

**Concord Carlisle Regional School District**

**&**

**Concord Public Schools**

**Facility Use Policy**

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**Facility Use Fee Policy**

## **KF - FACILITY USE POLICY**

It is the School Committee's desire that use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use. Availability of school facilities may be reduced during periods of high maintenance and usage.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Requests for permission for the use of facilities must be obtained through the District website (<https://www.concordps.org/community-use-and-building-rental/>).

The user will adhere to all rules and regulations of policy KF-R - Community Use Regulations and Fees.

Initial consideration for summer rentals will be made to those who apply by February 1<sup>st</sup>.

### **Facility Use Application Priorities**

School facilities will be available for the following:

1. School activities.
2. Town meetings, elections, and other public hearings.
3. Parent-teacher activities.
4. Local nonprofit (local civic, educational, social, and religious organizations) and noncommercial organization activities in which a substantial portion of the members are residents of the Town.
5. The activities of other organizations when approved by the School Committee.

LEGAL REFS.: M.G.L. [71:71](#); [71:71B](#); [272:40A](#)

## **KF-R - COMMUNITY USE REGULATIONS AND FEES**

### **Facility Use Application Priorities**

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### **Community Use Agreements**

School Committee Facility Use Policies are superseded by agreements in force between the Towns of Concord and Carlisle. See:

<https://www.concordps.org/finance-and-operations/facilities/>

### **Frequent User Discount**

Rental fees of users who rent school facilities in a single rental transaction of 40 hours or more per school year will be reduced by 15%. Rental fees of users who rent school facilities in a single rental transaction of 80 hours or more per school year will be reduced by 25%. There are no discounts for personnel costs (custodial/facilities/kitchen/AV) associated with rentals.

## Supervision

The applicant is held responsible for the preservation of order and the protection of school property. When attendance or other conditions require the use of public safety personnel or parking attendants, the user shall assume full responsibility for their assignments and pay for their services. In the case of large events (i.e. ones that use more than 50% of a school building) the district may require an Administrator be present to ensure that the facility is well managed, organizers and attendees have a positive and safe experience, and the facility is left in appropriate condition for a smooth transition to school activities to follow. Costs for the Administrator will be charged to the user.

## Restrictions

Renting groups shall be responsible for enforcing the following restrictions:

**a. Smoking:** Smoking is NOT permitted in any school building or on school grounds. See:

<https://z2policy.ctspublish.com/masc/browse/concordcarlisle/concordcarlisle/JICH>

**b. Intoxicants:** Alcoholic beverages and drugs are forbidden on school property at all times. See:

<https://z2policy.ctspublish.com/masc/browse/concordcarlisle/concordcarlisle/JICH>

**c. Food or Beverage:** Food or beverage may not be served in any area outside the cafeteria except with permission of the school. Groups utilizing the kitchen for any reason other than using the sink to draw water, must have a kitchen supervisor on hand at all times. Groups serving food not prepared by District staff must obtain a temporary food service permit from the Concord Board of Health. See: <https://concordma.gov/672/Temporary-Food-Events>

**d. Anti-Hazing:** Hazing is prohibited in all CCRSD & CPS facilities and subject to criminal punishment as well as school sanctions. See:

[https://z2policy.ctspublish.com/masc/browse/concordcarlisle/concordcarlisle/JICFA/z2Code\\_JICFA](https://z2policy.ctspublish.com/masc/browse/concordcarlisle/concordcarlisle/JICFA/z2Code_JICFA)

**e. Care of Property/Decorations:** The renting organization shall be liable for any damages to school property occurring at the time of rental and/or as a result of the rental. Plans for mounting decorations must be approved in advance by the building principal. Tape may be used as long as

it does not damage school property and that it is removed by the user at the completion of the activity. No scenery or props belonging to the users may be stored in school buildings. Wax may not be applied to floors. Furniture or equipment may not be removed from a room and shall be replaced in its original location at the completion of the activity.

**f. Fire Prevention:** All local and state fire safety regulations will be observed. No open flames may be used. All materials used for decorations must be approved in advance by school officials. Electric fixtures, line extensions, equipment, and appliances may be connected under the direct supervision of a custodian only.

**g. Use of Facilities:** Rental use will be limited to the facilities and equipment specified in the usage agreement and will, under no circumstances, extend to other rooms, areas or use of equipment. Groups of children or minors shall NOT have access or use of facilities unless accompanied by an adult supervisor. The school system will remain impartial toward programs of a political nature and strive to give equal opportunity for use of school property to all political parties. School buildings will not be available for private functions such as birthday parties, family events, celebrations, individual recitals, dinners, etc.

**h. Access:** A custodian(s) will be assigned to open and/or secure the building.

**i. Concessions:** The right of concession and sale of food and drink remains with the school and control rests with school officials. Organizations using school facilities for the service or sale of food to the general public must receive a temporary food service permit from the Concord Board of Health. Alcoholic beverages and drugs are forbidden on school property at all times. <https://concordma.gov/672/Temporary-Food-Events>

**j. Dances:** Dances will be limited to the high school gym and to the school cafeterias. Proper footwear must be used for all activities in the gym.

**k. Raffles:** All State and Town regulations related to raffles must be followed. Bazaar or casino night events are not permitted. A permit to conduct a raffle must be obtained from the Town Clerk's office prior to the event. See: <https://concordma.gov/545/Raffle-Casino-Permits>

*All programs, performances and usage of the school buildings must conclude before 10:00 p.m. Events which would end later than 10:00 p.m. may occur at the discretion of the Superintendent.*

### **Liability for Injury and Recovery of Damages**

The user agrees to save and hold harmless the Concord-Carlisle Regional School District and Concord Public Schools and agrees to assume responsibility for all liabilities arising from or incidental to the use; it being understood and agreed that the CCRSD and CPS assumes no obligations respecting the use of such premises. The renter(s) will be required to provide a Certificate of Insurance affording the following coverages:

General Liability of at least \$1,000,000 per occurrence and \$3,000,0000 in aggregate.

Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate.

The Concord-Carlisle Regional School District and/or Concord Public Schools must be named as an Additional Insured Party. ·

Workers' Compensation Insurance as required by law.

### **Custodial Coverage**

A custodian opens the facility and preps it for the event (including turning on heat/lights, unlocking doors, setting up furniture as needed, etc.), is on duty during the event to assist organizers, and then cleans and locks up afterwards.

### **Use of Gymnasiums**

Groups/individuals renting the gymnasiums must wear sneakers and conduct athletic activities in a safe and supervised manner.

### **Use of Fields**

Facility use policies refers to CCHS baseball/softball field and Memorial Field Stadium. Other public fields are under the jurisdiction of the Town of Concord Recreation Department. See: <https://www.concordrec.com/558/Outdoor-FieldCourt-Rental-Application>

### **Use of High School Tennis Courts**

Given the heavy use of district courts by our schools and members of the Concord and Carlisle communities, a limited number of rental hours are available.

### **Use of Audio Visual Equipment**

Renting groups should indicate the need for audio-visual equipment on the application form.

### **Cancellation of Events**

In the event that school is canceled due to inclement weather or other emergencies, outside rentals will also be canceled.

### **Additional Requirements**

The Superintendent of Schools may impose additional requirements as necessary.

## **Payment of Fees**

Costs are billed to the user after the event. Checks should be made payable to: “Concord-Carlisle Regional School District” or “Concord Public Schools” and sent to:

Concord-Carlisle Regional School District or Concord Public Schools

ATTN: Business Office

120 Meriam Road

Concord, MA 01742



**Fee Schedule Effective 9.1.2022**

| <u>Space</u>  | <b>Group II - Residents &amp; Non-Profit Use</b> | <b>Group III - Private Organizations &amp; Other Non-Profits Use</b> | <b>Notes (all per hour unless stated otherwise)</b> |
|---|--|--|---|
| Classroom   | \$20.00  | \$50.00  | Saturday and Sunday 3 hour minimum                  |
| Music Room/Forum/Library/Lobby                                | \$40.00  | \$90.00  | Saturday and Sunday 3 hour minimum                  |
| Multipurpose Room/Lecture Hall/Conf Room                      | \$40.00  | \$90.00  | Saturday and Sunday 3 hour minimum                  |
| <b><u>Auditorium</u></b>                                      |  |  |   |
| Auditorium HS   | \$50.00  | \$100.00   | Saturday and Sunday 3 hour minimum                  |
| Auditorium MS (Sanborn) & Elementary                          | \$60.00  | \$75.00  | Saturday and Sunday 3 hour minimum                  |
| <b><u>Gymnasium</u></b>                                       |  |  |   |
| Gymnasium- High School - smaller gym                          | \$50.00  | \$75.00  | Saturday and Sunday 3 hour minimum                  |
| Gymnasium- High School  | \$50.00  | \$100.00   | Saturday and Sunday 3 hour minimum                  |
| Gymnasium- MS   | \$25.00  | \$50.00  | Saturday and Sunday 3 hour minimum                  |
| Gymnasium- Elementary   | \$25.00  | \$50.00  | Saturday and Sunday 3 hour minimum                  |
| <b><u>Cafeteria w/o Kitchen (Special Permit Required)</u></b> |  |  |   |
| Cafeteria HS  | \$50.00  | \$100.00   | Saturday and Sunday 3 hour minimum                  |
| Cafeteria MS  | \$40.00  | \$80.00  | Saturday and Sunday 3 hour minimum                  |
| Cafeteria Elementary  | \$40.00  | \$80.00  | Saturday and Sunday 3 hour minimum                  |
| Kitchen (requires Food Service Personnel)                     | \$60.00  | \$100.00   | Saturday and Sunday 3 hour minimum                  |
| <b><u>Personnel</u></b>                                       |  |  |   |
| Custodial Fee- Weekdays                                       | \$40.00  | \$40.00  |   |
| Custodial Fee- Saturdays and Sundays                          | \$70.00  | \$70.00  | Saturday and Sunday 3 hour minimum                  |
| AV Tech   | \$50.00  | \$100.00   | Saturday and Sunday 3 hour minimum                  |
| Food Service Worker   | Variable   | Variable   | Saturday and Sunday 3 hour minimum                  |
| <b><u>Field Use Fees</u></b>                                  |  |  |   |
| Memorial Turf Field   | \$100.00   | \$200.00   | Saturday and Sunday 3 hour minimum                  |
| High School Tennis Court                                      | \$25.00  | \$50.00  |   |
| Grass Field   | \$50.00  | \$75.00  |   |
| <b><u>MISC.</u></b>   |  |  |   |
| Piano Fee Flat Rate   | \$25 per use                                     | \$25 per use   |   |
| Piano Post-Use Piano Tuning Fee                               | \$75 per use                                     | \$75 per use   |   |
| Volleyball Equipment Rental                                   | \$15 per use                                     | \$15 per use   |   |
| Parking Lot (over 100 spaces reserved)                        | \$25.00  | \$50.00  | Saturday and Sunday 3 hour minimum                  |

Group I: In-district (no charge)

Group II: Residents recreational and non-profit use.

Group III: Private organizations and other non-profits.

**Cancellations must be made 48 hours in advance, if less than 48 hours, the cancellation fee is the lesser of \$180 or the fee of the total estimated cost. Facility use rates do not include Custodial and Food Services Personnel Costs. Kitchen rental requires both kitchen use and Food Service Personnel.**

