

## REGULATIONS AND PROCEDURES FOR 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.

### Building Usage Fees:

#### **ELEMENTARY SCHOOLS:**

Gym	\$88/hr.
Library	\$88/hr.
Classroom	\$55/hr.

#### **MIDDLE SCHOOL:**

Gym	\$100/hr.
Cafeteria	\$120/hr. (without use of kitchen)
Cafeteria and Kitchen	\$205/hr. plus overtime charge for kitchen employee
Library	\$100/hr.
Little Theater	\$225/hr.
Classroom	\$65/hr.

#### **HIGH SCHOOL:**

##### Gym\*

Full Field House	\$250/hr. (no locker room usage)
• Full field house includes full parquet floor.	
½ Field House	\$125/hr. (no locker room usage)
• This comprises both (two) ends of the field house.	
¼ Field House	\$75/hr. (no locker room usage)
• One end only.	

*\* Note: The school reserves the right to refuse use of the parquet floor based on potential damage from a requested use. For example, indoor baseball is prohibited.*

Cafeteria	\$150/hr. (without use of kitchen)
Cafeteria and Kitchen	\$250/hr. plus overtime charge for kitchen employee
Classroom	\$80/hr.
Large Group Instruction	\$100/hr.
Library	\$150/hr.
Auditorium	\$2000 package – includes 4 hrs. of performance plus 4 hrs. rehearsal time.
	\$1500 – 4 hr. rental – performance only

#### **TECHNOLOGY AND EQUIPMENT**

Fees are based on a sliding scale of \$20-\$75/hr. depending on the level of technology needed as determined by the MIS Director of Technology in his or her review of the application.

Use of the Soundboard is restricted to qualified employees or designees of the Swampscott Public Schools and is at the sole discretion of the Swampscott Public Schools.

### **FEE SCALE DETERMINATION**

**GROUP A.** No facility charge and no custodial charge for use during regular hours of building operations. Custodial charges (generally overtime or double-time) apply for use when the building is otherwise closed.

- Applies to:
- a. Swampscott Public Schools
  - b. Town Government Departments (pursuant to the agreement between the Town and Schools which provides for reciprocal use of each other's facilities at no charge; this includes the Recreation Department and its programs)
  - c. Swampscott P.T.A., P.T.O., and P.T.F. groups
  - d. SEA and other Swampscott school labor unions
  - e. Swampscott Educational Foundation (all monies must be for the sole purpose of furthering enrichment, education, equipment, professional development, or mission of the Swampscott Public Schools.)
  - f. Swampscott Student Booster Organizations (e.g., athletic boosters) where coaches and advisors are unpaid volunteers and all proceeds from fees or other amounts collected are added to the Booster Club fund
  - g. Swampscott Scout Organizations (e.g., Daisy, Brownie, Cub/Girl/Boy/Eagle Scout, Campfire)

**GROUP B.**  $\frac{1}{4}$  facility charge and no custodial charge for use during regular hours of building operations. Custodial charges (generally overtime or double-time) apply for use when the building is otherwise closed.

- Applies to:
- a. Swampscott Rotary, civic organizations, and Swampscott youth leagues.
  - b. Swampscott Student Booster Organizations (e.g., athletic boosters) where coaches or advisors are paid a stipend from fees collected, but all remaining receipts are added to the Booster Club fund

**GROUP C.**  $\frac{1}{2}$  facility charge and no custodial charge for use during regular hours of building operations. Custodial charges (generally overtime or double-time) apply for use when the building is otherwise closed.

- Applies to: All non-profit (501(c)(3)) organizations, whether based in Swampscott or elsewhere, such as youth or adult athletic leagues (not in Group B), arts organizations, etc.

GROUP D. Full facility charge and full custodial charge at all times.

- Applies to:
- a. Group B and C organizations using facility for profit or fundraising.
  - b. All other groups and agencies not mentioned above.

**BULK USE RATE DISCOUNT**

The discount impacts Group B and Group C only. When facility is used between 50-99 hours, (in one school year) the charge will be reduced by 10 hours. When facility is used for 100 hours or more (in one school year), the charge will be reduced by 20 hours.

