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To: Community Organizations

From: Tony Kopacz, Director of Facilities and Operations

Date: 15 July 2025

Re: Event Leasing and Scheduling

Easton Public Schools – Facilities Leasing Update

The Easton Public Schools is currently conducting a comprehensive review of its facility leasing fees across the district. During this evaluation period, **no increases** will be made to existing **facility leasing fees**.

The organizations that did not pay a lease fee in 2024-2025 will not be charged for this current fiscal year (2025-2026). However, new fees, even for some organizations that have not had to pay a lease fee in the past, will be put in place beginning in July 2026. This information will be released in the winter.

However, please note that the ***Personnel Rate Fee*** has been adjusted, and ALL organizations will need to hire the related staff needed for events (custodial, etc.), even if this was not the case in the past. In addition, ***new fees*** have been introduced for the use of the tennis courts, pickleball courts, and outdoor basketball courts, as these are new facilities on the Oliver Ames campus.

**Please note: Dates that are reserved will be charged. Please do not reserve multiple dates and/or venues and delete them when schedules are confirmed. Custodians, etc., will be hired for all events reserved, and those fees must be paid.

To improve accessibility and streamline the scheduling process, we have implemented an **online scheduling portal** for all community users and organizations. Through this portal, users can:

- Search and request available spaces
- Submit event requests
- Begin reserving spaces on September 1, 2025 (for non-Athletic Events)
- Pay invoices securely online
- https://us.evm.alm.siemens.com/EPSMA/

Important Scheduling Information:

The scheduling portal opens each quarter **after all school events have been scheduled**. In order

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to request space, community groups and organizations must first register on the **Brightly Event Manager** platform.

To learn more about the Brightly Event Manager and to register, please follow these steps:

1. **Watch the instructional video** (link provided below) for guidance on creating an account and submitting an event request.
2. **Register your organization** using the registration link below.
   *Important: You must **BOTH request organization membership AND complete the registration process**. If either step is missed, your request may be delayed.*

Additionally, please review the updated **Facilities Information Document**, which outlines all lease policies.

How to Register:

To begin, visit the following link:
https://events.dudesolutions.com/community/EPSMA

On the **left-hand side of the screen**, you will find helpful links to guide you through the process:

- **How to Create an Account**
- **How to Submit an Event Request**

Please review both links carefully before registering or submitting a request.

If you have any questions regarding facility use, please contact Tony Kopacz, Director of Facilities and Operations, at akopacz@easton.k12.ma.us or 401-692-0131.