

# Winchester Public Schools

## Facility Rental Policies & Procedures Manual

Business Office  
80 Skillings Rd  
Winchester, MA, 01890

(781) 721-7000



## Table of Contents

<b>Overview.....</b>	<b>3</b>
<b>Priority of Use.....</b>	<b>3</b>
<b>Classification of Users and Fee Structure.....</b>	<b>4</b>
Group I: Town & School Departments.....	4
Group II: Community Groups.....	4
Group III: Non-Profit Organizations.....	4
Group IV: Commercial/Other Groups.....	4
Whole-Building Rentals.....	5
Long-Term Rental / Lease Agreements.....	6
<b>Rental Application Process.....</b>	<b>7</b>
Application Timeline.....	7
Application Requirements.....	7
Approval Process.....	7
Grounds for Denial.....	8
<b>Insurance Requirements.....</b>	<b>9</b>
<b>Terms and Conditions of Use.....</b>	<b>10</b>
General Conditions.....	10
Supervision Requirements.....	10
Food and Beverage Regulations.....	10
Solid Fuel (Sterno) Use for Food Warming.....	11
Inflatable Equipment Use.....	12
Parking and Traffic Management.....	13
Health and Safety Requirements.....	13
Facility Care and Equipment Use.....	13
Technology and WiFi Access.....	14
Lost and Found.....	14
Photography and Recording.....	14
<b>Specific Venue Guidelines.....</b>	<b>15</b>
Auditoriums and Performance Spaces.....	15
Gymnasiums.....	15
Cafeterias and Kitchens.....	15
Classrooms.....	15
Athletic Turf and Fields (link).....	15
Playgrounds and Outdoor Recreation Areas.....	16
<b>Building Rental Hours.....</b>	<b>17</b>
Weekdays during the School Year.....	17
Weekends during the School Year.....	17
Summer, Vacation Periods, and Holidays.....	17

<b>Rental Restrictions.....</b>	<b>18</b>
<b>Room and Venue Capacities.....</b>	<b>19</b>
<b>Staff Requirements.....</b>	<b>20</b>
Custodial Services.....	20
Food Service Staff.....	20
Technical Support.....	20
Police Detail Requirements.....	20
<b>Damage and Liability.....</b>	<b>20</b>
<b>Cancellation Policy.....</b>	<b>21</b>
<b>Payment Procedures.....</b>	<b>21</b>
<b>Fee Schedule.....</b>	<b>23</b>
Facility Rental Rates.....	23
Staff Fees.....	23
Equipment.....	23
Energy Fees.....	23
Rate Table.....	24
<b>Emergency Response Protocols.....</b>	<b>26</b>
Emergency Responsibilities for Facility Users:.....	27
Emergency Contact Information.....	27
<b>Forms and Attachments.....</b>	<b>28</b>

## Overview

The Winchester Public Schools (WPS) buildings and grounds are primarily for the education and enrichment of our students. Secondly, they serve as a valuable community asset for educational, governmental, civic, cultural, and recreational activities for the citizens of Winchester. Finally, the facilities may be utilized by non-profit and/or for-profit programs.

These policies and procedures are designed to maintain the facilities for the benefit of students and the community while ensuring fair and equitable access for all groups. The use of all school facilities and associated fees will be at the discretion of the Winchester School Committee. Permission to use school property shall not be construed as an endorsement of any individual or group by the Winchester School Committee.

## Priority of Use

The priority for facility use shall be as follows:

1. Winchester Public School educational programs and activities (e.g., district child care, school-sponsored activities)
2. Winchester Public School-related organization activities (e.g., Parent Associations, Booster Clubs)
3. Town of Winchester governmental functions and departments (e.g., Recreation Department)
4. Winchester-based community groups and organizations
5. Non-profit organizations with a majority (75%) serving Winchester residents
6. School parks and playground activities
7. Other users, including commercial/for-profit organizations
8. School facilities and grounds will be available for use by the general public only when they are not otherwise required for the educational mission of WPS or for maintenance and repair purposes. The use of facilities may be restricted at any time to allow for proper maintenance and care of the facilities.
9. Use of athletic fields is coordinated and rented through the Town Recreation Department.

# **Classification of Users and Fee Structure**

## **Group I: Town & School Departments**

1. Definition: Activities directly related to the K-12 educational program of Winchester Public Schools, including curricular, co-curricular, district child care, and extracurricular activities, and Town of Winchester Department meetings or events.
2. Examples include: School classes, school clubs, school athletic teams, school performances, staff meetings, school assemblies, professional development, district child care, Town Meeting, Winchester Recreation.
3. Fee Structure: No facility rental fees. No custodial, technical, or other fees unless services are required outside normal working hours.
4. Insurance Requirements: Covered under Town & District insurance.

