

**Hamilton-Wenham Regional School District
Wenham, Massachusetts**

Policy

Public Use of School Buildings and Grounds

I. Policy

A. Introduction

The school district recognizes that the public schools are created and supported by the citizens of Hamilton and Wenham; therefore the Hamilton Wenham Regional School Committee shall encourage the use of the schools by community individuals, groups, and associations for educational, cultural, and civic activities. Such use shall be in accordance with the requirements of the schools and Chapter 71, Section 71 of the Massachusetts General Laws as amended. Policies regarding access to the school facilities will be the responsibility of the Superintendent (and/or designee) and the School Committee. The policy shall include rates and fees.

This Policy is intended to set, coordinate, and schedule all (school and non-school) events which use any building, field and/or any portion thereof leased, owned and/or operated by the School District. This Policy is also intended to address fee collection for usage by groups and/or organizations from within and outside of the Hamilton - Wenham Community.

B. Designated District Facilities Coordinator

The Hamilton Wenham Superintendent shall designate a District Facilities Coordinator who is responsible for maintaining a master schedule. The schedule shall cover all usage of school buildings, fields, and District Staff, and equipment as required.

C. Process

As an integral part of this policy, it is important that the District Facilities Coordinator be contacted directly by anyone seeking to utilize school buildings and/or grounds. The District Facilities Coordinator in consultation with other pertinent District administrators (i.e. Principal, District Business Manager, and District Director of Facilities) will confirm rental and inform the requestor of availability, rental cost, staffing requirements, and all other fees as necessary.

All final decisions on matters pertaining to facility usage, fee structure and appropriateness of events to be held on District property will be made under the direction of the Superintendent of Schools. Additionally, all events that take place on District property will be held in accordance with all applicable local, state and federal regulations.

All contact must be made prior to the contemplated use date. It is required that the process be initiated no less than thirty days prior to the usage.

A Building Use/Facilities Request Form must be completed in full and submitted by a duly authorized community, civic or public representative who has the authority/ responsibility to accept any liability (financial or otherwise) on the behalf of the requesting organization.

The District Coordinator shall ensure that the Building/Facility Use Request Form is maintained for a period not less than one calendar year from the date of the use of the school property.

D. School Property

School District property includes, but is not limited to, buildings, grounds and facilities. Specifically and without limitation this shall include any property owned and/or leased by the school district such as; gymnasiums, weight training rooms, theaters, stages, cafeterias, multi-purpose rooms,

classrooms, and outdoor playing fields. It is also understood that requests for District Staff (i.e. custodians, cafeteria workers, technicians, etc.) will also be made through the completion of the Building Facility/Use Request Form.

E. Fees, Insurance, and Notification

The rate/fee may be a flat fee or an hourly rate and may be established based upon any or all of the following factors:

1. Type of space is being requested
2. Time of year
3. Time of the day
4. Availability of the requested space
5. Anticipated wear and tear on the property
6. Duration of the event(s) requested

The fee structure may be negotiated for groups that are either community based and/or have previously used District facilities in a similar capacity such as Hamilton-Wenham youth athletic organizations. Any such arrangement or other consideration of this policy must have the prior written approval of the Superintendent and/or designee.

The District Facilities Coordinator will coordinate both the invoicing and collection of all rentals and associated fees for each specific request. All fees collected will be placed in the Rental Revolving Account.

The rental fee will not include applicable District Staff fees, including custodial fees, kitchen staff, and technical staff fees if applicable. Police details, if necessary, shall be the additional fiscal responsibility of the organization and/or group utilizing the school property and is not included in any fee.

All users/organizations must supply a "Certificate of Liability" to the District confirming coverage and stipulating the dates that our facility will be used. The certificate must be filed with the District Facilities Coordinator one week prior to the event. The District reserves the right to cancel any event for which it does not have a "Certificate of Liability".

Any damage or destruction to school property shall be the responsibility of the organization and/or group using the school property. The District Facilities Coordinator in consultation with other pertinent District administrators (i.e. Principal, District Business Manager, and District Director of Facilities) will have the responsibility for determining the nature, extent, and impact of any damage or destruction to District property.

All groups using District facilities must notify the District of schedule changes or cancellations at least 24 hours in advance.

F. Reciprocity

The District gratefully acknowledges and anticipates that it will also utilize community property and that reciprocal arrangements may be made between the District and the communities, and/or other organizations or groups. Any such arrangement or other consideration of this policy must have the prior written approval of the Superintendent and/or designee.

