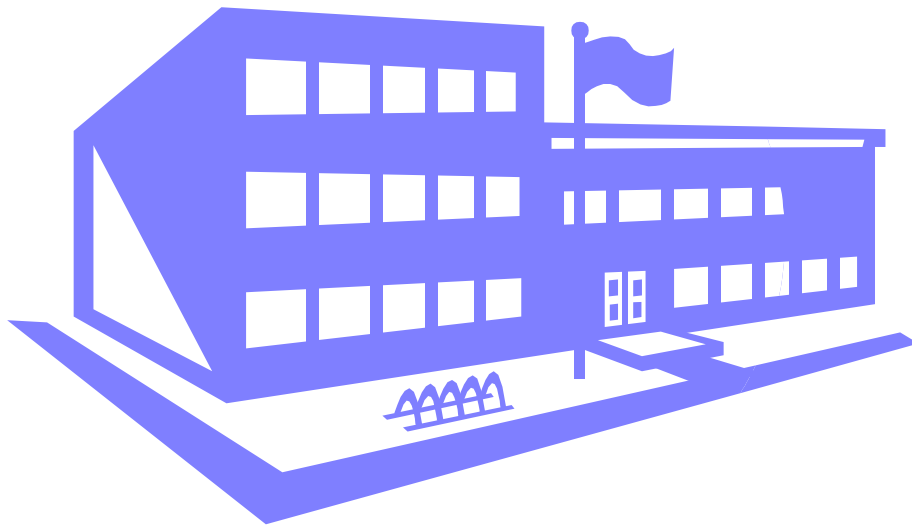


# *Tantasqua Regional School District*



## **Procedures and Guidelines Governing Use of School Facilities**

*MARCH 2017*

Dear Community Member:

This packet contains all the information that you need to reserve school facilities in the Tantasqua Regional School District. The School Committee supports the use of school facilities by community groups (after normal use by students and faculty) and believes that such use enriches the quality of life in the Tantasqua communities for everyone – students and adults alike.

These procedures and guidelines represent the efforts of the School Committee to encourage the use of school facilities by groups in the Tantasqua member towns and bring greater consistency to the regulations and fee structure associated with the program.

Tantasqua has wonderful schools and community groups that have used school facilities for their meetings and events. The School Committee is pleased to invite you to hold your events in the schools as it continues to develop its partnership with the community.

Sincerely,

Superintendent of Schools

# TANTASQUA REGIONAL SCHOOL DISTRICT

## School Rental Application

### Philosophy

The Tantasqua Regional School Committee encourages the use of school facilities for educational, charitable, recreational and civic purposes, sponsored by recognized, responsible organizations. The Tantasqua Regional School District is committed to ensuring that all of its programs and facilities are accessible to the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex or sexual orientation.

The Tantasqua Regional School District neither endorses, supports, nor sponsors any of the activities which may occur as the result of the use of the school facilities.

The use of facilities must be consistent with the district's energy conservation program and fees associated with the use will vary contingent upon the nature of the sponsoring group, the activity and the time of use. It is not the intent of the Committee that for-profit groups be subsidized by public funds. Such groups shall incur additional charges for the use of school buildings.

The building Principal serves as the School Committee's representative in processing applications, approving use and enforcing regulations. Any requests to waive or change fees must be approved by the Superintendent.

### General Guidelines for Use:

1. For non-school related activities, all costs shall be borne by the user group. Fees will include the direct costs associated with the activity and overhead expenses.
2. The School Department requires that adequate staff be scheduled to ensure the security of the building and to provide for expedient cleaning. The terms of existing labor contracts will be consulted when assigning custodial fees.
3. All user groups shall save and hold harmless the Tantasqua Regional School District and its officers and employees and assume responsibility for all liabilities arising from incidents as a result of use.
4. A certificate of Insurance, with limits of at least \$1,000,000 Bodily Injury and Property Damage Liability per occurrence/\$3,000,000 aggregate, must be submitted as evidence of insurance coverage and must designate both the using organization and Tantasqua Regional School District as insured and not merely as certified holders.
5. The group categories and the fee schedules will be agreed to prior to usage approval.

### Rental Group Categories

**Group A:** Recognized school or civic groups based in the Tantasqua communities but not necessarily established as non-profit organizations (e.g., PTO, School Councils, Music Association, Booster Club, etc.)