## **Group II: Community Groups**

1. Definition: Residents of Winchester who request space for community, social, civic, or recreational activities where the majority of participants are Winchester residents.
2. Examples include: Town boards and committees, Recreation Department programs, Winchester youth sports leagues, neighborhood associations, and community service organizations.
3. Fee Structure: Reduced facility rental room rates; custodial, technical, and other fees apply.
4. Insurance Requirements: Certificate of insurance naming the Town of Winchester as additionally insured with minimum coverage of \$1,000,000 per occurrence.

## **Group III: Non-Profit Organizations**

1. Definition: Organizations with verified non-profit status that provide the majority of services or programs for Winchester residents (75%).
2. Examples include: Cultural organizations, religious groups, charitable foundations, educational foundations, and youth development organizations.
3. Fee Structure: Standard non-profit facility rental rates; custodial, technical, and other fees apply.
4. Insurance Requirements: Certificate of insurance naming the Town of Winchester as additionally insured with minimum coverage of \$1,000,000 per occurrence. Verification of 501(c)(3) status required.

## **Group IV: Commercial/Other Groups**

1. Definition: Private parties, businesses, and profit-making organizations.
2. Examples include: Corporate events, private parties, business meetings, commercial athletic programs, and professional development seminars.
3. Fee Structure: Full commercial facility rental rates apply; additional custodial, technical, and other fees are also applicable.
4. Insurance Requirements: Certificate of insurance naming the Town of Winchester as additionally insured with minimum coverage of \$1,000,000 per occurrence.

## **Whole-Building Rentals**

**Definition:** Rental agreements involving exclusive use of an entire school building or facility for a single event or organization.

**Special Considerations:** Whole-building rentals require separate rate negotiation due to their scale, complexity, and operational impact. While rental rates may be individually negotiated, all standard fees and requirements remain in effect unless specifically modified in writing.

### **Application Process:**

1. Applications must be submitted at least 45 days prior to the desired rental date
2. Detailed event plan including expected attendance, activities, and facility needs required
3. Building principal and Director of Finance and Operations approval required
4. May require School Committee notification for large-scale events

### **Fee Structure:**

1. Base facility rental rates are subject to negotiation based on scope and duration
2. All standard fees apply unless specifically waived in the rental agreement:
  - a. Custodial fees (likely increased due to building scope)
  - b. Technical support fees
  - c. Food service fees (if applicable)
  - d. Energy fees
  - e. Equipment fees
3. Additional fees may include:
  - a. Enhanced security requirements
  - b. Additional custodial or maintenance staff
  - c. Building systems monitoring
  - d. Specialized cleaning services

### **Requirements:**

1. Enhanced insurance coverage may be required based on the event scope
2. A detailed security and access control plan is required
3. Emergency contact and response procedures must be established
4. Compliance with all building capacity and safety regulations
5. Coordination with municipal services (police, fire, DPW) may be required

The district reserves the right to require additional staffing, security measures, or operational support for whole building rentals. All costs associated with these requirements will be the responsibility of the renter.

## **Long-Term Rental / Lease Agreements**

**Definition:** Facility use agreements extending 180 days or more within a 12-month period, whether consecutive or cumulative.

**Special Procedures:** Long-term rental agreements require separate negotiation and approval processes due to Massachusetts General Laws Chapter 30B procurement requirements. These agreements must be individually structured and may require competitive bidding or other procurement procedures as determined by the district's legal counsel.

### **Application Process:**

1. Initial inquiry must be submitted at least 90 days prior to the desired start date
2. Detailed proposal including scope of use, duration, and financial arrangements required
3. Legal review and School Committee approval are required for all agreements
4. Compliance with Chapter 30B procurement laws will be evaluated on a case-by-case basis

**Fee Structure:** Long-term rental fees will be individually negotiated and may include:

1. Modified facility rental rates based on duration and exclusivity of use
2. Direct payment of utilities, maintenance, and operational costs by the renter in lieu of district-assessed energy fees
3. Alternative insurance and bonding requirements
4. Customized payment schedules (monthly, quarterly, or annual)
5. Performance guarantees or security deposits

**Excluded Fees:** When long-term renters assume direct responsibility for facility operations, the following fees may be waived or modified:

1. Certain custodial fees - if the renter provides equivalent services
2. Equipment fees - if the renter maintains and services the equipment
3. Energy fees - if utilities are paid directly by the renter

### **Terms and Conditions:**

1. All long-term agreements must include termination clauses protecting the district's educational mission
2. School activities retain absolute priority and may require the temporary suspension of rental rights
3. Agreements must include detailed maintenance and care standards
4. Annual review and renewal processes are required
5. Compliance with all applicable federal, state, and local regulations
6. School Committee approval is required for the initial agreement and any substantial modifications

