

COMMUNITY USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent in conformity with the following regulations, which have been approved by the School Committee.

1. The school day for purposes of this policy is 2 hours past the end of scheduled classes for each building.
2. Requests for the use of school facilities will be made with the Facilities Use Manager at least 14 days prior to the date of use.
3. Special arrangements need to be made when requesting the use of school kitchens, when the use of Townsend Meeting Hall's commercial kitchen is not available. Please see File KF- R2.
4. School facilities may not be used for individual, private, or commercial purposes unless students are the sole beneficiary of such services.
5. School related groups and local organizations of Pepperell, Townsend, or Ashby which are of a civic, educational, cultural or religious will be permitted reasonable use of school facilities without charge. If a donation or admission fee is being levied by the group or the activity is held when a custodian is not regularly scheduled to work then a custodial fee or field maintenance fee will be assessed.
6. In situations where there is no cost factor to the school system, or in situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be modified or eliminated by the Superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
7. When needed, proper and sufficient **police and emergency medical technician** personnel will be supplied by the organization requesting the facility.
8. When a renting organization charges admission:
 - o All the pertinent town By-Laws of Ashby, Pepperell and Townsend must be conformed to.
 - o Police protection and supervision shall be furnished when applicable.
9. All activities must be under competent adult supervision approved by the **Facilities Manager and** the Principal of the building involved. In all cases, a custodian will be present or will be available for opening and closing the building **for indoor events and events that take place on the synthetic field/track. In addition, the use of the NMRHS Performing Arts Center, Nissitissit Middle**

School Auditorium, and NMRHS synthetic field/track require the presence of a district employed site supervisor.

10. Organizations which **damage**, misuse property or equipment, or which fail to provide proper supervision, risk refusal on future applications and will be held financially and/or legally responsible.
11. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent.
12. Groups receiving permission are responsible at all times for the observance of fire and safety requirements.
13. Use of tobacco, alcohol, **drugs, e-cigarettes/JUUL/ Vape (nicotine or non-nicotine)** are not permitted on school property.
14. The use of decorations in any way, dependent or affixed to wall, ceiling fixtures, windows, doors, etc. is prohibited unless approved by the Facilities Use Manager or designee. All decorations must be acceptable to the local fire chief.
15. Organizations wishing to bring equipment into school buildings must make arrangements at the time the application is made.
16. Equipment or supplies to be used, if any, shall be supplied by the renting organization. School owned equipment or supplies shall not be used unless specifically authorized by the Superintendent.
17. Locker and shower areas may be used only when approved and **when a custodian is on duty.**
18. Any person or organization desiring to provide individual or group lessons to District students must submit a fee schedule and program to the Central Office for approval along with the appropriate school facility use form. Upon approval by the Central Office, all fees collected shall be deposited with the District Treasurer and instructors' fees will, subject to the terms of a letter of agreement, be paid to the instructor by the district.
19. Proper liability insurance will be required of all groups given permission to use school facilities. A copy of a **1-million dollar** insurance binder will be provided at the time the request form is submitted.
20. The Committee will approve and periodically review a fee schedule for the use of school facilities and personnel. See file KF-E1.
21. The Director of Buildings and Grounds, Athletic Director, or Facilities Use Manager shall have the right to cancel any field use due to weather/field conditions. In the event that a field is closed, the representative for the organization will be notified and if possible will be rescheduled. In the event that another date is not possible any fees paid will be refunded.
22. The School Committee reserves the right to cancel any permission granted or authorize the use of school property for a specific event.
23. All billing and charges will be made by the Business Office and made payable to the North Middlesex Regional School District.

24. ***All facility-users must adhere to the individual protocols and guidelines outlined in the Facility & Grounds Rental Handbook, which is available online and in hard copy.***

Procedures for Securing the Use of School Facilities

1. School related groups during school hours
 - In school groups shall secure use of the school facilities and equipment through an **online application to the Facilities Use Manager's** office.
 - In school groups shall be given preference to out of school groups when conflicts in scheduling arise.
2. School related groups after school hours
 - All requests for school related groups use of facilities outside of the school day shall be made through their teacher/advisor through an **online application to the Facilities Use Manager.**
3. Community groups (non-school related)
 - All requests shall be made at through **an online application to the Facilities Use Manager.**
 - Should a scheduling conflict arise, the priority will be given according to School and Town Preference in File KF.
4. Pepperell Fields after school hours
 - Scheduled by the town of Pepperell