

## USE OF SCHOOL FACILITIES PROCEDURES May 2019

A variety of school facilities are available for school and community groups and individuals to rent. Acton-Boxborough Community Education schedules all school facilities on school days after 5:00/6:00 p.m., on weekends, holidays and vacations. Facility usage at other times is based on availability and is at the discretion of the building principal. Applications for facility rental should be made no later than *two weeks* in advance of the requested date. Information on use of school buildings may be found on the A-B Community Ed. website: <https://abce.abschools.org>, or by calling the office at (978) 266-2525.

Groups interested in using the High School Auditorium should first contact Brendan Hearn, ABRSD Technical Operations Manager ([bhearn@abschools.org](mailto:bhearn@abschools.org) or 978-264-4700 x. 3425), to find out about space availability.

**All in-school groups will have until July 31st to make requests for the following school year. As of August 1st, non-school groups may request rentals on a first come, first served basis.** The ABRSD buildings are not available for use over summer vacation or for private events.

***Please note: School activities supersede all other rentals. Renters may be bumped at the last minute if the district or school needs a space that has been rented. Every effort will be made to find the user a similar space or reschedule the event for another date.***

### CLASSIFICATIONS

Rental fees are based on user classification as follows:

#### **CLASS 1 - School and Municipal Groups**

- Events authorized and signed by a school faculty member
- Events for varsity sports and parent booster groups
- A-B Community Education programs
- Recognized school-related organizations, such as ABSAF, SADD, etc.
- Town of Acton and Town of Boxborough departments, boards and committees

Class 1 users do not pay rental fees or energy fees, only costs of personnel who work at the event (e.g. senior administrator, custodians, facilities staff, A/V staff, kitchen staff, etc.).

#### **CLASS 2 – Acton-Boxborough Community Service Organizations**

This class represents non-profit or civic groups within the towns of Acton or Boxborough whose main purposes are social, educational, cultural or recreational. These groups cannot be business related and must have a majority of their participants/members residing within the school district. Examples include town sports leagues, churches and other local 501c(3) organizations. Scout groups are charged \$10 a year for regular weekly meetings but assessed Class 2 fees for special events such as a Pinewood Derby.

**FEES:** Rental fees will be charged for all events, in accordance with the district's published fees. Energy fees will be charged when applicable. Class 2 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

### **CLASS 3 – All Other Organizations**

**FEES:** Rental fees will be charged for all events, in accordance with the district's published fees. Energy fees will be charged when applicable. Class 3 renters will receive an invoice after the event, with the total reduced by the amount of the deposit.

#### **FREQUENT USER DISCOUNT**

Rental fees of users who rent school facilities 15-25 times per school year will be reduced by 10%.

Rental fees of users who rent school facilities 26+ times per school year will be reduced by 20%.

There are no discounts for personnel costs (senior administrator/custodial/facilities/kitchen/AV) associated with rentals.

#### **NO LATEX**

**No latex products of any kind may be brought into the Parker Damon building.**

Groups are encouraged to take extra precautions around the use of food items known to cause allergies.

#### **SUPERVISION**

The applicant is held responsible for the preservation of order and the protection of school property. When attendance or other conditions require the use of police, firemen or parking attendants, the user shall assume full responsibility for their assignments and pay for their services.

In the case of large events (i.e. ones that use more than 50% of a school building) the district may require that a **Senior School District Administrator** be present to ensure that the facility is well managed, organizers and attendees have a positive and safe experience, and the facility is left in appropriate condition for a smooth transition to school activities to follow. Costs for this Senior Administrator will be charged to the user. If the event is a school function, such as an Ice Cream Social, and a Senior Administrator will be present, he or she may volunteer to oversee the event and no charges will be assessed. If two or more groups are renting a school and their activities together require a Senior Administrator, the cost will be divided between the groups.

#### **RESTRICTIONS**

Renting groups shall be responsible for enforcing the following restrictions:

**a. Smoking:** Smoking is NOT permitted in any school building or on school grounds.

**b. Intoxicants:** Alcoholic beverages and drugs are forbidden on school property at all times.

**c. Food or Beverage:** Food or beverage may not be served in any area outside the cafeteria except with permission of the school and/or A-B Community Education. Groups of 25 or more serving food in the cafeteria will be required to have a custodian. Community Education, in consultation with Facilities staff, will make the final determination as to the need for a custodian. Groups serving food must obtain a temporary food service permit from the Board of Health. Groups utilizing the kitchen for any reason other than using the sink to draw water, must have a kitchen supervisor.