*The Superintendent of Schools and Director of Finance and Operations will determine when Chapter 30B requirements apply and establish appropriate procurement procedures for each long-term rental opportunity.*

# Rental Application Process

## Application Timeline

1. Applications must be submitted at least fifteen (15) business days prior to the desired rental date.
2. New applicants or those with expired liability insurance must submit applications at least twenty (20) business days prior to the desired rental date.
3. Late applications may not be processed in time to guarantee facility access.
4. The Superintendent or Director of Finance and Operations may waive timeline requirements for extraordinary events or in response to Town government needs.
5. Long-term rentals/leases (180+ days): Initial inquiry required at least 90 days prior to desired start date due to procurement law requirements

## Application Requirements

1. Facility Rental Request submitted online through [ML Schedules](#)
2. Certificate of Liability Insurance (see Insurance Requirements section)
3. For non-profit organizations: Documentation of non-profit status and 75% majority requirement
4. For events serving food: Appropriate Board of Health permits
5. Acknowledgment of emergency procedures and agreement to comply with Standard Response Protocol (SRP)
6. For field use: Compliance and permitting through the Town of Winchester [Recreation Department requirements](#)

## Approval Process

1. Submit a completed application online through ML Schedules.
2. Building administrator and custodial team reviews for completeness and availability.
3. The application is forwarded to the Business Office for final approval.
4. The applicant receives notification of approval (or denial) and the final cost estimate.
5. For approved applications, payment must be received according to the schedule detailed in the Payment Procedures section.
6. Once approved, the permit will specify the exact facilities, dates, times, and any specific conditions for use. No changes may be made without prior written approval from the Business Office.



## **Grounds for Denial**

The Winchester Public Schools reserves the right to deny facility rental requests and will consider the following in its decision:

1. Conflicts with scheduled school activities or maintenance
2. Exceeds the designed capacity or functional capability of the requested facility
3. Presents unreasonable potential for damage to facilities or grounds
4. Would likely cause excessive disruption to the surrounding neighborhood (traffic, noise, parking congestion, etc.)
5. Requires resources or supervision that the district cannot reasonably provide
6. Unauthorized fundraising activities
7. Commercial advertising or solicitation beyond the approved event
8. Presents safety or security concerns that cannot be adequately addressed
9. Is incompatible with the educational mission of the Winchester Public Schools
10. Requestor has a history of facility misuse, policy violations, or unpaid fees
11. Does not provide sufficient information for the district to evaluate potential impacts
12. Involves the use of prohibited equipment or materials

Denial of rental requests is not intended to restrict speech or limit access based on viewpoint, but to ensure appropriate use of public educational facilities and maintain good stewardship of community resources. Appeals of denied applications may be made in writing to the Superintendent of Schools.

## Insurance Requirements

All renters (*except Group I*) must provide a Certificate of Liability Insurance:

1. Minimum coverage of \$1,000,000 per occurrence for each event
2. The certificate must name "***Town of Winchester, 71 Mount Vernon Street, Winchester, MA 01890***" as an additional insured
3. Insurance coverage must be in effect for all rental dates
4. The certificate must be received by the Business Office at least one week prior to the event
5. The insurance provider must notify the Town of Winchester at least 72 hours prior to any cancellation or modification of coverage

# **Terms and Conditions of Use**

## **General Conditions**

1. Building Security and Access
  - a. All participants must enter and exit through designated entrances only.
  - b. Propping open doors or allowing unauthorized access to other areas of the building is prohibited.
  - c. Users are responsible for ensuring all participants remain in approved areas.
  - d. Building alarm systems will be activated in non-rental areas. Unauthorized access may result in emergency response and additional fees.
2. Facility use is limited to the specific areas and times approved in the permit.
3. Permits are not transferable - changes in organization, date, or location require a new permit.
4. The district reserves the right to cancel or relocate any approved use with reasonable notice.
5. School events or programs take precedence over all other activities.
6. A District or Town employee must be present during all facility use.
7. Users are responsible for proper supervision, security, and cleanup.
8. All district policies, procedures, and rules must be followed.
9. Users must comply with all applicable federal, state, and local laws and regulations.
10. The district reserves the right to revoke permits for violations of policies or inappropriate use.
11. Permits will expire at the close of each school year (June 30th).

## **Supervision Requirements**

1. Adequate adult supervision (for individuals aged 21 and above) is required for all activities, particularly those involving youth.
2. District or Town staff must be present before participants are allowed to enter facilities.
3. District or Town staff must remain until all participants have safely left school property.
4. The user organization is responsible for maintaining appropriate behavior and ensuring all participants adhere to district rules.
5. At least one designated adult leader must be familiar with building emergency procedures and serve as the primary contact with school personnel during emergencies.
6. Organizations are responsible for limiting access to only the areas specified in the permit.

