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## COMMUNITY USE OF SCHOOL FACILITIES

The School Committee of Monson supports the greater use of school buildings and grounds in the best interests of the community. This Monson School Committee policy is to ~~permit-create a procedure for~~ responsible organizations to apply for the use of school buildings. Application approval may be given when ~~to the extent that~~ there is no interference with the educational programs, impact to the facilities, or ~~requires deficit spending~~impact to the school budget.

When the facilities are not in use for the educational program, the Monson School Committee ~~will~~ may allow the use of public school property, in accordance with the laws, for educational, recreational, social, civic, philanthropic, cultural, and entertainment purposes which promote the welfare of the community within the guidelines of School Committee policy.

The complete control of school buildings and equipment is by law, (M.G.L. Chapter 71:71), vested in the School Committee and it's their responsibility to manage the compliance, administration, and enforcement of the Rules and Regulations governing the buildings, and therefore requires and authorizes the Office of the Superintendent and ~~/~~or their designee to enforce this policy and the accompanying regulations without exception. With that, the following regulations and restrictions have been implemented by the School Committee to ensure as their priority, that the educational welfare of Monson School students will be conducted in a safe and secure environment.

## REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

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1. Application for use and payment of fees shall be made through the Office of the Superintendent of Schools. The on-line application can be found on the district's website at [www.monsonschools.com](http://www.monsonschools.com). With approval of the request, the group/organization assumes compliance with all rules and regulations and fees.
2. When school buildings are used for a purpose other than for school use, additional expenses, including heating, lighting and other operating expenses (wear and tear) are incurred. At no time will the school's operations budget be used to fund or subsidize building usage outside the scope of this policy unless authorized by the School Committee.
3. Payments must be received 10 business days prior to the event and made payable to: "Monson Public Schools" Food Service fees will be paid separately payable to "Monson Food Service", and both delivered or mailed to the Central Business Office:

The Monson Public Schools  
Central Business Office  
43 Margaret Street  
Monson, MA 01057

4. The School Committee has determined that the rates to be charged will be based on the following classifications:
  - **Group 1:**
    - Monson Students' school functions and school based activities.
    - Town Department's funded by the town for meetings and activities, (Annual Town Meeting, Parks and Recreation sports and summer events/camps)
      - No Building Usage Fees
      - ~~No~~ Custodial Fees Apply as Necessary
  - **Group 2:**
    - Monson organizations which exist solely for the benefit of students, schools and school programs are exempt from building usage fees such as the PTSA and Boosters. However, other fees for cafeteria or custodial staff ~~will~~ may apply when building usage is requested for hours when Monson School custodians aren't scheduled.
      - Custodial Fees are waived for weekdays, but ~~will~~ may apply weekends and holidays, and only for the hours on the permit.
      - No Building Usage Fees Apply
  - **Group 3:**
    - All other organizations, both profit and non-profit, that request building usage for non-school sponsored events.
      - Custodial Fees Apply
      - Building Usage Fees Apply
      - Application Fees Apply,
      - Monson non-profit groups with any prior approved applications will not be charged application fees for subsequent requests.

5. Building Use Priority will be determined by the following order:
  - a. School Program
  - b. Town Governance
  - c. Parks and Recreation
  - d. All Others
6. Monson Schools will make every effort to honor approved building usage permits; however, when an error occurs, (such as inadvertent double booking, building maintenance/repairs...), school administration reserves the right to reassign space, reschedule, or cancel if a conflict arises. Priorities will be given to Groups as listed above; however, conflicting requests will be reviewed on a case-by-case basis.
7. Groups in the same category will be approved in the order received.
8. Monson Schools requires time to process events and also ensure that the buildings are reserved and available for school use. Building permits must be submitted to the Superintendent's Office at least two weeks prior to the event, and requests for facilities use will not be accepted for events beyond 3 months from the date of the request.
9. Each school building is available for Groups 2 and 3 after the normal school days' end until 9:00 PM Sunday through Thursday; Friday and Saturday until the event ends as requested in the permit, and until 9:00PM on Sundays, (an up-charge applies after 6:00PM on Sunday). All weekday activities must cease at 9:00 PM in order for the school buildings to be secured, and prepared for the next school day.
10. All future permits will be denied if the requestor has any outstanding balances. Any outstanding balances, in addition to any new fees, must be paid in full, 10 business days prior to the event.
- ~~11. The custodian will perform a post event inspection with the event coordinator using the "exit ticket" and the user will be responsible to cover the cost of any damage or additional cleaning.~~
- ~~13.~~12. At no time will a user, including all Monson Schools staff be allowed to compromise building security such as propping exterior doors open or ajar. Any attempt to disconnect, mechanically disable, or use foreign objects to bypass door locks, (tape, chocks,...) and security systems, and or remove central door frames, will void the building use request and no future permits will be issued to that organization.

