GENERAL PUBLIC RELATIONS

NORTH READING PUBLIC SCHOOLS
FACILITY USE FEES AND REGULATIONS

All authorized persons or organizations must comply with the following rules and regulations for use of school buildings in the Town of North Reading.

The Superintendent of Schools reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of the school buildings.

Under School Committee Policy KGA-R, it is the desire of the School Committee that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use. Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited. School facilities shall be used in accordance with the regulations and rental fee schedules established herein.

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Local nonprofit and noncommercial organization activities
6. The activities of other organizations when approved by the Superintendent or his/her designee

Priority shall be given to requests for use of school facilities as follows:

1. School activities.
2. Town meetings and government activities
3. Town Youth Groups
4. North Reading Organizations/Groups
5. Out of Town Organizations/Groups

A. AUTHORIZATION

1. The North Reading School Committee authorizes the North Reading School Department Business Office to process appropriate permit requests for use of school buildings and parking lots, and to collect the designated fees.
2. The Director of Finance and Operations or his/her designee will make the determination on the specific space available that is appropriate for the individual request.
3. In the event of a request that is non-routine in nature, the Director of Finance and Operations will refer the request to the Superintendent of Schools or his/her designee for further action.
4. Requests for use of athletic fields are made to the North Reading Park and Recreation Department, North Reading Town Hall, 235 North Street.

B. USE OF BUILDINGS RULES AND REGULATIONS

1. The use of the school buildings and other school facilities of North Reading for other than regular school purposes are under the direct control of the Superintendent of Schools, subject to limitations by the School Committee. All on-line applications for their use must be made to the Superintendent of Schools on the form prescribed for that purpose, at least **10** working days in advance. The application must be submitted on-line by the responsible person making the request who will be held accountable for any damage or loss of property arising from such use.
2. School buildings shall be rented in accordance with School Committee policies. The Superintendent may grant the use of school facilities at reduced rental rates or free of charge if, in his/her judgment, the non-profit nature or education orientation of the organization or event merits such consideration. Charges for custodial or police services may not be waived if those services are required. Rental fees must be made payable to the North Reading Public Schools and submitted to the Office of the Superintendent of Schools in advance of the date of use unless waived by the Superintendent of Schools. Permission will not be granted for any time that will interfere with regular school work. School sponsored activities and organizations shall have preference in the use of the building.
3. When permission for the use of a school building has been granted, the Superintendent or his/her designee will inform the principal of the building and the custodian of the building by sending a copy of the permit. The custodian in charge is to have supervision of the building during the time for which use has been granted and is to have authority to close the building if these rules are being violated. A date reserved for an outside agency does not become final until an official notification is issued via email.
4. A custodian must be in attendance whenever a building is rented for public purposes. The services must be paid for by the applicant. Checks for the use of the buildings must be made payable to the "North Reading Public Schools" and submitted to the Office of the Superintendent. Applicants will pay the prevailing hourly rates with a three hour minimum in advance for the assigned custodian(s) in advance of the date of use unless exempted by the Superintendent of Schools. Failure to comply with this section may be deemed reason to deny future services.
5. The adult named on the application is responsible for the adequate supervision, conduct and activities of the group.
6. The adult designated as responsible for the activity is asked to closely observe the hours assigned to their activity. Please do not use the space prior to your time. In addition, please begin to wind down your activities in sufficient time to vacate the space at your appointed time. Other users will appreciate observance of this regulation. Violation of the regulation may result in termination of the building use agreement.
7. The School Department may enter into long-term agreements with separate rental schedules if it is determined to be in the best interest of the School Department to do so.
8. A Certificate of Insurance must be submitted by all applicants at the time of application naming the Town of North Reading as an "additional insured" and certifying a minimum of *$1,000,000/$2,000,000* public liability and *$1,000,000* personal injury insurance. All costs of police protection and/or insurance shall be paid for by the applicant.