## **Food and Beverage Regulations**

1. Food and beverages are prohibited in auditoriums and gymnasiums, except water in approved containers.
2. Food service is limited to cafeteria areas unless specifically approved in the permit.
3. A temporary food permit from the Board of Health is required for any event involving the sale or distribution of food.
4. Users must adhere to all health regulations regarding food handling and service.
5. Kitchen use requires the presence of a food service staff member (additional fees apply).
6. Users are responsible for the proper disposal of all food waste and thorough cleanup.

## **Solid Fuel (Sterno) Use for Food Warming**

Solid alcohol fuel (Sterno and similar products) for food warming is permitted in Winchester Public School facilities only under strict safety conditions. This policy applies to all users, including school staff, outside organizations, and rental groups.

### **Approved Locations:**

- School cafeterias and dining areas (i.e., faculty lounge)
- Kitchen and servery areas (with food service staff supervision)

Sterno use is prohibited in all other school locations, including auditoriums, gymnasiums, classrooms, and hallways.

### **Safety Requirements:**

- All Sterno devices must be continuously attended by a responsible adult
- An ABC dry chemical fire extinguisher must be available within ten (10) feet of the serving area
- Approved flame-smothering tools (snuffer paddles) must be readily available
- Sterno containers must be placed in appropriate warming devices before lighting
- Only long-handled butane lighters may be used for ignition
- Burning Sterno containers may not be moved or relocated
- Only cloth table coverings permitted - paper or plastic table coverings are prohibited
- Combustible materials (plates, napkins, plastic items) must be separated by a minimum of three (3) feet from Sterno on all sides
- Sterno must be immediately extinguished when food service is complete or containers are empty
- Used containers must be properly capped when cool and removed from school property by the user

### **Enforcement:**

- The custodian on duty has the authority to require the immediate extinguishing and removal of all Sterno if safety procedures are not followed or if dangerous conditions are observed. Violations of this policy may result in the denial of future facility use and additional fees for emergency response.
- All Sterno devices, whether used, partially used, or unused, must be removed from school property after the event.

## **Inflatable Equipment Use**

The use of inflatable equipment (such as bounce houses, obstacle courses, and slides) on school property requires special safety measures and insurance coverage. All events involving inflatables must receive prior approval through one of the following options:

- A. Vendor-Provided Staffing and Insurance
  - a. Inflatable vendor must provide qualified staff for setup, breakdown, and continuous operation/monitoring during the event.
  - b. Vendor must provide Certificate of Insurance meeting district requirements (see below)
  - c. Vendor staff must remain on-site for the duration of the inflatable's use
- B. Event Sponsor-Provided Insurance
  - a. The event sponsor assumes responsibility for the inflatable's operation and safety oversight.
  - b. Event sponsor must provide a Certificate of Insurance meeting district requirements (see below)
  - c. Additional fees may apply for enhanced custodial or supervisory services
  - d. Event sponsor is responsible for ensuring proper setup, operation, and breakdown

### **Certificate of Insurance Requirements for Inflatables:**

All Certificates of Insurance for inflatable use must include:

- 1. Town of Winchester (71 Mt. Vernon Street, Winchester, MA 01890) named as additional insured
- 2. General liability coverage of minimum \$1,000,000 per occurrence and \$2,000,000 aggregate
- 3. Umbrella policy coverage
- 4. Specific confirmation that inflatable equipment is included in general liability coverage
- 5. Coverage must be in effect for all rental dates.

### **Additional Requirements:**

- 1. Inflatable use requires approval during the initial application process
- 2. Weather conditions may require immediate discontinuation of inflatable use
- 3. All inflatables must be properly anchored and meet manufacturer's safety specifications
- 4. Adult supervision ratios must be maintained at all times during inflatable use
- 5. Events with inflatables may require additional custodial or security staffing (additional fees apply)

Failure to comply with inflatable safety requirements will result in immediate cessation of activities and may affect future rental privileges.

## **Parking and Traffic Management**

Users are responsible for informing participants of available parking areas and any restrictions. Events with more than 50 expected attendees are required to provide a traffic management plan. Parking in fire lanes, handicapped spaces (without proper permits), or on neighboring private property is prohibited. The district is not responsible for parking tickets or towing fees.