**Group B:** Non-profit groups with a majority of the participants residing in Tantasqua communities. (e.g. youth groups, churches and charities. Groups will be required to provide proof of tax-exempt status)

**Group C:** For-profit groups (e.g. private dance schools, theater groups) and non-profit groups that have fewer than half of the participants residing in Tantasqua communities.

**Group D:** For-profit camps and events (not sponsored by TRSD)

## **School Rental Fee Schedule**

*(rates subject to change per approval of School Committee)*

### **Artificial Turf Fields**

| <b>FIELD</b>    | <b>GROUP A</b>   | <b>GROUP B<br/>M-F practices</b>   | <b>GROUP B<br/>Game/weekend use**</b>                                 | <b>GROUPS<br/>C AND D</b>                                  |
|-----------------|--|--|---|--|
| <i>examples</i> | <i>Boosters, TMA</i>   | <i>TRY Lax, Youth Football,<br/>Youth Soccer</i>                           | <i>TRY Lax, local Youth Football,<br/>TRY Soccer</i>                  | <i>Sports clinics,<br/>State-wide sports groups</i>        |
| <b>Stadium</b>  | \$40/hr custodial<br>(only if beyond 10pm<br>M-F or on weekends) | \$0<br>no practices will be<br>beyond 10 pm, M-F<br><br>\$50/ hr if lights | \$80/hr, includes<br>custodial coverage<br><br>and \$50/ hr if lights | \$150/hr<br>and \$40/hr custodial<br>and \$50/hr if lights |
| <b>“Cage”</b>   | \$40/hr custodial<br>(only if beyond 10pm<br>M-F or on weekends) | \$0<br>no practices will be<br>beyond 10 pm, M-F                           | \$70/hr, includes<br>custodial/staff<br>coverage**                    | \$150/hr<br>and \$40/hr custodial                          |

\*\* These weekend use rates have been set in anticipation of local youth groups hosting games/events that require participants from non-Tantasqua member communities.

For sports/events that require only participants from Tantasqua member towns, i.e. TRY Soccer, the weekend Cage rate will be only \$50/hr, including custodial/staff coverage. Stadium rates for these events will remain \$80/hr.

### ***Other Usage Fees***

| <b>Facility</b>            | <b>Group A Rate</b> | <b>Group B Rate</b> | <b>Group C Rate</b>  |
|----------------------------|---------------------|---------------------|--|
| Auditorium                 | N/A                 | N/A                 | \$700 / day  |
| Gymnasium                  | N/A                 | N/A                 | \$500 / day  |
| Cafeteria without Staff    | N/A                 | N/A                 | \$250 / day  |
| Regular Classrooms         | N/A                 | N/A                 | \$75 / day (max. of \$225<br>per day if multiple classrooms are requested) |
| Lab Classroom:             | N/A                 | N/A                 | \$150 / day  |
| Athletic Fields (non-turf) | N/A                 | N/A                 | \$350 / day  |
| Pool                       | N/A                 | N/A                 | \$55 / hour  |

\*\*unless organizations provide certified lifeguards, actual costs of district lifeguards will be charged, regardless of the Group Category. (copies of lifeguard certifications must be provided)

**Group D:** For-profit groups or clinics: TBD by the Building Principal and/or Superintendent based on projected enrollment and anticipated revenues from event.

### **Personnel Fees (regardless of Group Category)**

**Custodial:** A custodian must be on the premises at all times. Custodial fees and overhead fee *will* be added to above rates for any use beyond 10pm, Monday – Friday, and anytime on Saturday or Sunday. If the Principal determines that more than the regularly scheduled staff is needed, these costs will also be added to the facility rates. The current custodial rate is \$40/hr., but will change as contractual obligations change. The current overhead rate is \$15/hr per common area.

**Kitchen:** No access to the kitchen is available unless a cafeteria worker is present. This person will have full authority over all kitchen equipment and may restrict access to certain equipment. Current hourly rate is \$25.00, but will change as contractual obligations change.

**Ancillary Charges:** The use of AV staff, air conditioning, field lighting, or other costly services may result in additional charges to be determined at the time of request.

**Police Officers:** All organizations must arrange and pay for police services directly through the local Police Department if deemed necessary.