**d. Anti-Hazing:** Hazing is prohibited in all ABRSD facilities and subject to criminal punishment as well as school sanctions.

**e. Care of Property/Decorations:** The renting organization shall be liable for any damages to school property occurring at the time of rental and/or as a result of the rental. Plans for mounting decorations must be approved in advance by the building principal. Tape may be used as long as it does not damage school property and that it is removed by the user at the completion of the activity. No scenery or props belonging to the users may be stored in school buildings. Wax may not be applied to floors. Furniture or equipment may not be removed from a space and shall be replaced in its original location at the completion of the activity.

**f. Fire Prevention:** All local and state fire safety regulations will be observed. No open flames may be used. All materials used for decorations must be approved in advanced by school officials and the fire chief. Electric fixtures, line extensions, equipment, and appliances may be connected under the direct supervision of a custodian only.

**g. Use of Facilities:** Rental use will be limited to the facilities and equipment specified in the usage agreement and will, under no circumstances, extend to other rooms, areas or use of equipment. Groups using the school facilities will not be permitted to promote or manage any form of chance, gambling, lotteries, raffles, bingo or other unlawful activities. Groups of children or minors shall NOT have access or use of facilities unless accompanied by an adult supervisor. The school system will remain impartial toward programs of a political nature and strive to give equal opportunity for use of school property to all political parties. School buildings will not be available for private functions such as birthday parties, family events, celebrations, individual recitals, dinners, etc.

**h. Access:** A custodian will be assigned to open and secure the building when the building is not usually open.

**i. Concessions:** The right of concession and sale of food and drink remains with the school and control rests with school officials. Organizations using the school cafeteria and kitchen facilities for the service or sale of food to the general public must receive a temporary food service permit from the Acton Board of Health.

**j. Dances:** Dances will be limited to the high school lower gym and to the school cafeterias. Proper footwear must be used for all activities in the gym.

*All programs, performances and usage of the school buildings must conclude before 11:00 p.m. Events which would end later than 11:00 p.m. (e.g. Project Graduation) may occur at the discretion of the Superintendent and the Community Education Director.*

## **LIABILITY FOR INJURY AND RECOVERY OF DAMAGES**

The user agrees to save and hold harmless the the Acton-Boxborough Regional School District and agrees to assume responsibility for all liabilities arising from incident to the use, it being understood and agreed that the ABRSD assumes no obligations respecting the use of such premises. Depending upon the size and scope of a particular event, the renter(s) will be required to provide a Certificate of Insurance affording the following coverages:

- General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability, Combined Single Limit with a \$3,000,000 Annual Aggregate Limit. The Acton-Boxborough Regional School District should be named as an Additional Insured Party.
- Workers' Compensation Insurance as required by law.

- Umbrella Liability of at least \$2,000,000/ occurrence, \$2,000,000/aggregate. The Acton-Boxborough Regional School District should be named as an Additional Insured Party.

### **CUSTODIAL COVERAGE**

As noted previously, custodians are assigned to any event occurring when a school building is closed. The custodian opens the facility and preps it for the event (including turning on heat/lights, unlocking doors, setting up furniture as needed, etc.), is on duty during the event to assist organizers, and then cleans and locks up afterwards. Other conditions that trigger custodian overtime are the presence of a significantly large group that cannot be supported by an on-duty custodian during his or her regular shift, and/or the presence of food that requires significant clean up/trash removal.

### **USE OF CAFETERIA/KITCHEN**

Groups using the kitchen areas for anything more than the acquisition of water must employ a kitchen staffer and/or supervisor. Kitchen equipment will not be available for use by renting groups.

### **USE OF GYMNASIUMS**

Groups/individuals renting the gymnasiums must wear sneakers and conduct athletic activities in a safe and supervised manner.

### **USE OF THE SWIMMING POOL**

The high school pool may be rented to a group of 15 to 50 people. A pool supervisor and/or one currently certified lifeguard will be required for each group of 15-25 people. A pool supervisor and/or two lifeguards will be required for groups of 26-50 people. Lifeguards must be members of the current pool staff or be approved by the pool manager. Supervisor and lifeguard fees will be charged to the user group. A custodian will be required for any group using the high school pool.

### **USE OF GRASS FIELDS**

Field requests are submitted to A-B Community Ed. in January for spring and summer use and in July for fall use.

### **USE OF ED LEARY FIELD**

All requests for Ed Leary Field usage must be approved by the Community Education Director. All approved evening events must conclude by 10:00 p.m. and the sound system turned off. Stadium lights must be turned off by 10:30 pm and the parking lot cleared at that time. An event may go beyond that time in the event of overtime.