## **Health and Safety Requirements**

1. Smoking and the use of tobacco products, including e-cigarettes and vaping devices, are prohibited on all school property in accordance with MGL Chapter 71, Section 37H.
2. Alcoholic beverages are strictly prohibited on all school property. No exceptions will be made to this policy.
3. Gambling activities and games of chance (e.g., casino nights) are prohibited unless they comply with Massachusetts regulations for raffles and bazaars (Chapter 271, §7a).
4. No open flames, candles, or pyrotechnics are permitted.
5. All decorations must be flame-retardant and installed without causing damage to facilities.
6. Maximum occupancy limits must be strictly observed.
7. All exits and emergency access routes must remain clear and unobstructed.
8. Users must follow all emergency procedures, including evacuation plans.
9. Glitter, confetti, loose decorations, and confetti cannons are strictly prohibited in all school facilities and on school grounds. These materials create significant cleaning challenges, can damage HVAC systems, and pose slip hazards. Biodegradable alternatives are also prohibited due to cleanup requirements and potential facility damage. Violations of this policy will result in additional cleaning fees and may affect future rental privileges.
10. Animals and pets are prohibited in all school facilities except for documented service animals as defined by the Americans with Disabilities Act. Educational programs featuring animals require special approval and must comply with health department regulations and insurance requirements.

## **Facility Care and Equipment Use**

1. Users are responsible for returning facilities to their original condition.
2. No District equipment, supplies, or materials may be used without prior approval in the rental agreement.
3. Approved equipment must be used in accordance with proper guidelines and returned to the designated storage locations.
4. No modifications may be made to building structures, including stages. No nailing, screwing, stapling, taping, or otherwise affixing materials to walls, floors, or ceilings.
5. Damage to facilities or equipment must be reported immediately to the custodian on duty.
6. Users will be billed for any damages, repairs, or excessive cleaning required following their event.
7. Personal or rental equipment may not be stored on school premises without prior approval.

## **Technology and WiFi Access**

1. District technology equipment (computers, projectors, smartboards, etc.) is not available for rental use unless specifically approved and included in the permit.
2. Wi-Fi access for events is limited and not guaranteed.
3. Users requiring reliable internet access should make independent arrangements.
4. No personal devices may be connected to school networks or equipment without prior approval from the IT department.

## **Lost and Found**

1. The district is not responsible for lost, stolen, or forgotten personal items.
2. Users should designate someone to check for forgotten items before leaving the facility.

## **Photography and Recording**

1. Users must obtain written permission for any photography or video recording on school premises.
2. Recording in areas where students may be present or where student work is displayed requires additional approvals.
3. Users are responsible for obtaining any necessary permissions from participants and complying with privacy laws.

## **Specific Venue Guidelines**

### **Auditoriums and Performance Spaces**

1. Technical equipment (such as lighting and sound) may only be operated by qualified district personnel or approved operators.
2. An Auditorium Technician must be present during use of the Winchester High School Auditorium (additional fees apply).
3. No food or beverages are allowed in any auditorium.
4. No alterations to stage, lighting, or sound equipment without prior approval.
5. Scenery and props must be flame-retardant and removed immediately after the event.

### **Gymnasiums**

1. Only approved athletic footwear (non-marking soles) is permitted on gym floors.
2. No food or beverages are allowed except water in approved containers.
3. No tape or adhesives of any kind may be used on gym floors.
4. Equipment setup and removal must be completed during the rental period.
5. Only equipment specifically approved in the permit may be used.

### **Cafeterias and Kitchens**

1. Kitchen use requires supervision by a food service staff member (additional fees apply).
2. Kitchen equipment training is required before use.
3. Users are responsible for cleaning all surfaces, equipment, and floors after use.
4. Food service items (such as utensils and dishware) are not included in rentals unless specified.
5. Compliance with all health codes and proper food handling practices is required.

### **Classrooms**

1. Teacher materials and student work may not be disturbed.
2. Classroom technology is not available for use unless it has been specifically approved.
3. Furniture must be returned to its original configuration.
4. Classroom capacity limits must be observed.
5. Whiteboards must be cleaned after use.
6. No classroom equipment, supplies, or materials may be used without prior approval in the rental agreement.

### **[Athletic Turf and Fields \(link\)](#)**

1. Field use is coordinated through the Recreation Department permitting process.
2. No motorized vehicles allowed on fields or tracks.
3. No permanent markings or modifications to fields.
4. Field use is prohibited during inclement weather or unsafe conditions.
5. Users are responsible for removing all trash and equipment after use.



