflicts with items a, b, or c above.
2. The use of school facilities for other than regular school purposes shall be allowed only at times when such use will not interfere with regular school work or business, and shall not limit the cleaning of the building.

Permission to use school facilities does not constitute an endorsement by the school district of any group or organization or any of the positions they represent.

School facilities are not intended to be used for:

- a. political fundraisers
 - b. business purposes or personal profit, except in cases where there is a direct educational benefit to Holliston students or the Holliston community (e.g. test preparation courses, tutoring)
3. A fee schedule shall be established from time-to-time which will include operational expenses and overhead.

4. Tutoring: The School Committee authorizes the principal to allow the use of school facilities for one-to-one or small group tutoring that provides a direct educational benefit when it is performed by Holliston school staff members who tutor Holliston Public School students. Building usage fees may be waived at the discretion of the business manager.

Tutoring offered by an individual who is not a Holliston staff member, but who offers skills not readily available from Holliston staff members, may be offered use of a school facility upon recommendation by the principal. Building fees may be waived by the business manager.

5. All individuals who use school facilities will comply with the procedures outlined in Procedure KF-P - Use of School Facilities Guidelines.
6. Extra staff and/or services may be required depending on the nature of the event and the number of attendees. The building administrator or designee will make the decision on what staff/services must be present. However, expenses for all extra staff/services must be paid by the organization requesting use of the premises. These may include:
 - a) Police or fire coverage. The Chief of Police and/or the Fire Chief will determine the number of police/fire officers required. The applicant must engage them, if required, and pay fees separately to the Police/Fire Department.
 - b) Additional custodial services
 - c) Kitchen/cafeteria services
 - d) Technology for audio/visual or technology usage
7. The use of tobacco, drugs, alcohol, or any illegal substances is prohibited on school property. (See Policy JIC - Expected Conduct).
8. Organizations or individuals using school facilities shall be responsible for:
 - a) limiting usage to the assigned areas
 - b) cleaning all areas after use including trash removal. Inadequate cleaning and/or trash removal will result in a loss of building use privileges.
 - c) ensure proper conduct of all attendees, including children
 - d) cover the costs of any extra services as described in paragraph 6
 - e) restore immediately and/or pay (including labor) costs arising out of use of the facility for any and all claims or damage. The School Department reserves the right to require security deposits that would be forfeited for misuse of the building and/or violations of the building usage policy.
 - f) adhere to the prescribed times for the start and the end of the activity
 - g) assure that no food or beverages are permitted outside the cafeteria without specific permission of the building administrator
9. All renters must agree to hold harmless and indemnify the School Committee and the Town of Holliston with respect to any claim of loss, injury or damage arising out of use of school facilities.
10. A facilities supervisor must be present to open and/or secure the building, supervise the activity, and to ensure the building is ready for instructional use after the event. School cafeteria staff may be required to be hired when the kitchen or kitchen equipment is used.
11. The business manager or designee will make the final decision on what staff must be present.
12. In the event that school is canceled on the day of its contemplated use, the business manager or designee will determine whether the renter can use the facility.

<i>Procedure</i>	<i>Title</i> USE OF SCHOOL FACILITIES GUIDELINES	<i>Code</i> KF-P
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13. The School Committee reserves the right to amend or waive this policy in whole or in part in specific cases. Failure to comply with this policy may result in restriction of future use of school facilities.

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 business manager 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. Police fees must be paid separately to the 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, sexual orientation, religion, sex, creed, national origin 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 participant's 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.

ADDITIONAL GUIDELINES

- A. A school department employee must be on site for all requested uses.
- B. No amendment, alteration or addition shall be made to any facility's system components (electrical, lighting, network wiring, heating, doors, etc.) by any individual or group. Requests for such work may be made to the Business Manager or designee.
- C. All equipment, furniture, accessories, decorations and other materials brought into the facility by a use applicant is done at the applicant's peril and the Holliston Public Schools accepts no responsibility for the security, care or integrity of such items. Any such items shall be removed from the facility immediately upon the completion of the use and all affected areas shall be returned to pre-use condition.
- D. Keys will not be given to any individual or group using school facilities. All facilities must be secured by school personnel.
- E. There will be a six (6) hour minimum imposed on weekend rentals if you are the only organization renting the facility that day.
- F. Cancellation Policy: Unless the rental group notifies the Superintendent's Office at (508) 429-0651 at least three days prior to the rental date, the group shall be charged their rental fees.
- G. Applicants are required to present evidence of comprehensive form general liability insurance at a minimum, in the amount of \$300,000, each occurrence, and \$600,000, aggregate, bodily injury and property damage combined, naming the Holliston Public Schools as an additional insured.