- 14-13. School buildings will not be available on days when school and/or after-school activities have been canceled because of weather or emergency conditions. This includes all school department staff, town departments such as Park and Recreation events including the pool and all building permit holders for that day. All scheduled use will automatically be canceled unless the renter contacts the school being rented to confirm availability. Additional charges will be assessed if snow removal is required to accommodate building use. For weekend and/or holiday events, the Superintendent or Director of Facilities will make the determination regarding availability of school buildings due to weather or other emergency conditions.
- 15-14. Use by the public that can interfere in any way with use of school facilities for school purposes will not be permitted. School functions will always have priority of the use of facilities, and requests for usage that interfere with school activities will not be approved.
- 16-15. Only the building area and facilities specifically approved may be used and only within the hours stated on the permit unless requested changes are approved by the School Committee, or Superintendent.
- 17-16. Insurance will be required of all groups given permission to use school facilities. The Town of Monson shall be named as an additional insured on the group's policy and limits of liability will be at least \$300,000.00 personal injury, and \$50,000.00, property damage, per occurrence. A certificate of insurance shall be submitted with the application as proof of the existence of liability insurance.
- 18-17. Equipment of the building user, such as scenery and furniture, may not be moved into or out of the building during school hours (which includes after-school clubs and activities). All decorations, furniture, rubbish, and all other materials used in school buildings shall be removed immediately after the completion of any function. All decorations must be fire resistant. In addition, any and all equipment must be moved at the discretion of the building principal, if and when it interferes with any school use. Further, fire exits shall not be blocked by stage ramps and/or other equipment of the user.
- 19-18. Monson Schools' Equipment will not be used, moved, modified, or rearranged without advance permission from the Superintendent or designee.
- 20-19. Parking must be in compliance with building policy and town ordinances. No parking will be permitted at any time including off-hours, in restricted areas as indicated by posted signs; violators will be towed at owners expense.
- 21-20. The kitchen will not be used by any group unless arrangements are made to have one of the regular cafeteria "Safe-Serve" compliant workers present, and paid per the attached schedule.
- 22-21. All activities involving youth must be under competent, on-site, adult supervision.
- 23-22. A uniformed police officer(s), when required by local ordinance, or in the discretion of the Superintendent, shall be provided by the organization, at their expense.
- 24-23. Any activity which requires a license shall be referred to and acted upon by the proper licensing authority before a permit is issued.

~~25.24.~~ Alcohol shall not be permitted in the building or on school grounds unless Town-sanctioned and approved by the School Committee.

~~26.25.~~ Smoking shall not be permitted in the building or on school grounds unless Town-sanctioned and approved by the School Committee.

~~27.~~ ~~No food or refreshments of any kind may be served or sold without the prior approval of the School Committee and then only in designated areas as defined on the application. Additional clean up charges may be assessed for non-compliance. No food or drink is allowed in the GVMS at any time.~~

~~28.27.~~ Any damage to the facilities incurred during an approved event will be the responsibility of the building user. Notification of such damage will be made to the user within 48 hours of use. Costs associated with repair or replacement due to damage will be billed within 30 days.

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Fee Structure

	Group 1	Group 2 (per Hour)	Group 3 (per Hour)
Classrooms	----	----	\$30
Gyms/Locker Rooms	----	----	\$45
Auditorium	----	----	\$40
Auditorium w/AC	----	----	\$50
Cafeteria	----	----	\$40
Cafeteria w/Kitchen	----	----	\$50
Kitchen Staff* (mandatory for all kitchen use)	----	\$25	\$25
Custodial*	----	\$35	\$35
Custodial after 6:00 PM through 9:00 PM Sunday*	----	\$50	\$50
Application Fee	----	----	\$100

\*Per Staff Member

Custodial fees will be charged from 7:00PM to 9:00PM weekdays and all day on weekends.  
 Sunday Custodial Fees ~~from 6:00PM to 9:00PM~~ increase to cover overtime rates.

~~No building usage after 9:00 PM Sunday through Thursday.~~

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Acknowledgement that the requester has read and agrees to all terms and conditions.

Requester: \_\_\_\_\_ Date: \_\_\_\_\_