**Concessions:** All planned concessions must have prior approval from the principal. Any organization which does not plan to offer concessions but wishes to have them available should contact the principal, as Tantasqua student groups may be able to offer refreshments.

**Outside Restrooms:** Organizations requesting athletic field use are required to contact the local Board of Health and adhere to any requirements to provide portable restroom facilities.

**A refundable deposit** in the amount of 25% of the required fees shall be paid and received by the District no later than ten (10) days in advance of the rental date. This deposit will be applied to the final expenses. Deposits may be waived for Group A activities only.

## Guidelines for Scheduling/Approvals

1. The building Principal, in attempting to make the school facilities available to the maximum number of persons/organizations in the community will consider applications for use in the following order whenever feasible and practical:

- Tantasqua School Students (7-12)
- Tantasqua Support Group (TMA, Booster Club)
- Youth Groups Sponsored by Member Towns
- Tantasqua Youth Groups
- Tantasqua Adult Recreation
- Civic Non-Profit Organizations
- Other Groups Located in Member Towns
- Other Groups Located outside Member Towns

The Principal will be the final determining agent regarding any scheduling conflicts.

2. **Single event** requests – must be made at least one month prior to the event
3. **Seasonal** requests – applications will be accepted four times a year as follows:
  - By July 1<sup>st</sup> for Fall activities
  - By September 1<sup>st</sup> for Winter activities
  - By January 1<sup>st</sup> for Spring activities
  - By April 1<sup>st</sup> for Summer activities
4. **Short term** on-going request – will be defined as more than seasonal, but less than six months. Any organizations, regardless of group category, using facilities for more than a season will be charged an Overhead fee to cover rising utility costs and general wear and tear of facilities.
5. **Long term** agreements – No agreements will be entered into for periods of more than six months per fiscal year with the exception of agreements for classrooms. Any long term agreements for classroom use must be approved by the Superintendent.
6. **June Weekends** – because the high school facilities have historically been in high demand for June weekends, a separate lottery will be held each year for such use. Applications must be submitted by September 1<sup>st</sup> of the prior year. Organizations requesting any weekend in June, other than Graduation weekend, will be pooled together and names drawn. Tantasqua staff will contact the first organization drawn and approve the weekend requested. The next organization will then be drawn and contacted with an option for whatever weekends are left, and so on. Residents or business/property owners from any of the Tantasqua towns will have priority, and will be pooled and drawn first. This lottery process will be completed by September 15th each year.

## Regulations Governing Use of Facilities

1. Mass. General Law requires obtaining **Criminal Offender Record Information, (CORI)** for all volunteers and others who may have direct and unmonitored contact with children. This includes all volunteers, chaperones, coaches, etc. who may be assisting you. All organizations are responsible for adhering to these requirements and obtaining CORIs when needed.
2. Mass. General Law prohibits smoking or alcoholic beverages on school property.
3. Participants shall not be restricted from participation for reasons of race, religion, age, sex, sexual orientation, creed, national origin or disability conditions. However, the school committee is not prohibited from allowing the use of school premises by independent groups with restrictive membership.
4. In compliance with Massachusetts General Laws, the school committee prohibits firearms and other dangerous weapons in schools and adopts the statutory definitions of a firearm and other dangerous weapons in addition to any definitions it may include in its student-parent handbook.
5. Hazing of students is prohibited by state law, and is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of the student.
6. Food and drink shall occur only in authorized areas – never in the auditorium.
7. No other area than that approved for use on the application shall be used. No school material or furniture may be used without permission of the Principal. For any major function requiring use of a stage with scenery, the facility must be requested with additional time to allow setting up and dismantling of the scenery.
8. Users will assume full responsibility for the proper use of facilities and for payment of damages.
9. No gaming shall be permitted, except for Tantasqua Support Groups with approval from the principal.
10. If school is closed due to a snow day or other emergency, all events and activities will be cancelled. It is the organization's responsibility for rescheduling.
11. School personal properties, such as projectors, recorders, amplifying units, etc., are not included in the rental contract.
12. A letter of determination from the IRS or other documentation to verify tax-exempt status must accompany this application before an organization will be considered non-profit for fee setting purposes.
13. Thirty-six hours notice will be required in the event of cancellation; otherwise the applicant will be responsible for the custodial and facility rental fees.
14. The Tantasqua Regional Public Schools are not responsible for any personal property present or left on the premises.
15. Either the Principal or Superintendent reserves the right to refuse the use of facilities to any group that has violated any condition, rule, regulation, or guideline concerning use of the premises in the past or which has otherwise abused this privilege.