## **Playgrounds and Outdoor Recreation Areas**

1. General Public Use:
  - a. School playgrounds and outdoor recreation areas are generally available for public recreational use during non-school hours when not in conflict with scheduled school activities.
2. Hours of Use:
  - a. During school year: Monday-Friday after 6:00 PM, weekends 8:00 AM to dusk
  - b. During school vacations and summer: 8:00 AM to dusk daily (unless otherwise specified)
  - c. Use is prohibited from dusk to dawn for safety and security reasons
3. Supervision Requirements:
  - a. Children under 12 must be accompanied by a parent or guardian at all times
  - b. Parents/guardians are responsible for supervising their children's use of equipment
  - c. Adult supervisors are responsible for ensuring safe and appropriate use
4. Safety Guidelines
  - a. Playground equipment must be used only for its intended purpose
  - b. Age-appropriate use only (observe posted age guidelines on equipment)
  - c. No use of damaged or unsafe equipment - report concerns immediately
  - d. No climbing on buildings, fences, or non-playground structures
5. Prohibited Activities
  - a. Organized sports or activities requiring permits (must go through the Recreation Department)
  - b. Use of motorized vehicles, bicycles, or skateboards on playground surfaces
  - c. Consumption of alcoholic beverages or use of tobacco products
  - d. Pets
  - e. Glass containers or breakable items
  - f. Loud music or amplified sound that disturbs neighbors
6. Maintenance and Care
  - a. Users must dispose of all trash in designated receptacles
  - b. Report any damage, vandalism, or safety concerns to the school administration
  - c. No alterations or modifications to playground equipment or surfaces
7. Weather and Seasonal Restrictions
  - a. Playgrounds may be closed during inclement weather or unsafe conditions
  - b. Equipment may be off-limits during maintenance or inspection periods
  - c. Snow and ice removal is not guaranteed - use at your own risk during winter
8. Liability
  - a. Use of playgrounds is at your own risk
  - b. Parents/guardians assume full responsibility for their children's safety
  - c. The Winchester Public Schools and Town of Winchester are not responsible for injuries or accidents occurring during public use
9. Enforcement
  - a. Violations of playground rules may result in removal from school property
  - b. Repeated violations may result in restriction from all school grounds
  - c. Police may be contacted for serious violations or criminal activity

## **Building Rental Hours**

School facilities are available for rental during the following hours:

### **Weekdays during the School Year:**

All Schools: 6:00 PM - 10:30 PM

Usage before 6:00 PM requires building principal approval

### **Weekends during the School Year:**

All Schools: 8:00 AM - 10:00 PM

### **Summer, Vacation Periods, and Holidays:**

Limited availability, subject to maintenance schedules

Requests made after mid-August for the summer are rarely granted, as this allows facilities to be prepared for the upcoming school year.

## Rental Restrictions

School facilities are **NOT** available for rental under the following conditions:

1. During the regularly scheduled school day (*except in extraordinary circumstances with prior approval*)
2. On designated holidays and holiday eves:
  - a. New Year's Eve and Day
  - b. Martin Luther King, Jr. Day
  - c. President's Day
  - d. Easter Sunday
  - e. Patriot's Day
  - f. Memorial Day
  - g. Independence Day
  - h. Labor Day
  - i. Indigenous Peoples Day
  - j. Veterans' Day
  - k. Thanksgiving Eve and Day
  - l. Christmas Eve and Day
3. As backup rain sites (unless specifically requested and approved in advance)
4. During the two weeks preceding the start of the school year
5. When the requested use conflicts with school activities or maintenance needs
6. For events where alcoholic beverages would be served
7. For events primarily focused on conducting games of chance
8. For minors or for events without adequate adult supervision

The Superintendent of Schools or Director of Finance and Operations may waive these restrictions in extraordinary circumstances.

## Room and Venue Capacities

This section includes detailed capacity information for each facility, including seating capacity, standing capacity, dimensions, and specific limitations for each venue.

Building	Space	Capacity	Limitations / Restrictions
Winchester High School	Auditorium	765 seats (including 10 handicap spaces)	Limited auxiliary space for productions (No green rooms)
Winchester High School	Cafeteria Dining Common	300-325 people	
Winchester High School	Gym 1 & 2 (door 7)	200' x 90' - 2 full-size gyms	
Winchester High School	Classroom	25 People	
McCall Middle School	Auditorium	695 seats (including 5 handicap spaces)	Not air conditioned
McCall Middle School	Auditorium Stage	30' wide x 35' deep	Not air conditioned
Lincoln Elementary School	Auditorium	495 seats (including 4 handicap spaces)	
All Elementary Schools	Classroom	20 people	

*Our online facility rental request portal has complete capacity information for all facilities.*

# **Staff Requirements**

## **Custodial Services**

1. A custodian must be present during all facility use.
2. Custodians on regular duty are responsible for building access and emergency response, but not setup, teardown, or cleanup for events.
3. Events requiring setup, teardown, or cleanup will incur additional custodial fees.
4. Large events may require additional custodial staff as determined by the Buildings and Grounds Department.
5. Custodians are not responsible for supervising participants before, during, or after activities.

## **Food Service Staff**

1. Required for all kitchen use (to provide equipment instruction and supervision).
2. Responsible for ensuring proper use of kitchen equipment and compliance with health regulations.
3. Not responsible for food preparation or cleanup unless specifically contracted.
4. Additional catering services may be arranged through the Food Service Department.