9. The building is to be used only on the date specified and for the purpose named on the permit. A permit can be canceled without notice if its provisions or intent are violated in any way. A permit is not transferable. A permit is not valid unless signed by the Superintendent of Schools or the person designated by the Superintendent.
10. The North Reading Public Schools seeks to remain sensitive to all life threatening allergies. All outside organizations must adhere to NRPS Policy, Life Threatening Allergies in the North Reading Public Schools (JGCE-E), and Health and Wellness Policy (EED).
11. No furniture or equipment belonging to the school shall be removed without written permission signed by the Principal of the school or by the Superintendent of Schools.
12. The electrical equipment of the buildings shall not be changed or moved in any way, nor shall electrical devices of any kind be used without written permission signed by the Superintendent of Schools. Lights, spotlights, curtain and other stage equipment owned by the School Department are to be operated only by trained school department personnel.
13. No decorations, posters or placards shall be placed anywhere in the buildings without the written permission of the Superintendent of Schools.
14. Use of the buildings shall terminate not later than twelve (12) o'clock midnight.
15. The School Committee reserves the right to amend these rules and regulations without notice.

C. PERMIT PROCESS

1. Applicant must be at least *21* years of age and a North Reading resident or representative of an approved North Reading organization.
2. Requests for permits must be submitted through North Reading Public Schools' on-line scheduling system which can be accessed through our website at www.north-reading.k12.ma.us by clicking first on "District/Home Page" then, on the Facility Rental page, under "Reservations". If you are unable to access the website, contact the Business Office for assistance between the hours of 9:00 a.m. and 4:00 p.m. by calling (978) 664-7810. Requests must be submitted at least 10 working days in advance of the requested event. Requests may not be made through custodians or other school personnel. The Director of Finance and Operations may waive this requirement if he/she deems the request to be an extraordinary event. Completion of the online scheduling request form, fulfillment and approval by the School Department shall constitute the Rental Agreement Contract.
3. Scheduling priority will be given to groups in the following order: 1) North Reading Public School Groups, including its Parent-Teacher Organizations, Booster Club, and other school-related clubs and organizations the School Committee recognizes; 2) North Reading Park and Recreation Department and other Town government departments/boards/committees; 3) North Reading organizations; 4) all other out of town groups that comply with North Reading School Committee policies.
4. In consultation with School Administration, the Director of Finance and Operations will determine locations in buildings that are not available for permits, and time frames not available for permits.
5. In order to be given priority, every attempt should be made for school requests for September through December events be received by July 30 and requests for January through June events be received by November 15. Permit requests from Priority Groups #2, #3, and #4 will not be considered until after the Priority #1 cut-off date, ordinarily July 31st. In the event that a late request from a priority group is received, the Director of Finance and Operations will make the

determination for use, in consultation with the Superintendent of Schools, if needed. In certain circumstances, Priority Groups #2 through #4 may be "bumped" by Priority Group #1.

6. Groups requesting multiple uses should submit full schedule requests by August 15 for fall events; by November 15 for winter events; and by January 15 for spring events. Changes to the original requests must be submitted **on-line** and received at the Facilities Department at least 10 days in advance of the change. The Director of Finance and Operations may waive this requirement if he/she deems the request to be an extraordinary event.
7. Elections (local, state, federal) and annual town meetings held in school buildings will take precedence over other activities and events for scheduling purposes. Special or unforeseen elections may super cede or "bump" previously scheduled permitted events.
8. Summer requests are rarely granted so that all schools can be cleaned and repaired for fall use. Exceptions are provided for; teacher training, workshops and/or meetings, long term established existing contracts that may be in place and Park and Recreation programs.
9. The person submitting the permit request will be the primary contact for the program to be held under that permit. That person's on-line application submission will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility for all rules being followed by the participants in the program. Failure to follow regulations and/or make appropriate payments will affect permit requests by this individual's organization in the future.
10. A written notice of cancellation is due at least three days prior to the scheduled use for weekday events, Saturday, Sunday and holiday events. Fax notices can be sent to (978) 664-0252. Failure to provide written cancellation notice will require full payment of any fees required by the approved permit.
11. Permits may not be shared with other groups, without written permission of the Director of Finance and Operations.
12. A Certificate of Liability Insurance naming the Town of North Reading as an additional insured in the amount of *$1,000,000 single and $2,000,000* aggregate is required. The certificate must be submitted to the Business Office prior to the final permit being issued.
13. Any unchartered, unincorporated, and informal group or individual using school facilities without a Certificate of Liability Insurance must submit a letter to the Director of Finance and Operations stating the lack of insurance and requesting further information. Those groups may be required to sign a statement releasing and forever discharging the Town of North Reading and all their offices, agents, employees from liability.

