

Sudbury Public Schools
Use of School Property – Building Use Guidelines
School Committee Policy 6.1
Effective May 2017

6.1 Facility Use

1. The Sudbury School Committee encourages the use of school buildings, playgrounds, and equipments by groups organized in, and servicing primarily the citizens of Sudbury. Such community use of school facilities shall not interfere with the normal conduct of education, extracurricular, or other school-related use of the facilities.
2. The Committee exercises exclusive jurisdiction over school property, buildings, furnishings, and equipment installed on school property and may make such facilities available for community use consistent with all federal and state laws. Use of school facilities, including buildings and grounds shall be subject to the approval of the School Principal and the Superintendent or his/her designee.
3. The Administration will be responsible for implementation of this policy and will establish procedures and/or regulations for building use, a District-wide building use application and agreement form, and a fee schedule. The purposes of the procedures or regulations governing use of the facilities will include the protection and maintenance of school property. The procedures will provide notice of application timelines, cancellation policies, and the user's responsibilities. The fee schedule must be approved by the School Committee.
4. All requests will be considered on an individual basis and balanced against any potential financial impact to the Sudbury Public School District's annual budget that such usage may involve.

General Rules

School grounds, buildings, and equipment shall be used only for educational, recreational, social, civic, philanthropic, or like purposes deemed by the Sudbury School Committee to be in the interest of the community. Town Committees or boards that need meeting places or facilities to conduct programs for the benefit of the community may use school premises. Commercial activities conducted by individuals or groups for private profit will not be permitted on school premises unless specific waiver is granted by the Superintendent. Such a waiver may be granted only when the commercial activity provides a direct benefit to children or to citizens of Sudbury. The School Committee reserves the right to deny the use of a school facility or to cancel a reservation for use when the Committee deems the use inconsistent with this policy or the best interests of the District or the community.

If school is cancelled for inclement weather or any other unforeseeable reason, ALL evening activities and use of school facilities shall also be cancelled.

An adult representative of any group using school facilities must be present for the entire period of the program or activity. A school custodian shall also be present, and the group's representative shall assist the custodian in enforcing the following rules:

- Any person or group granted permission to use school facilities shall assume responsibility for the safety and welfare of all persons on the premises during the period of such use and shall assure that premises and equipment are clean and in good condition at the end of the program or activity.
- Use of tobacco products and/or any illegal substances are prohibited on school property.
- Use of alcoholic beverages are prohibited on school property.
- Decorations shall be put up and removed by the persons granted the use of the building.
- No gifts or gratuities shall be given to school personnel assigned to supervise activities in the schools.

- Food shall not be prepared in any school space other than the school kitchen. Any use of the kitchen shall be supervised by the District Kitchen Supervisor.
- Violations of any, or all, of the within rules may result in the denial of future use of school facilities at the discretion of the Administration and/or School Committee.
- Fireworks, pyrotechnics, and inflatables are prohibited.

Procedures

Any individual or group seeking to use the school facilities must submit an application in accordance with the District procedures at least thirty (30) days in advance of use. The Director of Business and Finance shall have the discretion to permit use of the facilities at any time less than thirty days. Potential Users may request an appeal on the fees applied by School Committee Policy by requesting an appeal hearing before the Sudbury School Committee at a regularly scheduled public meeting at least thirty (30) days before requested facility use. Requests will be heard for special circumstances only.

Any individual or group using school facilities shall assume full responsibility and financial liability for any damage to school property that occurs during the use of such facilities and shall indemnify the District for any loss or liability arising out of the use of the facility.

A Certificate of Insurance, naming the Sudbury Public Schools as an additional insured, will be required of all users.

Police and fire protection shall be arranged by the user at their own expense.

The following priorities will generally govern District decisions concerning the approval and scheduling of individuals or groups using school facilities:

1. School programs;
2. School-sponsored or school-related programs;
3. Student clubs and activities;
4. Parent-Teacher Organization events;
5. After-School care provided on school premises;
6. The needs of Town boards, committees, or departments, including the Park and Recreation Department;
7. Children-oriented, non-school programs not operated for profit, especially those sponsored by local groups;
8. Adult-oriented, non-school programs not operated for profit, especially those sponsored by local groups;
9. Traditionally recurring users for other purposes; and
10. Any commercial user granted approval.

Fees

The Administration shall exercise appropriate discretion to implement additional fees as they may pertain to excessive use of the facilities by User Groups.

Labor fees cover custodial, kitchen, or other staff costs associated with use.

Facility use fees include fees in addition to labor fees intended to cover other reasonable costs that may be incurred by the District, such as utilities, wear and tear of the facilities and additional maintenance.

As the fees are intended to reflect the costs of the use to the District, the fee schedule may provide for different fees based on factors such as the need for additional staff, the time of day or day of the week of the use, the size of the user group, or other significant labor support for set-up or clean-up.