## **Technical Support**

1. Required for the operation of the auditorium lighting, sound, and other technical systems beyond the standard setup.
2. Fees apply based on the level of technical support required.
3. Must be scheduled at the time of application.

## **Police Detail Requirements**

A police detail may be required for events meeting any of the following criteria:

1. Expected attendance exceeding 200 people
2. Events extending beyond 9:00 PM on weekdays or 10:00 PM on weekends
3. Events with anticipated traffic impacts or parking congestion in surrounding neighborhoods
4. Events involving controversial topics or large public gatherings that may require crowd management
5. Any event where the district determines additional security measures are necessary for public safety

The need for police details will be determined during the application review process. Users will be responsible for all costs associated with required police details, which must be arranged through the Winchester Police Department. Events requiring police details must submit applications at least thirty (30) business days in advance to allow for proper coordination and processing.

## **Damage and Liability**

1. Users are responsible for any damages to buildings, grounds, or equipment that result from their use.

2. Decorations, posters, or other materials may not be affixed to any part of a building without specific approval and must be removed without causing damage.
3. The user is responsible for the cost of repairs or replacement for any damage, including that from unauthorized use of equipment.
4. Failure to pay for damages will result in the denial of future permits and possible legal action.
5. The user agrees to indemnify, defend, and hold harmless the Town of Winchester, Winchester Public Schools, and their employees, agents, and volunteers from any and all claims, damages, losses, costs, and expenses (including reasonable attorney fees) arising out of or related to the user's occupation or use of the facilities, regardless of whether such claims arise from the negligence of the user, participants, or third parties.
6. The district is not responsible for loss, theft, or damage to personal property brought onto school premises.
7. Incidents, accidents, or property damage must be reported immediately to the custodian on duty and followed up in writing to the Business Office within 24 hours.

## **Cancellation Policy**

1. Cancellations or changes must be submitted in writing at least 48 hours prior to the scheduled event.
2. Email notification is acceptable, but receipt must be confirmed by calling the Business Office at 781-721-7001.
3. A \$75 administrative fee will be assessed for each date canceled or changed.
4. Failure to provide 48 hours' notice will result in full payment for all requested hours.
5. "No shows" will result in full charges and may jeopardize future rental privileges.
6. The district reserves the right to cancel facility use due to:
  - a. Weather emergencies or school closures
    - i. The district reserves the right to cancel facility use due to severe weather, power outages, or other emergency conditions. Users will be notified as soon as possible of such cancellations. When the district cancels due to weather or emergencies, no cancellation fees apply, and payments will be refunded or credited.
  - b. Unforeseen circumstances affecting facility availability
  - c. Violations of rental policies or inappropriate use
  - d. Higher priority school needs (with reasonable notice)
7. When the district cancels use, all fees will be refunded or credited to future use.

## **Payment Procedures**

1. A cost estimate will be provided upon approval of the application.
2. For one-time events, full payment is due five business days prior to the event.
3. For recurring events: A deposit of 25% is due prior to the first use, with monthly billing thereafter.
4. Payment may be made by check or money order payable to "Winchester Public Schools."

5. Payments should be mailed or delivered to:  
Winchester Public Schools  
Business Office  
80 Skillings Road  
Winchester, MA 01890
6. A \$35 fee will be charged for returned checks.
7. Invoices not paid within 30 days will incur a 1.5% monthly late fee.
8. Organizations with outstanding balances will not be approved for future use until accounts are settled.

## **Fee Schedule**

*Our online facility rental request portal lists all fees related to facility rentals.*

### **Facility Rental Rates**

1. Minimum rental period: 4 hours (except where noted)
2. Additional time billed in 1-hour increments
3. Events running 15 minutes beyond the scheduled time will be charged for an additional hour
4. See Rate Table

### **Staff Fees**

1. Custodial: Hourly rate as established by the collective bargaining agreement
2. Food Service: Hourly rate
3. Technical Support: Hourly rate
4. Police Detail: Hourly rate determined and billed by the Winchester Police Department