**Holliston Public Schools
Holliston MA 01746**

Fee Schedule for Use of Facilities

Group	Building Fee																
Events sponsored by the Holliston Public Schools and non-profit organizations whose mission is to directly support and benefit the Holliston Public Schools, meetings of town boards or departments, town meetings, elections, referenda votes and other official town government functions.	No charge unless the event takes place during a time when no staff is present - in which case there will be a fee for building coverage.																
Events sponsored by non-profit groups that are exclusive to Holliston residents	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Gymnasium (Adams & Placentino/Miller)</td> <td style="text-align: right; padding: 2px;">\$ 45.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Field House (HS) main court</td> <td style="text-align: right; padding: 2px;">\$ 50.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Field House (HS) side court</td> <td style="text-align: right; padding: 2px;">\$ 45.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Auditorium</td> <td style="text-align: right; padding: 2px;">\$ 55.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Cafeteria</td> <td style="text-align: right; padding: 2px;">\$ 45.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Kitchen</td> <td style="text-align: right; padding: 2px;">\$ 45.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Library</td> <td style="text-align: right; padding: 2px;">\$ 50.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Classroom/Foyer/Hallway</td> <td style="text-align: right; padding: 2px;">\$ 40.00/hr.</td> </tr> </table>	Gymnasium (Adams & Placentino/Miller)	\$ 45.00/hr.	Field House (HS) main court	\$ 50.00/hr.	Field House (HS) side court	\$ 45.00/hr.	Auditorium	\$ 55.00/hr.	Cafeteria	\$ 45.00/hr.	Kitchen	\$ 45.00/hr.	Library	\$ 50.00/hr.	Classroom/Foyer/Hallway	\$ 40.00/hr.
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Events sponsored by for-profit groups, events sponsored by non-profit groups that are not exclusive to Holliston residents and/or events where admission is charged	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Gymnasium (Adams & Placentino/Miller)</td> <td style="text-align: right; padding: 2px;">\$110.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Field House (HS) main court</td> <td style="text-align: right; padding: 2px;">\$110.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Field House (HS) side court</td> <td style="text-align: right; padding: 2px;">\$105.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Auditorium</td> <td style="text-align: right; padding: 2px;">\$135.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Cafeteria</td> <td style="text-align: right; padding: 2px;">\$100.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Kitchen</td> <td style="text-align: right; padding: 2px;">\$100.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Library</td> <td style="text-align: right; padding: 2px;">\$85.00/hr.</td> </tr> <tr> <td style="padding: 2px;">Classroom/Foyer/Hallway</td> <td style="text-align: right; padding: 2px;">\$85.00/hr.</td> </tr> </table>	Gymnasium (Adams & Placentino/Miller)	\$110.00/hr.	Field House (HS) main court	\$110.00/hr.	Field House (HS) side court	\$105.00/hr.	Auditorium	\$135.00/hr.	Cafeteria	\$100.00/hr.	Kitchen	\$100.00/hr.	Library	\$85.00/hr.	Classroom/Foyer/Hallway	\$85.00/hr.
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**If the event is on a weekend, there will be an additional ½ hour of time added for pre/post event work.*

This is your bill mail check to:
Office of the Superintendent
370 Hollis St
Holliston, MA 01746

**Holliston Public Schools
Holliston MA 01746**

Application for Use of Facilities

TO BE FILED IN DUPLICATE

Organization _____ (For Profit _____ Non-Profit _____)
Applicant _____ Phone _____ Email _____
School _____
Facilities: Class Rm(s). _____ Gym _____ Cafe _____ Auditorium* _____ Kitchen* _____
Date(s) Requested _____ a.m. to _____ a.m.**
(Include preparation time) _____ p.m. to _____ p.m.** (all events must end by 10:00p.m.)
Purpose

Estimated Attendance _____
Is the event open to the public? Yes ___ No ___
Are decorations to be used? Yes ___ No ___
Will equipment be brought in? Yes ___ No ___

Is Equipment required? * * * (describe) _____

Additional Information

The undersigned accepts the responsibility for the observance of School Committee policy and rules and regulations for policy regarding the use of school facilities and for all Federal, States and Local regulations that may pertain to the request usage.

Applicant Signature Organization

Applicant Address Date

Phone

Approved _____ Not Approved _____

Principal's Signature

For Office Use Only	
Date Rec'd _____	
Available Yes ___ No ___	
Ins. Proof _____	

Approved by Principal	
Dates _____	

Charges:	
Rental Fee _____	
Cafeteria Fee _____	
Technician Fee _____	
Security Deposit _____	
Other Fee _____	

Total _____	
Remarks:	

* Additional staff maybe required
** If actual times exceeds estimate, a supplemental charge will be added
*** A security deposit may be required

Office of the Superintendent
370 Hollis St
Holliston, MA 01746

**Holliston Public Schools
Holliston MA 01746**

Agreement For Use of Facilities

TO BE FILED IN DUPLICATE

Applications must be completed at least two weeks before the event. Payment in full is expected before the event for one time usage. Building usage for multiple events (i.e. 2 days a week for more than 1 week) will be billed monthly.

I hereby declare that on behalf of _____(organization requesting use of facility) that we are in compliance with the non-discrimination policy of the Holliston Public Schools and that _____(organization requesting use of facility) does not discriminate in any of its activities, services, benefits or programs on the basis of race, sex, color, religion, national origin, sexual orientation or disability.

Name

Date

I, _____(name if individual) hereby agree on behalf of _____(organization requesting use of facility) to hold harmless and indemnify the Holliston School Committee and the Town of Holliston in regard to any claim of loss, injury or damage arising out of the use of school facilities, including damage to the School Committee or Town property.

Name

Date

Checklist:

- Insurance requirements meet (Pg. 4, F)
- Non-discrimination/hold harmless form signed (above)
- Payment included
- Prep time included