

## USE OF SCHOOL FACILITIES

The School Committee of the Nashoba Regional School District believes that the primary purpose or function of public school facilities is to provide quality educational environments conducive to the learning of the students they serve. The School Committee desires to make school facilities available for civic, cultural, educational, recreational and other activities as long as these activities do not conflict with public school purposes and activities, state and federal laws, local ordinances, or proper care and maintenance of the school facility.

Use of school facilities outside of the school day must be approved by the individual building principal and the central services administrator designated by the Superintendent to coordinate facility use. Use of facilities shall be granted in the following priority order:

- a. Use by the local school
- b. Use by the local school related organizations
- c. Use by the Nashoba Regional School District
- d. Use by the town
- e. Use by local non-profit organizations
- f. Use by other non-profit agencies
- g. Use by private interest groups, organizations or for-profit agencies

At the discretion of the principal, all non-school activities shall yield to a school or town function.

All requests for building use shall be submitted via the online application system. The application will outline rules governing the use of facilities, responsibility for supervision, obligation for care and maintenance, prohibitive uses, contractual obligations related to utility fees, rental fees, insurance and related matters. Permits will be issued for a maximum of one year. Approval of official town functions shall not be unreasonably denied. The denial of an application may be appealed to the school district Superintendent.

Groups will be designated in the following categories and be subjected to the applicable fee schedule:

**Group A:** Recognized school groups affiliated with the Nashoba Regional School District but not necessarily established as non-profit organizations (e.g. PTO, School Councils, Music or Drama Associations, Alumni Associations, etc.)

**Group B:** Nonprofit or civic groups (e.g., all Bolton, Lancaster, or Stow youth sports groups, churches or all other groups classified under Section 501 (c) 3 of the IRS tax code) with a majority of the participants residing within the School District.

**Group C:** For-profit groups (e.g., private dance schools, theater groups, etc.) and non-profit groups that have fewer than half of the participants residing within the District (e.g., colleges, Armed Forces, etc.)

**Group D:** For profit camps (e.g., summer, basketball and soccer camps).

**Group E:** Municipal Groups organized and sponsored by member towns will be allowed to use the school buildings located in their Towns owned by their Town without charge as specified in the property lease between the respective Towns and the District. Group E qualified organizations desiring to use Nashoba Regional High School will be treated as a Group B applicant.

### **Regulations**

All user groups will adhere to the “Regulations Governing Use of Nashoba Regional School District Buildings and Grounds.” The School Committee reserves the right to limit or exclude the use of the School facilities by any group that violates one of the regulations. Additional general use regulations will be created by the Director of Facilities, subject to the approval of the superintendent.

### **Use of Funds**

Funds received in connection with the rental of the school facilities will be deposited into a separate revolving account. Such fees will be used to pay associated costs of the activity (e.g., custodial fees) and/or make building repairs, replace worn equipment, or offset the costs of energy and custodial supplies.

### **Review**

The School Committee will review the fee structure for the use of school facilities. The Superintendent will have the authority to make interim price changes between reviews if necessary to cover the costs of the District.

LEGAL REF.: M.G.L. Chapter 71:71

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| First Reading:             | November 20, 1997 |
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## **Regulations Governing Use of Nashoba Regional School District Buildings and Grounds**

### **GENERAL:**

1. It is the school committee's desire that the citizens of the Nashoba Regional School District enjoy use of school property. It is the committee's intent that such use should take place with proper regard to the safety of the participants and with respect for the preservation of the property for school program use.
2. Any grant of permission to use the facilities does not constitute an endorsement by the school district of any person or organization, nor of any ideas or beliefs that that person or organization represents.
3. Permission for use of the school facilities will be granted for a period of time not extending beyond the school year. During the summer months when school is not in session, use of the school facilities or grounds will be limited, due to the fact that this is the time of the year when buildings are being cleaned and maintained, and fields are being prepared for the fall season.
4. In all cases, permission to use school facilities and grounds will be granted with the understanding that the use shall be subject to cancellation by the Nashoba Regional School District at anytime for needs directly related to school activities.

### **GENERAL REGULATIONS AND CONDITIONS OF USE:**

1. School custodians must be on duty at all times when the building is in use. Should it be necessary to have a separate custodian for the event, the full cost of the custodian(s) shall be charged. The number of custodians required will be determined by the Superintendent or his/her designee.
2. Any organization which misuses equipment or the facilities or grounds, or fails to provide proper supervision, risks refusal of future applications.
3. No school department equipment may be used by an individual/group without the prior written consent of the Superintendent or his/her designee.
4. The Nashoba Regional School District reserves the right to limit attendance in conjunction with an approved use as may be necessary to comply with occupancy limits for a particular site.

5. At the discretion of the Nashoba Regional School District, and in conjunction with the town's Police Department, a detail officer(s) may be required for a particular use. The cost for this service will be borne by the individual/group making application, at such rate as is determined by the town's Police Department.
6. No amendment, alteration or addition shall be made to any facility's system components (electrical, lighting, network wiring, heating, doors, etc.) by any individual or group.
7. The Nashoba Regional School District's custodial staff shall have no responsibility to a user group beyond coordinating access and assisting in the location of electrical outlets, light switches, etc. Custodial services requested/required beyond the above limits shall be billable at the rates in attached fee schedule.
8. The use of school kitchens will be allowed, but approval at time of application is necessary. Arrangements must be made in advance to have school kitchen personnel present to operate equipment. Charges will apply and be assessed by determination of the Food Service Director as to required staffing, equipment use, etc. All food and beverages shall be served from the kitchen/cafeteria and consumed therein.
9. School department or pay telephones are generally inaccessible. As such, all individuals/organizations must have a viable means of communication, such as a cellular telephone, to contact local authorities in the event of an emergency.
10. Keys will not be given to any individual or group using school facilities. All facilities must be secured by school personnel and doors are not allowed to be propped open.
11. All individuals/organizations using school facilities and grounds shall be responsible for any damage incurred by or as a result of their use. All facilities must be left in reasonable condition as established by pre-use condition.
12. The use of tobacco products within school facilities and on school grounds is prohibited. No alcoholic beverages or illegal substances are permitted in school facilities or on school grounds.

#### **APPLICATION PROCEDURES:**

1. Applications may be accessed online at [www.nrsd.net](http://www.nrsd.net).
2. Non school activities must include a certificate of insurance issued by the insurance carrier of the individual/group. A Standard Hold Harmless and Indemnity Clause form signed by the individual, or such person as is authorized by the group must accompany the completed application.
3. For Non-School groups, comprehensive form general liability insurance is required, at a minimum in the amount of \$300,000 each occurrence, and \$600,000 aggregate, bodily injury and property damage combined.

4. Upon receipt of a completed application, the Superintendent or his/her designee shall review the request and notify the applicant of the decision, within 10 business days. Applications denied by the Superintendent or his/her designee will state the reason for such denial.
5. Charges for fees and personnel assignments associated with the requested use shall be made in accordance with the enclosed fee schedule and shall become part of the use application.
6. Notice of an approved application will be given to the applicant, and will include any modifications or restrictions. Notice of cancellation of an event by the applicant must be made to the Facilities Department 24 hours before the event.
7. Applications including a request for use of school kitchen facilities, equipment and/or cafeteria staff must include sufficient detail for review by the Superintendent or his/her designee.

[LAGREE](#)

Please click the button to Agree to the Policy Regulations within this document.