G. Priority

It is acknowledged that the Hamilton Wenham Regional School District will always have first priority in requesting District building/facility usage. Consideration for other organizations/groups

from the local Hamilton Wenham community will follow. Every reasonable effort will be made to accommodate those various organizations and groups who are seeking to utilize school property. District reserves the right to revoke permission previously granted and shall not be held responsible either directly or indirectly for any loss or expenditure incurred by the applicant.

H. General Guidelines

The following have been established by the Hamilton Wenham Regional School District as guidelines in the use of school facilities.

1. Alcoholic beverages are not permitted on any school premises M.G.L. Ch. 272.
2. The use of tobacco products are not permitted on any school premises M.G.L. Ch. 71 S 37H.
3. Granting permission to use school premises should not be construed as an endorsement of any individual or group by the Hamilton Wenham School Committee.
4. All users/organizations must supply a "Certificate of Liability" to the District confirming coverage and stipulating the dates that our facility will be used.
5. Only the facilities requested, and approved on the Building/Facility Use Request Form shall be used, and only for the time stipulated.
6. The building principal or designee, shall be responsible for the supervision and operation of any equipment requiring specialized knowledge or skill.
7. No group/organization may sublet any District facility.
8. All groups using District facilities must notify the District of schedule changes or cancellations at least 24 hours in advance.

II. Policy Review and Revision

Review and revision of these policies and procedures shall occur as needed, but at least every two years.

III. Legal References

M.G.L. Ch. 71 S 37H
M.G.L. Ch. 71 S 71
M.G.L. Ch. 272

IV. Approvals

First Reading: May 26, 2005

Second Reading June 9, 2005

Third Reading and Adoption: June 23, 2005

Approval: June 23, 2005

Vote: 6 to 0

HWRSD School Committee Chairperson Elaine M. Carey (Official Signature on file in Supt.'s Office)

Original Policy Adopted: May 3, 1984

Amended: March 27, 1997

Amended: April 27, 2000

Amended: June 23, 2005

SCHEDULE OF FEES FOR SCHOOL RENTAL/USAGE
June 2005

Middle School and High School

(Rental fees, excluding staff and equipment)

Cafeteria – HS	\$50 per hour w/ a 3 hr min.
Cafeteria – MS	\$50 per hour w/ a 3 hr min.
Kitchen (actual use) ⁵	\$50 per hour w/ a 3 hr min.
Gym (each time) ¹	\$85 per hour w/ a 4 hr min.
Auditorium	\$100 per hour w/ a 4 hr min.
Classroom	\$50 per hour w/ a 3 hr min.
Dumpster Use ²	
Computer Labs ³	\$50 per hour w/ a 3 hr min.
Audio Visual Rental ⁴	
Library	\$50 per hour w/ a 2 hr min.
Field Use	\$50 per hour w/ a 3 hr min.

Elementary Schools

(Rental fees, excluding staff and equipment)

Café/Gym/Auditorium ⁵	\$50 per hour w/ a 3 hr min.
Kitchen (actual use) ⁵	\$50 per hour w/ a 3 hr min.
Computer Labs ³	\$35 per hour w/ a 3 hr min.
Library	\$50 per hour w/ a 2 hr min.
Classroom	\$50 per hour w/ a 3 hr min.
Dumpster Use ²	
Audio Visual Rental ⁴	
Field Use	\$50 per hour w/ a 3 hr min.

¹ All groups using the Auditorium must utilize the Hamilton Wenham crew trained by the Technical Director and assigned to the auditorium by the Fine Arts Department Chair in order to use the space. This applies to all rehearsal time as well as performances. The required crew will be determined by the specific needs/abilities of each group. All parties shall meet with the Technical Director to determine their specific needs/requirements and review the house rules.

Additional auditorium fees:

Mandatory Staff

Technical Director	\$50/hour
Stage Manager (student)	\$15/hour
Lighting Control (student)	\$15/hour

Optional Staff

Sound Tech (student)	\$15/hour
House Manager (student)	\$15/hour
Spot Light (student)	\$15/hour

² Should the dumpster at any school require an additional pickup, the fee will be set by calling the dumpster company for the going rate.

³ For Computer Labs use of a Technology Coordinator or Technology Teaching Assistant must be present at a rate of \$25/hour.

⁴ Audio/Visual Rentals including: slide projectors, overhead projectors, digital projectors, VCRs, DVD players, televisions and/or screens will be made available upon request for an additional fee.

⁵ HWRSD Food Service personnel must be present at all times for kitchen use.