D. RENTAL and CUSTODIAL FEES

1. No custodial fee will be charged when there is a regularly scheduled custodian at the requested building and no services are requested. A fee will be charged when a custodian must come on duty for the permit. When required, custodial fees will include a minimum of three hours.
2. Custodial fees are charged for the time necessary to prepare the facility for use, cleanup, and secure the facility after use. Under no circumstances shall a custodian be responsible for the supervision of participants before, during, or after an activity.
3. The regular custodian hours are set by union contract.
4. There will be a three-hour minimum for custodial services, with at least 30 minutes reserved at the conclusion of the event for clean-up services.
5. A rental fee, to assist with energy costs, additional maintenance costs, and the permitting process, may be charged to all groups, **except** North Reading Public Schools and their events/programs, including athletics, music, and drama; North Reading Public School Parent-Teacher organizations and their events/programs; and Town of North Reading governmental activities. There is no automatic exemption provided to individuals or organizations that are

raising funds for any of the above noted exempted groups. The rental fee is set for individual schools and individual spaces, and can be seen in **Appendix A**.

6. A permitted group must pay the rental fee for each and every space used for each individual occurrence used in an individual day.
7. All rental and custodial fees are payable to the North Reading Public Schools in a manner set forth below. Fees payable to the police and fire department as outlined below must be made directly to those departments in a separate check.
8. Payment is required within five days of the actual event. Failure to make timely payment may result in cancellation of the event.
9. Rates and fees are subject to change without prior notice.

E. CUSTODIANS

1. Under no circumstances shall a custodian, either on regular duty or assigned for a specific program, be responsible for supervision of participants before, during, or after an activity. Adequate and responsible adult (ages 21+) supervision shall be provided at all activities involving youth, and said supervision must be present throughout the program. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last youth has safely left school property.
2. The custodian will only provide spaces/equipment that are approved on the permit, and will not authorize any other space/equipment without approval of the Director of Finance and Operations or his/her designee.
3. In the event that the services of a custodian are needed, a custodian will be assigned by the Director of Finance and Operations or his/her designee, and may not be chosen by the permit holder.

F. FIRE SAFETY REGULATIONS

1. Open flames/smoke are not permitted in any school location without a permit from the North Reading Fire Department. Use of matches, candles, incense, and pyrotechnics are strictly prohibited.
2. In the event 200 or more persons are to be present, there must be one Police Officer and one Firefighter present and in uniform.
3. In the event that a Firefighter must be hired, there is a four-hour minimum payment requirement for their services.
4. The North Reading Fire Department must provide a permit for use of any equipment/material that is judged to potentially jeopardize fire safety. The fire official may require an inspection of decorative materials or installation of additional electric equipment prior to use. If additional electrical work is deemed necessary to provide alternative stage or theatre lights and sound, a request for such work must be submitted to the Director of Finance and Operations and shall only be performed by the North Reading School Department's approved electrical contractor or licensed personnel.
5. The North Reading Fire Department must provide a permit for use of a smoke machine. In the event it is approved, a Firefighter must be hired during the use, as he/she will temporarily disconnect the fire protection system in the area in which the smoke machine is being used.
6. In accordance with Massachusetts Board of Fire Prevention Regulations (527 CMR,) the room or facility occupancy capacity cannot be exceeded. Occupancy capacity is posted in each major area of assembly.

7. Emergency egress areas should be identified to all attendees at the beginning of each program or activity.

G. POLICE SAFETY REGULATIONS

1. In the event 200 or more persons are to be present, there must be one Police Officer and one Firefighter present and in uniform.
2. In the event that a Police Detail must be hired, there is a four-hour minimum payment requirement for their services.
3. In accordance with MGL, Chapter 272, Section 40A, any person who gives, sells, delivers or has in his possession any alcoholic beverage in any public school or any premises used for public school purposes is subject to imprisonment or fine. MGL Chapter 272, Section 40A also authorizes the School Committee to grant permission to a public or non-profit organization using a public school building during non-school hours to possess and sell alcoholic beverages, provided such organization is properly licensed under the provisions of MGL Chapter 138, Section 14.
4. Parking regulations will be strictly enforced at all times, regardless of time of day, day of week, or time of year.