**Custodial Fees:** These rates are set by the Business Office based on the most current contractual agreement and are subject to change. As of November 2011 the rates were:

- Hourly Rate: \$23.50/hour
- Overtime Rate: \$36.00/hour
- Double Time Rate: \$47.00/hour

**NOTE: DURING TIMES WHEN THE FACILITY IS CLOSED (OUTSIDE OF REGULAR OPERATING HOURS), FULL CUSTODIAL FEES MUST BE PAID REGARDLESS OF THE STATUS OR TYPE OF ORGANIZATION USING THE FACILITY.**

**School Year Operational Hours:**

- Elementary Schools 6:00 a.m. – 9:00 p.m.
- Middle School 6:00 a.m. – 10:00 p.m.
- High School 6:00 a.m. – 11:00 p.m.

In order to provide time for effective clean-up and maintenance, the renting party must leave the building by the following times to avoid overtime custodial charges:

- Elementary Schools 8:00 p.m.
- Middle School 9:00 p.m.
- High School 10:00 p.m.

## **Application Procedure and Internal Protocol**

*Applications must be received in the Business Office fourteen (14) days prior to the event. Applications and all questions regarding facility use should be sent to Swampscott Public Schools, Business Office, Attention: Building Use Request, 207 Forest Ave., Swampscott, MA 01907. Phone: 781-596-8802 ext. 372 or 374.*

1. Obtain Building Use Application, from the Business Office or the school site.
2. Submit application to the Business Office.
3. Application date must be checked, confirmed and noted on the school master calendar by Business Office staff prior to approval.
4. Appropriate school administrator must sign off; final sign off will be by Business Office.
5. The Manager of the Building Facility must be informed of scheduled events and notified of any required equipment.
6. **School Activities take priority at all times.** Preference for facilities, in the event of a scheduling conflict, will be given in the following order:
  - a. Swampscott Public Schools
  - b. Town agencies or groups serving the town government that serve the Town of Swampscott specifically.
  - c. Community-based groups or organizations serving Swampscott residents.
  - d. Individual Swampscott residents.
  - e. Organizations or groups outside of Swampscott.
7. Applications will be accepted and acted upon in the order in which they are received. All applications will be reviewed and applicants will be notified no later than seven (7) days prior to the event including the dates and times for which they have been approved.
8. Copies of the required insurance binder and, if applicable, evidence of Swampscott non-profit (501(c)(3)) status must be included with the application.
9. The renter must not publicize the event prior to notification of approval.
10. For events that take place more than once in a year a separate application must be submitted for each event.
11. Swampscott Public Schools reserves the right to cancel a scheduled event at any time. When possible, SPS will provide at least three days' notice.
12. In the event a renter does not follow the established procedures, a written warning will be issued. If the renter continues to disregard procedures, approval for use of school facilities will be revoked indefinitely.
13. School facilities will not be available for use during the following time periods, unless a specific exception is granted:
  - a. First two weeks of the academic year.
  - b. Two weeks prior to graduation.
  - c. The last two days of the academic year.
  - d. School cancellations.

### **On-Site Contact**

*The renter must designate an onsite contact person who will be available to manage any problems or situations that arise. The contact person should not be a coach or active participant in the activity and must remain on site for the duration of the event. The custodial / maintenance person will be the District's contact person.*

1. The renter's contact person must check in with the District contact person upon arrival.
2. The renter's and District contact persons, together, will review the facility that will be used and ensure that its condition is ready for the event. The District contact person will indicate what other facilities may or may not be used (hallways, bathrooms, exterior doors, etc.)
3. In the event that the rental contact person does not appropriately address any problem or issue during an event, the District contact person will end the event and require all attendees and guests to vacate.
4. At the conclusion of the event, the rental contact person will meet with the District contact person to inspect the facilities to ensure that it is returned in substantially the same condition as it was when the group arrived. They will also review any problems or issues that may have occurred.
5. A checklist/exit form will be completed and signed by the rental contact person and submitted to the District contact person.

### **Rates and Insurance:**

1. The School Committee will establish the facility rental rates.
2. In addition to the rental rates, set-up and breakdown charges will be assessed for each use of the facilities based on the needs of the group. Additional clean-up fees will be charged if the space is not left in the same condition as upon arrival.
3. The facility will not be reserved until the Business Office has received full payment of the fees. Payment must be by check, payable to *Swampscott Public Schools*.
4. Full liability for any damages to District property or injuries to persons, whether in District buildings or on the grounds, shall be assumed by the renter. Employees of the District, or its representatives, shall be held free from any and all liabilities which might result from the renter's use of the buildings or grounds. The renter agrees to take the utmost care in the use of school property and to make good on any damage or loss to District property. In the event the renter requires excessive clean-up, set-up or breakdown, additional fees may be assessed.
5. For all non-school sponsored events, a minimum \$1,000,000 insurance binder naming Swampscott Public Schools as an additional insured must be submitted to the District prior to final approval.
6. At any event held on School property for which an admission fee is charged, Senior Citizens (age 65 and above) from the Town of Swampscott, shall be charged no more than 50% of the general admission charge.

