

# **LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT REGULATIONS AND PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES**

1. School facilities may, with the advance written approval of the Superintendent/Principal or the Director of Finance/Treasurer, be made available for community use in accordance with School District policy and with these Regulations and Procedures.
2. School grounds, buildings and equipment may be used for educational, recreational, social, civic, philanthropic and Commercial purposes as provided by law.
3. Community use shall not be permitted for activities which may jeopardize the safety of any individuals or property, which may compromise the use of the facilities for school program use, or which may interfere with the normal conduct of education in the District.
4. Advance written approval must be requested and secured in a written Application/Agreement signed by an authorized and responsible adult representative of the Community User and by the Superintendent/Principal or the Director of Finance/Treasurer. The required Application/Agreement form is attached. The Community User shall be responsible for the safety and protection of people and property as set forth in the Application/Agreement. Applications must be made in writing to the Superintendent/Principal or the Director of Finance/Treasurer at least two (2) weeks prior to the intended date of use unless that requirement is waived by the Superintendent/Principal or the Director of Finance/Treasurer.
5. An authorized and responsible adult representative of the group using the school facilities, and a school custodian, must be present for the entire period of the program or activity. The custodial fees shall be in accordance with the Fee Schedule. If additional cleaning is required, a charge therefor will be added to the fees.
6. A Certificate of Liability Insurance, naming the School District as an additional insured, is required unless waived by the Superintendent/Principal or the Director of Finance/Treasurer.
7. Unless waived by the Superintendent/Principal or the Director of Finance/Treasurer, a security deposit of \$50 must accompany all Applications in order to hold the date requested. The full amount on the Estimated Fee Calculation Worksheet, prepared by the School District, must be paid one week prior to the scheduled event. A final bill will be sent for any additional charges within one week after the event.
8. The Superintendent/Principal or the Director of Finance/Treasurer may waive security deposit fees, rental fees, custodial and other labor fees and equipment fees for School Related Groups

and Community Service Organizations as defined in the Fee Schedule, a copy of which is attached. The Superintendent/Principal or the Director of Finance/Treasurer may waive or modify the insurance certificate requirement for School Related Groups and Community Service Organizations as defined in the Fee Schedule.

9. The Superintendent/Principal or the Director of Finance/Treasurer may decide when police and/or fire protection is required. It is the responsibility of the user to arrange it at the user's expense with the School Security, Police Chief and/or Fire Chief.

10. Use of any tobacco products within the school building, within school facilities or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times, pursuant to MGL and the District's Tobacco Policy. This prohibition applies to the general public as well; signs shall be posted in all school buildings informing the general public of the requirements of state law.

11. No alcoholic beverages may be taken onto school property.

12. No signs, posters, or banners of any kind may be affixed to any wall other than the designated bulletin board areas.

13. Food shall be prepared, served and consumed only in the cafeteria, kitchens and conference rooms, unless specifically waived in advance by the Superintendent/Principal or the Director of Finance/Treasurer.

14. All persons taking part in athletic activities shall wear appropriate gym shoes. No cleats shall be worn in the building at anytime.

15. No gifts or gratuities shall be given to or accepted by school personnel assigned to supervise activities in the school.

16. Keys/key codes will not be issued to any group/individual. A custodian will be assigned to open and secure the facilities when necessary.

17. Whenever special school equipment such as, but not limited to, stage lighting, audio-visual or computer equipment and kitchen equipment is to be used by Community Users, they are required to utilize, and be charged fees for, school personnel skilled in the use and maintenance of this special equipment.

18. The Superintendent-Principal or Director of Finance/Treasurer may assess additional fees in the event of any further requests or requirements in connection with the Community user's use of the Facility.

19. All Community Users shall be subject to the direction of designated school personnel in connection with the Community User's use of the Facility.

20. All rates are subject to change.

21. 48 hour notice is required for cancellation. Cancellation within 48 hours will result in a \$200 fee.

22. During winter months you must schedule a snow date.

23. The applicant MUST fill out the Estimated Attendance portion of the application.

24. Violations of any of these regulations may result in termination of your event, a penalty fee , or the denial of future use of school facilities.