H. BOARD OF HEALTH REGULATIONS

1. Smoking is not permitted in any school building or on any school grounds, in accordance with MGL Chapter 71, Section 37H and Article 1 of the North Reading Board of Health regulations.
2. A temporary food permit and license fee is required for any event that involves the sale or distribution of food, in accordance with the North Reading Board of Health regulations. If food will be sold or served, please contact the Board of Health Department at North Reading Town Hall, 235 North Street, North Reading or call (978) 357-5242. It is important to contact the Board of Health well in advance of your event to give sufficient time for processing permits.

I. TOWN CLERK REGULATIONS

1. A request for a permit must be submitted to the North Reading Town Clerk's Office in order to hold a raffle or bazaar, according to MGL, Chapter 271. A raffle is defined as "an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes." A bazaar is defined as "a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed twenty-five dollars each." An example of a bazaar is a Las Vegas Night. There is a permit fee charged at time of application.
2. Any person wishing to hold an auction must apply for a permit through the North Reading Town Clerk's Office, according to MGL, Chapter 100, § 10. A copy of the application will be reviewed by the North Reading Police Chief and returned to the Town Clerk with a recommendation. There is a permit fee charged at time of application.

J. USE OF GYMNASIUMS

1. Hardball sports are not permitted in gymnasiums, for the protection of walls, lighting fixtures, and floor surfaces.
2. **Food and beverages are not permitted in gymnasiums**.
3. No tape may be added to the gymnasium floors or walls without the approval of the Director of Finance and Operations or his/her designee.
4. Custodians may change the height of an adjustable basketball backboard, with the approval of the Director of Finance and Operations, School Principal and/or Director of Athletics. Permit holders may **not** change the backboard heights themselves. If the desired height is other than the standard height for that particular gym, the permit applicant must submit the desired heights in writing on the permit application. There is no guarantee that the request will be honored.
5. Appropriate athletic footwear is required on gymnasium floors. Black soled shoes, cleats, certain "street or dress shoes" and spiked heals can damage the floor surfaces. Care should be taken to remove sand and grit from the soles of shoes to lessen damage to floor surfaces.
6. Applicants will use their own recreation equipment. Policy prevents use of School equipment.
7. The posted occupancy limit may not be exceeded.

K. USE OF PERFORMING ARTS CENTER/DISTANCE LEARNING LAB

1. **Food and beverages are not permitted in Performing Arts Center or the Distance Learning Lab**.
2. Refreshments may be served/sold in the lobby area outside of the Auditorium or Distance Learning Lab with the prior permission of the Director of Finance and Operations, his/her designee, and/or the School Principal and only with an approved temporary food permit from the North Reading Health Department. Use of the school cafeteria or kitchen is not included and must be rented for an additional fee. If both the Distance Learning Lab and other school facilities are rented, additional custodian(s) will be assigned and the renter will be charged in accordance with the Schedule of Rental and Custodial Fees.
3. Permit holders, at conclusion of event, are expected to pick up performance programs and other items.
4. The posted occupancy limit may not be exceeded.
5. School equipment located in the auditorium, including lighting systems, sound systems, and pianos or other musical instruments, cannot be used without prior written approval. North Reading Public Schools reserves the right to require the employment of NRPS approved technicians for operating its lighting and sound systems. Any expenses related to the employment of such technicians shall be at the sole expense of the renter or renting organization. There is an additional use charge for the use of lighting and sound equipment as shown in Appendix A.
6. Rental fees do not include parking lot attendants, use of free standing spot-lights, ticket printing or sales, ushers, additional stage lighting, additional sound equipment, concession sales, or special effects.
7. Stage curtains shall not be altered or removed.
8. Tape used to mark the stage floor shall be plastic and easily removable. Masking or duct tape are not permitted. At the conclusion of the activity, all tape and other alterations to the stage must be removed.
9. At the conclusion of the rental, the stage shall be returned to its original condition.
10. No alterations or changes shall be made to the stage counterweight systems or the cables on the stage fly bar units.

