

**ERVING SCHOOL COMMITTEE**  
**COMMUNITY USE OF SCHOOL FACILITIES**

The School Committee shall allow for the use of school facilities by the children or adults in Erving. This decision permits the school to serve as a community hub for community activity for limited purposes. The Committee requires that such use will maintain safe conditions and preserve the property for school program use.

The School Committee and the school administration shall establish reasonable rules regarding the type of outside individuals or groups that may be allowed to use the school.

The School Committee shall limit the use of school premises and facilities to activities that provide a direct benefit to the children and adult residents of Erving and/or residents of Union #28 affiliated towns.

**ELIGIBLE USERS**

The School Committee shall limit the use of school facilities to non-commercial or educational groups that either:

- Have their primary operations in Erving, Massachusetts or the other towns of Union #28, OR
- Represent the Town of Erving or are acting on the Town's behalf, OR
- Are sponsored by an official school entity including the School Committee, School Council OR
- Are not-for-profit organizations per Internal Revenue Code Section 501(c) (3) or 509(a) and are registered within the Commonwealth of Massachusetts.

AND

- Provide services/activities to residents of Erving /or residents of Union #28 affiliated towns.

The School Committee shall limit the use of school facilities by commercial groups to those that:

- Provide services/activities to residents of Erving and/or residents of Union #28 affiliated towns.

The School Committee shall limit the use of school facilities by individuals to those who:

- Are residents of Union 28 affiliated towns OR
- Are affiliated with Erving Elementary School or Union #28

AND

- Provide services/activities to residents of Erving and/or residents of Union #28 affiliated towns.

Individuals or organizations that utilize the grounds or facilities of Erving Elementary School must adhere to the policies of the School Committee and provide programs and messages that are consistent with those policies and the mission statement of the school. This includes following all relevant School Committee policies, which includes, but is not limited to, the anti-discrimination policy (ACAB), as well as other policies addressing anti-discrimination, bullying, harassment, and hazing.

### **PRIORITY OF USE**

School affairs will always have the first priority for use of the building. The second priority for building use is children's activities. Adult uses of the building will have the third priority. Primary eligibility for use of school premises and facilities will be granted in the following order:

1. School activities
2. Parent-teacher/staff activities
3. Official town public hearings and municipal activities
4. Meetings and activities sponsored by the School Committee, School Council and other school bodies or personnel regarding school-related activities
5. Other allowable activities

The school Principal shall maintain the schedule of building use and has the authority to make such revisions as may be appropriate to ensure that those with the highest priority for building use may have the building available to them. All users must check with the Principal one week prior to the event to ensure that the building and facilities are still approved prior to arrival for the use of the facilities.

### **FEE REQUIREMENTS**

School, Town and not-for-profit groups will be permitted reasonable use of school facilities without charge. Fees will be imposed only to those groups that are commercial groups or individuals as defined in the eligible users section of this policy.

All activities must be under competent adult supervision approved by the Principal or Superintendent. In situations where the kitchen is to be used, the adult supervision must also be approved by the Food Service Manager.

**The school may require the presence of a custodian, cafeteria worker or school employee to be present for an event, in which case the user shall be required to pay the school district an additional hourly fee as described in the fee schedule below. This decision on what staff is needed will be determined at the time of approval. All fees must be paid in full prior to the use of the facilities.**

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 requested, rates may be set at a contract price at the time of approval.

The School Committee shall approve and periodically review a fee schedule for use of school facilities.

## FEE SCHEDULE

Where a fee is applicable, the following rates will apply:

| Area Used:   | Admission Fee Charged | No Admission Charged |
|--------------|-----------------------|----------------------|
| Gymnasium    | \$25.00 / day         | \$15.00 / day        |
| Cafeteria    | \$25.00 / day         | \$15.00 / day        |
| Kitchen      | \$25.00 / day         | \$15.00 / day        |
| Computer Lab | \$25.00 / day         | \$15.00 / day        |
| Library/Well | \$25.00 / day         | \$15.00 / day        |

Additional fees for personnel required will be charged at the rate of \$35.00 per hour for each person needed. When a staff member is called away from normally scheduled duties or is not normally on duty, the user organization will pay for the staff member's services at \$35/hour. The time spent assisting the user organization shall be kept and recorded by the Erving Elementary School personnel, and there is a one hour minimum charge for such services.

## PROCEDURES

Requests for use of school facilities by school, town and not-for-profit organizations must be approved by the Principal. Requests for use of school facilities by commercial groups or individuals must be approved by the School Committee. Requests for use of the school facilities by school, town and not-for-profit organizations are to be submitted in writing to the Principal at least 7 days prior to the date of use. Requests for use of the school facilities, by commercial groups or individuals, must be presented to the School Committee prior to their monthly meeting on the 3<sup>rd</sup> Tuesday of every month prior to the date of use. All requests must include a clear description of the organization, the nature of the organization and proposed activity, any equipment to be used, and the person responsible for the building use. Under most situations, the building will not be available for use during vacations so that routine vacation cleaning and maintenance efforts can take place. Groups receiving permission are restricted to dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Principal. All other areas of the building are strictly out of bounds.

Users of the facilities bringing equipment to the school must receive permission for its use. No displays may be attached to walls, curtains or other portions of the building or its furniture or equipment without the approval of the Principal. No school furniture or equipment may be significantly moved, altered, adapted, modified or adjusted by any user unless with the prior knowledge and approval of the Principal. Such equipment must be returned to its original state by the user at the conclusion of the activity. Users are obligated to clean the area used so that it is at least as neat and clean as it was prior to use.

The School Committee **may** require users of the building to obtain suitable liability insurance to protect the Town. Any users who damage school property may be required to pay the cost of repair or replacement of damaged property. Neither the Town nor the School Committee shall be considered responsible for injury to persons or property while the building is used by any outside

group. Groups using the facilities are responsible at all times for the observance of fire and safety requirements.

### **ADDITIONAL REQUIREMENTS**

Smoking and alcohol within the building or on school premises is strictly forbidden. No off-road motor powered vehicles are permitted on school property.

Emergency regulations relating to the use of school property may be made by the Superintendent and/or Principal subject to School Committee review.

The School Committee reserves the right to cancel any permission granted.

Conservation of heat, lights and water must be a priority.

Parking of vehicles is the responsibility of the user, and must be handled so that driveways are not obstructed for use by other vehicles or fire department apparatus. Driveways must be kept clear at all times.

Failure to comply with any regulations of this policy may result in loss of privileges to use the school facilities.

Any costs, loss/damage beyond the normal wear and tear of the school facilities, furniture, or equipment arising out of its use of school property whether such damage was accidental or deliberate will be the responsibility of the sponsoring group. The cost of damages will be based on the repair or replacement costs.

The signature of the responsible adult on the application confirms that the material has been read, understood and the individual and/or organization is in agreement. It is the responsibility of the applicant to comply with the requirements governing use of the facilities.

First reading: 05-20-08

Second reading, first vote: 06-17-08

Final vote: 09-16-08

Amended: 01/24/11

Final vote: 02/15/11

Amended: Erving Policy Committee 05-19-15

Final vote: Erving School Committee FINAL Vote 09-15-15