## TANTASQUA REGIONAL SCHOOL DISTRICT FACILITY USE REQUEST

|                                 |
|---------------------------------|
| <b>Event/Organization Name:</b> |
| <b>Contact Person:</b>          |
| <b>Telephone:</b>               |
| <b>Building requested:</b>      |
| <b>Alternate building:</b>      |
| <b>Describe function:</b>       |
| <b>Dates requested:</b>         |
| <b>Alternate dates:</b>         |
| <b>Hours requested:</b>         |
| <b>Alternate hours:</b>         |
| <b>Number of Participants:</b>  |

### AREA(s) REQUESTED

Gymnasium     Cafeteria     Cafeteria with Kitchen Staff  
 Auditorium     Library     Bathrooms  
 Classroom(s) # \_\_\_\_\_  
 Athletic Fields (non-turf)     Athletic Fields (turf)  
 Other (specify): \_\_\_\_\_

### ADDITIONAL REQUIREMENTS

1. Do you (the requesting organization) have an in-force General Liability Policy:  Yes  No

If yes, what are the limits of liability? (a certificate of insurance must be provided)  
 Bodily Injury \$ \_\_\_\_\_ Property damage \$ \_\_\_\_\_

2. Is your activity open to general public:  Yes  No  
 Will admission fee be charged?  Yes  No

3. Is organization non-profit?  Yes  No  
 If yes, is proper documentation included?  Yes  No

4. Will concessions be served by requestor? :  Yes  No  
 If no, would you like a Tantasqua Student Group to provide?  Yes  No

#### *Regulations for use of building and/or property:*

*1. The use of school-sponsored activities will have priority over use by outside organizations. Per M.G.L.c.71, sec. 16( r ) no use may interfere with the educational programs being conducted at the school.*



***PLEASE REFER TO THE PREVIOUS PAGES FOR RENTAL RATES, PERSONNEL CHARGES, AND RELATED INFORMATION***

The individual signing the request form hereby assumes responsibility for any accidents, injury or damages that may occur to the building or equipment made available to him/her and for any repairs required as a result of same. Accidents or damages that occur during the use of a school facility must be reported to the principal or designee within 24 hours. In consideration for the use of facilities owned or operated by the Tantasqua Regional School District, the undersigned organization hereby releases and holds harmless the Tantasqua Regional School District and its employees, agents, and volunteers, (collectively "the District") from and against any and all injuries, damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the use of such facilities by the undersigned organization or its employees, agents, or volunteers, and further agrees to indemnify the District from and against any and all injuries, damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) by third parties arising out of or in connection with the organization's or its employees', agents', or volunteers' activities on or about the rented premises. Please familiarize yourself and your group members with this School Rental Contract and its attachments, sign and return. No reservation will be made until this application is returned to you with an approval signature.

***I have read this Contract and all its attachments and the regulations for the use of the Tantasqua Regional School District property, and accept the responsibility for payment of bills, the observance of all regulations, and all terms hereof. I will finalize all arrangements with the building office one week prior to specified date and earlier to the extent required above.***

DATE:

PHONE:

SIGNATURE:

PRINT NAME:

HOME ADDRESS:

Organization:

Address:

Phone:

PRINCIPAL SIGNATURE:

\_\_\_\_\_

GROUP CATEGORY DETERMINED: \_\_\_\_\_

\_\_\_\_ APPROVED (No Charges) \_\_\_\_ NOT APPROVED \_\_\_\_ APPROVED (Rental Charges)

\_\_\_\_ Usage Fee      \_\_\_\_ Custodial Charges      \_\_\_\_ Kitchen Charges      \_\_\_\_ Other  
    \_\_\_\_\_ Totals Fees

\_\_\_\_ A current Certificate of Insurance, with at least \$1,000,000 Bodily Injury and Property Damage Liability per occurrence/\$3,000,000 aggregate, and showing the District as an additional insured and not merely as a certificate holder, has been provided.

Special instructions, if applicable \_\_\_\_\_

DATE:

\_\_\_\_\_