11. Rehearsals shall not begin before 4:00 p.m. on weekdays.
12. The permit request should include a request for length of time allowed to keep sets or scenery in place for performance, and this request will be reviewed by the building principal and Director of Finance and Operations. The final determination will be based on other known uses and needs for the space.
13. Rental of the Distance Learning Lab or HS/MS auditorium will require a one thousand dollar ($1,000) security and damage deposit at the time of permit issuance. This deposit shall be held in trust and, if damage should occur or repairs are necessary, such repairs shall be made and paid for from the deposit funds. Upon completion of repairs, any remaining amount shall be refunded to the renter along with an itemization of any repair or damage costs assessed to the renter. Should the deposit not cover the total cost of the damages or repairs, an additional invoice shall be delivered to the renter and shall be due and payable in full within 30 days of receipt.

L. USE OF KITCHENS

1. If the permit request requires use of kitchen facilities or equipment, the permit must be reviewed by the Director of School Food Services/designee to determine whether a member of the Food Services staff must be present during use. Policy requires presence of cafeteria personnel if kitchens are used. Please contact the Food Service Director (978-664- 7800, ext. 262) if you would like to request use of the cafeteria kitchen facilities.
2. The School Food Services staff person would be responsible for insuring adherence to all health and safety regulations, supervision of proper use of the equipment; and supervision of clean-up. A fee will be charged in the event a School Food Services staff member must be on duty, to cover the cost of his/her time.

M. USE OF TECHNOLOGY AND AUDIO VISUAL EQUIPMENT

1. Use of televisions, VCR or DVD players, or any other type of technology and/or audiovisual equipment by outside organizations is currently not permitted.

N. ACCIDENTS AND DAMAGE TO BUILDINGS

1. In the event of an accident during the time of the permit, an accident form must be completed and submitted to the Director of Finance and Operations within twenty-four hours of the event or on the first business day after the event.
2. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
3. Additional charges for property damage must be paid within 30 days of receipt of notice and shall be payable to the Town of North Reading.
4. The permit holder is responsible for surveying the room(s) provided by the permit prior to use, and notifying the custodian immediately if there are any problems that could jeopardize the safety of any individual.
5. In the event that damage to the facility or equipment occurs, the custodian must be notified immediately. Permit holders may not make any repairs without the approval of the Director of Finance and Operations or his/her designee.

Appendix A
Facility User Fee Schedule

(All rates are hourly)

Location	North Reading N-Profit (Per Hour)	North Reading F- Profit Non-North Reading N-Profit (Per Hour)	Non-North Reading F-Profit (Per Hour)
	No Minimum	*2-Hr. Minimum*	*2-Hr. Minimum*
PERFORMING ARTS CENTER			
Middle School / High School			
Performance	$155	$210	$260
Rehearsal	$35	$65	$115
Meeting	$35	$65	$115
Use Lighting/Sound Systems	$65	$115	$115
Use of Marley Flooring (Flat Fee)	$300	$300	$300
GYMNASIUMS			
MS/HS Competition Court (Main Floor)	$65	$90	$115
MS / HS (Each Half)	$25	$40	$55
MS / HS Auxiliary Gym (New)	$25	$40	$55
Elementary	$20	$25	$30
MS/HS Locker Rooms / Team Rooms	$15	$20	$25
CAFETERIAS			
Middle School / High School	$35	$65	$105
Elementary	$25	$30	$35
LIBRARY / MEDIA CENTERS			
Middle School / High School	$35	$55	$105
Elementary	$30	$45	$55
COMPUTER LABS			
Middle School / High School	$45	$50	$65
CLASSROOMS			
Middle School / High School	$30	$50	$60
Elementary	$25	$30	$35
MULTI-PURPOSE / SPECIALTY ROOMS			
MS / HS Distance Learning Lab	$55	$65	$80
MS / HS Music Room	$30	$35	$50
MS / HS Band Room	$30	$35	$50
MS / HS Art Room (2D)	$45	$50	$55
MS / HS Art Room (3D)	$55	$65	$70
MS / HS Main Street	$30	$40	$55
OTHER CHARGES			
Custodial (3 Hour Minimum)	$50	$50	$50
Cafeteria Staff	$25	$25	$25
Stage Hand	$15	$15	$15
Technician	$25	$25	$25
Technical Specialists (Operate AV/Audio)	$50	$50	$50