A cleaning surcharge or repair costs for damage to facilities or equipment may be charged as needed at the discretion of the building principal.

Category 1 All School and Town Group Use:

Facilities are maintained for school purposes. School Educational Programs shall have precedence over all others. This category also includes all other school or town groups, boards, committees and departments. Such use shall be approved by the Building Principal. The Principal, or his/her employee designee, is responsible for the supervision and security of the building and groups during affiliated group use of the facility. These groups will be exempt from facility use fees and labor fees, during operational school building hours.

Category 2 Non-School and Non-Town Affiliated Group Use:

Facilities may be used by individuals and associations for activities of an educational, recreational, social, civic, philanthropic and like purposes as may be deemed for the interest of the community. The affiliation of any such association with a religious organization shall not disqualify such association from being allowed such a use for such a purpose.

These groups shall be charged Facility Use Fees, Labor Fees, and Other Costs beyond Sudbury Public Schools' standard school building operational costs.

Facility Use Fee Schedule Summary

Current Facility Use Fees (School Committee approved May 2017)

	Category 1 School Groups	Category 2 Non-School Groups
Gyms	\$0	\$50 / hour
Cafeteria	\$0	\$50 / hour
Kitchen	\$0	\$50 / hour
Auditorium	\$0	\$100 / hour
Classrooms - ELEM	\$0	\$30 / hour
Library - ELEM	\$0	\$30 / hour
Classrooms - Curtis	\$0	\$50 / hour
Library - Curtis	\$0	\$50 / hour

ADDITIONAL CHARGES

Custodian (3 hour minimum)	\$43/ hour	\$43/ hour
Kitchen Staff	\$50 / hour	\$50 / hour
Additional Equipment	TBD	TBD

Open Space Time

Groups may be approved for use by the Administration under the following guidelines:

- Participation Fee of \$15 per person - minimum of 10 persons;
- Designated Volunteer to Oversee;
- Sudbury Recreation Leagues Only;
- Individual Signed Waiver of Liability;
- Will be cancelled for other Facility Use requests.

Required Certificate of Insurance

Use of the Sudbury Public Schools facilities requires liability of insurance in the amount of **\$1 Million** per occurrence/**\$3 Million** aggregate, naming one location below as an additional insured on their policy. A copy of the Certificate of Liability Insurance must be included with each Application for Building Use.

Town of Sudbury, Ephraim Curtis Middle School, 22 Pratt's Mill Rd, Sudbury, MA OR

Town of Sudbury, Josiah Haynes Elementary School, 169 Haynes Rd, Sudbury, MA OR

Town of Sudbury, Israel Loring Elementary School, 80 Woodside Rd, Sudbury, MA OR

Town of Sudbury, General John Nixon Elementary School, 472 Concord Rd, Sudbury, MA OR

Town of Sudbury, Peter Noyes Elementary School, 280 Old Sudbury Rd, Sudbury, MA



Sudbury Public Schools – Application for Building Use

Facility Request Information: Note that all approved use will be limited to days and locations indicated. **Start and end times should reflect the time in the space** not necessarily the event hours. Custodial charges may be applied for set-up and clean-up. Organizations must name a designated contact person in the event of emergency cancellations.

Date of Application: _____
 Organization Name: _____ Address: _____
 Designated Contact Person: _____ Email: _____ Phone: _____
 Official in Charge (During Event): _____ Email: _____ Phone: _____
 Bill to: _____ Address: _____ Email: _____

Building Use Fee Category: Category 1 (School Groups) Category 2 (Non-School Groups)
 (Check Box that Applies) PTO
 SEPAC
 SEA
 Town Boards/Committees
 School Sponsored Clubs

Building Name: _____
 Gym Cafeteria Kitchen Auditorium Classroom Library

Equipment Needed: _____
 (Additional Charges May Apply)

Day of Week	Start Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)	Start Time	End Time	Description of Activity

Estimated Attendance: _____

Admission will be charged: ___ Yes ___ No
 Contributions will be received: ___ Yes ___ No

Certificate of Insurance Attached: ___ Yes ___ No
 Police will be necessary: ___ Yes ___ No
 (With Approval of Director of Business and Finance)

Applicant Agreement: *I have reviewed the policies and regulations in the School Committee Policy Manual 6.1 Building Use and accept full responsibility for the compliance with the building use requirements including all rules, care and protections of the property, and responsibility for behavior and discipline of persons present in connection with permit. I understand this is only an application and not automatically approved and I will be contacted with final Building Use charges and formal approval.*

Applicant Signature: _____ Date: _____

For Office Use Only:

Date Received: _____ Available: ___ Yes ___ No

Proof of Insurance: ___ Yes ___ No Principal Approval: _____ Date: _____

Rental Fee: _____ Custodian Fee: _____ Cafeteria Staff Fee: _____ Additional Equipment Fee: _____

Fee Total: _____ Special Instructions: _____