

COMMUNITY USE OF SCHOOL FACILITIES

The Swampscott School Committee recognizes that school facilities are valuable community resources and should be available to responsible, organized, local groups when no conflict to school use exists. It is the School Committee's desire that maximum use of school property be enjoyed by the Town's residents. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be considered when an educational, civic, or charitable purpose will be served; or, a substantial group of citizens from the community will be benefited. Further, groups must certify that their educational and non-academic programs, activities, employment opportunities are offered without regard to race, color, sex, religion, ancestry, national origin, gender identity, sexual orientation, disability, or any other class of characteristic protected by law. It is to this end that the following rules and regulations have been voted by the Swampscott School Committee and delegated to the Superintendent and his or her designees for rental operations.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee. All groups interested in using school facilities must provide a completed application to the building administration office that they are intending to use. Permission for the use of facilities must be obtained from the building leadership team, and any applicable departments, as required. Building administrators and staff play an active role in the coordination of building use.

Eligibility: School facilities will be available for the following:

1. Swampscott Public School activities
2. Parent-teacher activities
3. Official Town public hearings and activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Swampscott Recreation activities
6. Local nonprofit and noncommercial organization activities
7. Civic, educational, and social organization activities, if a substantial portion of the members are residents of the Town
8. The activities of other organizations when approved by the building leadership, Superintendent, or their designee

School and Town Preference: The priority given requests for use of school facilities will be as follows:

1. Swampscott Public School activities
2. Town meetings and elections
3. Town Departments/Agencies
4. Community activities

REGULATIONS AND PROCEDURE GOVERNING THE USE OF SCHOOL PROPERTIES

I. General Statement of Philosophy

Under Chapter 71, Section 71 of MGL, the Swampscott School Committee has exclusive authority for the rental and use of all school buildings and their grounds. It is the School Department's philosophy that all of its facilities be available for responsible use by the Swampscott community, whenever such use does not conflict with any school scheduled activities or events or when such use does not incur any additional cost to the School District and the Town.

II. Regulations Governing Use of Property

1. All bookings for rentals will be handled through the building's administration office in conjunction with audio visual, technology, facilities and/or the athletic department. Building rental requests must be submitted two weeks prior to the event to allow sufficient time to confirm the availability. Checks should be payable to: *Swampscott Public Schools*. The application form becomes the permit, so accuracy of the rental request details are required and might require additional follow-up to ensure appropriate staffing. After the event, a bill for custodial and any other incurred fees will be issued and is due and payable upon receipt.
2. Proper procedure and custodial coverage will be determined by the building principal in conjunction with the Facilities Director. Custodial services may be mandatory for rentals. Custodial fees, at the hourly rate specified in the Fee Schedule, will be assessed if the usage requested falls outside of the normal working hours of the custodial staff or additional staff is needed. Police coverage will depend upon the nature of the event, and the cost borne by the renter, if applicable.
3. Proper procedure and audio visual support coverage will be determined by building leadership and other staff within the district. Audio visual staff support fees at the hourly rate specified in the fee schedule will be assessed if the usage is outside of the normal working hours or in addition to other responsibilities within the district.
4. Requests for the use of any school equipment must be listed on rental form, and will not be guaranteed, for instance audio visual equipment, gymnasium, science, and musical equipment. Any damage done to the equipment and/or property must be borne by the lessee; accident or property damage forms must be completed and returned to the appropriate administration office within 24 hours of the event. Insurance coverage is compulsory and must be submitted with the application for the rental.
5. All supplies or materials used must be certified non-flammable.
6. Maximum occupancy must be strictly adhered to.
7. Use of any kitchen facilities will require the presence of a cafeteria worker designated by the Director of Food Services, for which there will be an additional charge. The District provides no liability on food served by renters of its facilities, whether kitchen facilities are rented or not. Food and/or beverage will not be sold or served on school premises unless permission is pre-arranged on the application and specifically granted for the specific areas. All Board of Health regulations and permits, as required, are the responsibility of the renter to understand and obtain in advance.
8. There will be no alcoholic beverages or otherwise controlled substances served or consumed in or on school property, unless approved by the School Committee. Service of alcohol also must be permitted by the Town and renters should expect additional restriction and requirements including, but not limited to, proper licenses, insurance, and utilization of certified outside serving staff.
9. Smoking, including e-cigarettes/vaping and/or other forms of tobacco, is not permitted in or around any school building or grounds.
10. School grounds will be off limits from dusk to dawn, except when a properly approved and supervised activity is occurring. Outside spaces must be specified in advance for any congregation or activities beyond parking and building access; e.g., no tents, no lighting, no public address or sound systems, no

party-type rentals like bouncy houses or dunk tanks.

III. Building Usage Fees

While it is the desire of the school district to support the responsible use of the buildings by Swampscott residents and community groups, particularly those groups operating for the benefit of the Swampscott Public School students, any time a group uses the Swampscott Public School buildings and/or equipment, there are associated costs. The purpose of usage, custodial, and related fees is to recover these costs in a fair and equitable manner. Therefore, the following policies will be strictly followed by the Business Office in charging and collecting fees for a particular usage:

1. A building usage fee based upon the schedule below will be charged to all groups requesting usage, with the following specific exceptions:
 - 1). Any Town government body conducting business on behalf of the Town;
 - 2). Any Swampscott Public School group, including public school support groups, functioning solely on behalf of students;
 - 3). Any non-profit community-based youth organization* whose members are predominantly residents of Swampscott;
 - 4). Groups made up predominantly of Swampscott residents who are participating in a Recreation Department program.

Below is a table that outlines the various groups, where Use A groups generally will have no building usage fees, but may have custodial, audio visual support or other incurred fees depending on the types of use.