### **USE OF TENNIS COURTS**

Given the heavy use of district courts by our schools and members of the Acton-Boxborough community, a limited number of rental hours are available. These hours occur for 10 weeks in the spring (from April through

mid-June) and in the fall (September through mid-November). The schedule of available hours is posted on the A-B Community Ed. website (<https://abce.abschools.org>).

## **USE OF AUDIO VISUAL EQUIPMENT**

Renting groups should indicate the need for audio-visual equipment on the application form. For events to be held at Acton-Boxborough Regional High School or at an elementary school, contact Brendan Hearn at (978) 264-4700 x3425 or [bhearn@abschools.org](mailto:bhearn@abschools.org). For events to be held at Raymond J. Grey Junior High, contact Jeanne Goulet Bouchard at (978) 264-4700 x 3395 or [jbouchard@abschools.org](mailto:jbouchard@abschools.org).

## **ENERGY FEES**

When a school building has been reserved for use by a Class 2 or Class 3 group at a time when the facility would otherwise be off-line, the ABRSD will assess energy fees associated with the costs associated with powering up the facility for the rental. If multiple renters are sharing a facility, the fee will be pro-rated according to their use.

Building	April-October Hourly Fee	November-March Hourly Fee
ABRHS	N/A	N/A
RJ Grey JH	\$20	\$50
Admin Building	\$5	\$15
Blanchard	\$10	\$25
Conant	\$5	\$15
Douglas	\$5	\$15
Gates	\$5	\$15
Parker Damon Building	\$20	\$30

## **CANCELLATION OF EVENTS**

In the event that school is canceled due to inclement weather or other emergencies, outside rentals will also be canceled. Renters will be notified by the Community Education office if this has occurred.

## **SPECIAL EVENTS**

Occasionally, requests for large group activities or activities of an unusual nature may necessitate specific precautionary measures before permission is granted. In order to protect the health and safety of participants as well as protect school property, activities where attendance is expected to exceed 500 require renters to hire a police officer. Proof of adequate insurance may also be required. The following procedure will be followed before the use of facility request is approved where extenuating circumstances would cause danger to persons or property:

- a. A representative of the renting group will submit an online use of facilities request. A meeting may be necessary to clarify the request.
- b. The reservation is contingent upon:
  1. Written approval from the Acton Board of Selectmen that the police and fire

- protection will be adequate.
2. The Superintendent is satisfied that the insurance coverage is adequate.
  3. The School Committee approves with a majority vote.

The use of school facilities is a privilege. Acton-Boxborough Community Education and the Acton-Boxborough Regional School Committee reserve the right to deny or restrict usage of the school facilities.

### PAYMENT OF FEES

Costs are billed to the user after the event. Checks should be made payable to: “**Acton-Boxborough Community Education**” and sent to:

Acton-Boxborough Community Education  
Administration Building  
15 Charter Road  
Acton, MA 01720

### RENTAL FEES

	Class 1	Class 2	Class 3
Classroom/Conference Room	N/A	\$30/use	\$30/hour
Elementary Gym/JH Auxiliary Gym	N/A	\$50/use	\$75/hour
HS Lower Gym	N/A	\$50/use	\$75/hour
HS Upper Gym/JH Gym	N/A	\$50/use	\$150/hour
Elementary/JH Cafeteria	N/A	\$50/use	\$75/hour
HS Commons (3 caf)	N/A	\$50/use	\$100/hour
Kitchen	N/A	\$50/use	\$75/hour
JH/HS Auditorium	N/A	\$75/use	\$200/hour
Library	N/A	\$50/use	\$75/hour
Tennis Courts	N/A	\$8/use	\$12/hour
Ed Leary Field	N/A	\$200/use plus lights	\$200/hour plus lights
Elementary Field/Playground	N/A	\$50/use (N/A for youth sports leagues)	\$50/hour
HS Pool	N/A	\$50/use	\$100/hour
Energy Fees	N/A	See chart above	See chart above
Custodian	Please confirm with Comm. Ed.* 3 hour minimum		
Kitchen Staff	Please confirm with Comm. Ed.*		
A/V Staff	Student: \$20/hour Supervisor: \$40/hour		
A/V Equipment	Tier 1: \$10/use Tier 2: \$25/use Tier 3: \$50/use		
Senior Administrator	\$65/hour		

\*Staff rates are increased as necessary to correspond with contractual provisions.

If an activity requires staff support, users should confirm rates with A-B Community Education.