### **Equipment**

1. Varies by type of equipment

### **Energy Fees**

1. Hourly Rate
2. See Rate Table



## Rate Table

Tier II (Community Groups) Rates			
Room & Group Type	Elementary	Middle School	High School
Classroom	\$ 15.00	\$ 15.00	\$ 15.00
Auditorium	\$ 15.00	\$ 30.00	\$ 30.00
Cafeteria	\$ 15.00	\$ 20.00	\$ 30.00
Full Gymnasium	\$ 15.00	\$ 30.00	\$ 35.00
1/2 Gymnasium	\$ 7.50	\$ 15.00	\$ 17.50
1/4 Gymnasium	n/a	n/a	\$ 8.75
Conference Room	\$ 10.00	\$ 10.00	\$ 10.00
Tier III (Local Non-Profit Organization) Rates			
Room & Group Type	Elementary	Middle School	High School
Classroom	\$ 25.00	\$ 25.00	\$ 25.00
Auditorium	\$ 40.00	\$ 65.00	\$ 65.00
Cafeteria	\$ 25.00	\$ 40.00	\$ 50.00
Full Gymnasium	\$ 30.00	\$ 65.00	\$ 65.00
1/2 Gymnasium	\$ 15.00	\$ 32.50	\$ 32.50
1/4 Gymnasium	n/a	n/a	\$ 16.25
Conference Room	\$ 20.00	\$ 20.00	\$ 20.00
Tier IV (Commercial / Other) Rates			
Room & Group Type	Elementary	Middle School	High School
Classroom	\$ 60.00	\$ 60.00	\$ 60.00
Auditorium	\$ 75.00	\$ 105.00	\$ 175.00
Cafeteria	\$ 55.00	\$ 60.00	\$ 70.00
Full Gymnasium	\$ 75.00	\$ 75.00	\$ 145.00
1/2 Gymnasium	\$ 37.50	\$ 37.50	\$ 72.50
1/4 Gymnasium	n/a	n/a	\$ 36.25
Conference Room	\$ 55.00	\$ 55.00	\$ 55.00

Energy Fees			
Room Type	Community Rate /hr	Non-Profit Rate /hr	Commercial Rate /hr
Classroom	\$1.50	\$3.00	\$6.00
Conference Room	\$0.75	\$1.50	\$3.00
Auditorium	\$2.50	\$5.00	\$10.00
Cafeteria	\$4.50	\$9.00	\$18.00
Gymnasium (Full)	\$4.50	\$9.00	\$18.00
Gymnasium (1/2)	\$2.25	\$4.50	\$9.00
Gymnasium (1/4)	\$1.00	\$2.00	\$4.00

# Emergency Response Protocols

Winchester Public Schools follows the Standard Response Protocol developed by the "I Love U Guys" Foundation. All facility users must be familiar with and prepared to follow these emergency procedures:

1. **Hold** (In Your Room or Area)
  - a. When announced:
    - i. Clear the hallways immediately
    - ii. Close and lock classroom/room doors
    - iii. Continue with normal activities inside the room
    - iv. Do not allow anyone to leave the room
    - v. Wait for further instructions or "All Clear"
2. **Secure** (Get Inside, Lock Outside Doors)
  - a. When announced:
    - i. Immediately move inside the building if outdoors
    - ii. Lock all exterior doors and windows
    - iii. Continue normal activities inside
    - iv. Do not allow entry from outside
    - v. Increased situational awareness is required
    - vi. Wait for further instructions or "All Clear"
3. **Lockdown** (Locks, Lights, Out of Sight)
  - a. When announced:
    - i. Lock or barricade room doors
    - ii. Turn off lights
    - iii. Move away from windows and doors
    - iv. Remain silent and out of sight
    - v. Do not open doors for anyone
    - vi. Do not use phones unless absolutely necessary
    - vii. Wait for "All Clear" from law enforcement only
4. **Shelter** (Hazard and Safety Strategy)
  - a. When announced:
    - i. If outside hazard (weather/chemical): Seal room (close windows, turn off ventilation)
    - ii. If inside hazard: Evacuate to announced safe location outside
    - iii. Follow specific instructions from school personnel
    - iv. Remain in shelter location until "All Clear"
5. **Evacuate** (To the Announced Location)
  - a. When announced:
    - i. Leave immediately via the announced evacuation route
    - ii. Assist those needing help if safe to do so
    - iii. Proceed quickly to the designated assembly area
    - iv. Do not return to the building until "All Clear"
    - v. Account for all participants in your group

## **Emergency Responsibilities for Facility Users:**

1. Designate an adult leader responsible for emergency communication with District or Town personnel
2. Provide accurate participant counts to custodial staff at the beginning of each event
3. Ensure all participants understand basic emergency procedures before activities begin
4. Maintain current contact information for all participants
5. Follow all instructions from district/town personnel, custodians, or emergency responders
6. Do not use elevators during emergencies unless specifically instructed
7. Report any suspicious activity or safety concerns immediately to custodial staff

## **Emergency Contact Information**

1. Dial 911 for life-threatening emergencies
2. Contact custodial staff on duty for building-specific emergencies

All facility users acknowledge that emergency situations may require immediate implementation of safety protocols that supersede normal rental activities. No refunds will be provided for events curtailed due to emergency responses.

## Forms and Attachments

- [Facility Rental Application Portal \(link\)](#)
- [Certificate of Liability Insurance Sample \(PDF\)](#)
- [Temporary Food Concessions \(PDF\)](#)
- [Field Use Regulations \(PDF\)](#)
- [Emergency Procedures \(website\)](#)