### **Facility Use Regulations:**

1. The school administration may, at its discretion, require Police Officer coverage at the cost of the renter. A police detail will be required at any event where more than 250 attendees are expected. Police coverage will be charged at the current Swampscott Police Department rate with a minimum 4-hour detail per officer.
2. Members of the SPS administration, or their representatives, must be permitted to attend the event and be present on District property at any time during the event.
3. The renter is granted access to, and use of, only the areas specified on the application during the dates and times specified. Additional space, including hallways or public areas of the building, may not be used.
4. Failure to vacate the premises by the appointed time or unauthorized use of other areas may result in additional fees. If the renter refuses to leave when requested by District staff, the Swampscott Police may be called.
5. Decorations, posters and other items may not be affixed to any part of the building, unless specific permission is granted as part of the building use application.
6. No storage facilities are available. All equipment must be delivered after school hours on the day of use and removed not later than after school hours on the following day. The District is not responsible for any property left on the premises.
7. The use of school supplies, apparatus, or equipment is not included in the use of the facility (see rates) but can be requested for rental as part of the application.
8. The building and grounds must be left in substantially the same condition as before their use. Any damage must be reported to the onsite District contact person.
9. District staff will be responsible for supervision of lights, curtains, computer technology, and other equipment. Only authorized personnel from the SPS shall use equipment that requires special knowledge or skill. The renter will be responsible for any additional required personnel costs.
10. In the case of school cancellation, or unplanned or emergency early dismissal, the facilities will not be available for use and an alternate date may be scheduled.
11. The renter's contact person must check out with the District contact person at the end of the event (or each day for multiple day events) to review any problems or issues that may have occurred and to verify the space is returned to its original condition. Failure to check out as described herein will result in the loss of the right to dispute or appeal District decisions regarding additional cleaning fees or other fees charged related to damages or facilities use.
12. The school administration expressly reserves the right to revoke for any good and sufficient reason permission for use previously granted and shall not be responsible either directly or indirectly for any, or all, loss or expenditures incurred by the applicant or renter.
13. No subletting or splitting rental space between two parties or activities in the same area is permitted unless the school administration grants an exception.
14. At no time may pyrotechnics be used on school property.

15. The School Committee reserves the right to negotiate long-term contractual arrangements with non-profit performing arts organizations for use of the Swampscott High School auditorium on terms other than those contained herein.
16. The Policies and Procedures for Rental and Use of School Buildings shall be renewed annually.
17. ADA Accessibility Guidelines are to be followed at all times. All entry ways, elevators, handicapped parking, and areas of access must be accessible to all members of the public, including individuals who use wheelchairs. An accessible path of travel must be available to and from all events conducted on ADA-compliant school property.

**Participant Requirements:**

1. The renter assumes full responsibility for control and supervision of all participants and visitors on school grounds in conjunction with the event. This includes control of the behavior and actions of individuals within the rental space, in all adjoining space (hallways, bathrooms, etc.), and outside the building.
2. Participants or guests may not use any wheeled equipment, including but not limited to skateboards, wheelie shoes, and scooters, inside or in the immediate vicinity of the building, unless The School administration grants a specific exception to this policy in the application.
3. Participants and guests must remain in rented space and the immediate vicinity. They may not be in other areas of the building.
4. Only door(s) prescribed by the District contact person (generally the one(s) closest to the rented area) may be used to enter or exit the building, except in an emergency.
5. Use of any tobacco product, drug or alcohol is prohibited in all school buildings and on school property. No person under the influence of an intoxicant (whether alcohol, another drug or any other substance) is permitted on school property.
6. Beverages or food (including candy) may not be sold or served on school property without prior written permission of the school administration and must be requested in the application.
7. The renter is responsible for making these "Participant Requirements" known and available to all participants and guests who may attend.