	<u>Group A</u>	<u>Group B</u>	<u>Group C (Other Groups)</u>
	Schools: Music, Art, Performance, Athletics, Test Administration, Science Fairs, Information Nights, Parent Conferences, Boosters, SEF etc.	Youth/Student Offerings Youth leagues, Scouts, Clubs Indoor Sports (volleyball, cheer, lacrosse, basketball, etc.),	Performance Groups: Recitals, Theatrical Performances, Exhibitions, Shows, Lectures
	Parent/Teacher/Student Organizations: Events - Fundraisers, SEPAC, PTOs/PTSO	Charitable Organizations: 503(b)(c) type organization events with a local sponsor and proof of organizational coordination	Private Schools
	Swampscott Recreation: Adult & Youth offerings (dance lessons, yoga, etc.)	Civic Organizations	Non-Swampscott Groups (low % of Swampscott participants); Multi-District Events
	Municipal Use: Voting, Public Hearings, Informational Meetings, etc.		For Profit Groups/business related groups
			Church/Religious Organizations Worship Services, etc.

2. Any group requesting a waiver or reduced rate due to financial hardship may submit such a request in writing, with applicable supporting documentation, to the appropriate school administration office for consideration. The Superintendent and/or the business manager is authorized to grant waivers and to establish alternate fees for any major events. Such agreement will be subject to periodic School Committee review.

IV. Rental and Custodial Fees

1. When required, custodial fees will include a minimum of one (1) hour before the activity commences and one (1) hour following the conclusion of the activity to prepare and secure the facility, with a three (3) hour minimum. The custodial fee may be split between groups if more than one (1) group holds a permit at the same building during the same time span, with written approval of the Superintendent or designee.
2. A Certificate of Liability Insurance naming the Town of Swampscott as additionally insured in the amount of \$1,000,000 single and \$3,000,000 aggregate is required. The certificate must be submitted to

the building rental coordinator prior to the final permit being issued. The renter must demonstrate workers' compensation coverage, if any workers are on site for any duration of the rental period. The District may require additional insurance requirements and thresholds on a case by case basis.

3. Custodial fees are charged for the time necessary to prepare the facility for use, and to secure the facility after use. **Under no circumstances shall a custodian be responsible for the supervision of participants before, during, or after an activity.** Renters should pick up their own materials to leave the space as it was found.. No materials or equipment may be stored at the school site after the rental or between rentals.
4. A site supervisor, audio visual manager or audio visual support staff may be required, especially for larger events.
5. All rental and custodial fees are payable to the *Swampscott Public Schools* in a manner set forth below.
6. **Rates and fees are subject to change without prior notice**, per approval of the School Committee.
7. For special events including professional performances, additional insurance and additional fees may apply for services and space.

V. Accidents and Damage to Buildings

1. In the event of an accident during the time of the permit, an accident or property damage form must be completed and submitted to the building rental coordinator within twenty-four (24) hours of the event or on the first business day after the event.
2. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits and/or other action as determined by the committee for that individual and/or organization.
3. In the event that damage to the facility or equipment occurs, the custodian must be notified immediately. Permit holders may not make any repairs without the approval of the Superintendent his/her designee.

BASIC FEE SCHEDULE
For Use of School Buildings and Grounds

Facility	Group A	Group B	Group C	Restrictions
Elementary Cafetorium	NA	\$150/hr	\$300/hr	Might require AV assistance
Elementary Gymnasium	NA	\$150/hr	\$300/hr	
Elementary Library	NA	\$100/hr	\$200/hr	
Elementary Rooftop/Innovation Space	NA	\$100/hr	\$200/hr	Could require IT support
Middle School Classrooms	NA	\$50/hr	\$100/hr	no use of materials, please leave tables/desks as found, no AC
Middle School Gymnasium	NA	\$75/hr	\$150/hr	1/2 of the space is a 50% discount
Middle School Cafeteria	NA	\$60/hr	\$120/hr	
Middle School Library	NA	\$50/hr	\$100/hr	
High School Classrooms	NA	\$50/hr	\$100/hr	no use of materials, please leave tables/desks as found
High School Gymnasium (no locker room), no AC	NA	\$125/hr	\$250/hr	can rent 1/3, 2/3 or entire gym, discount will reflect total usage
High School Cafeteria	NA	\$75/hr	\$150/hr	
High School Library	NA	\$75/hr	\$150/hr	
High School Large Group Instruction	NA	\$60/hr	\$120/hr	
High School Auditorium***	NA	\$150/hr	\$300/hr	Certified AV assistance may be required based on technology requests.
Kitchen Fee (includes dumpster)	\$75/hr	\$85/hr	\$100/hr	Staff are required; coordinate with the Food Service Director
Site Supervisor/AV Manager	\$60/hr*	\$60/hr*	\$60/hr*	Will be determined based on technology requests
Custodial/Facility Supervisor/Security Monitor Fees**	\$50/hr*	\$50/hr*	\$50/hr*	Holidays, Sundays extra. Rate is per individual required.
Cafe Worker Fees**	\$35/hr*	\$35/hr*	\$35/hr*	Holidays, Sundays extra
AV Assistant Lights	\$50/hr	\$50/hr	\$50/hr	Basic Lights will be determined based on technology requests
AV Assistant Sound	\$50/hr	\$50/hr	\$50/hr	Basic Sound will be determined based on technology requests

* Three (3) hour minimum

**Group A will only be charged if it is outside of the standard work day/work year.

Building curfew (to allow custodial staff adequate time to prepare for students) is 9:30 p.m. There is an expectation that 30 minutes after your rental is completed that all parties have exited the building. If it is expected that your event requires more than 30 minutes for clean-up then that needs to be factored into your building rental request.

*** Professional Performance rentals and staffing of the auditorium will be handled separately