

COMMUNITY USE OF SCHOOL FACILITIES

Conditions of Use

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent or his/her designee in conformity with the following regulations, which have been approved by the School Committee.

1. Requests for the use of school facilities will be made at the office of the Superintendent or her/his designee at least 14 days prior to the date of use, unless extenuating circumstances exist.
2. School facilities may not be used for individual, private, or commercial purposes without the approval of the School Committee or Superintendent. Organizations should be able to provide a tax document to demonstrate non-profit status. School Committee has the final authority to determine whether a purpose is nonprofit or for profit in nature.
3. Requests for school facilities must be cleared with the Superintendent and/or his/her designee.
4. Applicants receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent and/or his/her designee.
5. The Superintendent or his/her designee has the authority to set an agreed-upon flat rate for recurring activities or events. In situations where there is no cost factor to the school system, or in situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be modified or eliminated by the Superintendent and/or his/her designee.
6. Local guidelines regarding safety, security, and traffic control will be enforced during all events. Principals will consult with the Superintendent of Schools and Public Safety personnel regarding any event that could have significant impact regarding capacity of facilities, including parking lots, and/or welfare issues and concerns associated with them. The Principal or Superintendent may require additional custodial or police personnel if appropriate. If police presence is required, it is to be arranged at the expense of the Applicant through the Police Chief.
7. A custodian* or an assigned school employee is required to be at the school while applicants use the buildings. In general, and whenever possible, use of buildings will be limited to times when one or more custodians are scheduled on duty. If the applicant will be using the facility other than during normal custodial hours (weekends, holidays, school vacation periods and before or after regular custodian hours), they will be required to pay for custodial coverage at contractual rates. A custodian* or an assigned school employee shall be responsible to report to administration all non-compliance with

the School Committee Policies regarding the condition of all school facilities and property after use.

8. The custodian* or an assigned school employee will always be the person to lock and unlock the building. No keys will be distributed. The custodian* will turn on the lights and arm/disarm the security system.
 - a. Keys should never be provided to non-school personnel (other than fire and police officials). Administrators must know everyone who has a key to school facilities.
 - b. The custodian* or an assigned school employee in charge should not be expected to assist in cleaning or set up of special activities although they can voluntarily choose to assist. Applicants are responsible for cleaning up after their program.
9. The applicant using the facilities will be held financially responsible for any damage to the building, grounds, or equipment incurred during their time of usage. School facilities are not to be abused and must be left in substantially the same condition. In the event that employees must spend time cleaning, repairing, or replacing damaged equipment or facilities, the organization responsible must reimburse the school department for its additional labor costs at a rate of 1.5 times the hourly rate for those employed to correct the problem. Applicants will also be charged for damaged materials/equipment as appropriate. These charges will be billed to the applicant by the School Department. Applicants may want to conduct a walk through prior to and after use to inspect and document conditions.
10. The School Department reserves the right to cancel any permission previously granted. In the case of school cancellation or early dismissal due to weather, unplanned/emergency early dismissal, or cancellation by the building principal in an emergency situation, the facilities will not be available for use.
11. Special state regulations govern the use of the kitchen facilities. A licensed food handler employed by Greenfield Public Schools is required to oversee the preparation and delivery of all food.
 - a. Food purchased and/or prepared offsite cannot be stored in the school storage areas that also contain foods used in the preparation of school lunches. However, auxiliary refrigerators are available for use at some schools if ample advance notice is provided to the Food Services Director.
 - b. Food for special events can be purchased by the Food Service Director with ample advance notice. If purchased by the Food Service Director, food can be stored in the school food storage area.
 - c. When licensed school personnel are required to oversee kitchen use, a fee will be charged at the contractual rate. The role of school personnel will be to oversee activities to ensure safe food handling practices and to inspect the kitchen for cleanliness and cleanup.

12. The Greenfield Public Schools makes its facilities and programs available without discrimination on the basis of race, religion, age, sex, sexual orientation, creed, national origin, gender identity, or disability conditions. The applicant shall comply with all federal, state and local laws, regulations and license requirements, including, but not limited to the Americans with Disabilities Act. Persons and organizations seeking or obtaining permits to use the school property shall be responsible for:
- a. Compliance with the Department of Internal Revenue in cases where admission is charged.
 - b. Compliance with all applicable laws and regulations including those requiring additional permits, licenses, personnel, and payment of applicable taxes and fees.
 - c. Open flames of any kind (candles, cooking stoves, etc.) are prohibited.
 - d. The number of attendees shall not exceed the authorized capacity of the area of the facility that the applicant is using.
 - e. Children or minors shall NOT have access or use of facilities unless accompanied by adult supervision.
 - f. Decorations, scenery, lighting, and exhibits shall conform to the rules and regulations of the Greenfield Fire Department and shall be installed under school supervision in such a way as not to deface any part of the school property.
 - g. The use of the building is confined to the area stipulated in the application. Access to all other areas of the buildings is strictly prohibited.
 - h. Parking of vehicles is the responsibility of the applicant, and must be handled so that driveways are not obstructed for use of other vehicles or fire department apparatus. **Driveways must be kept clear at all times.** If necessary, additional police will be hired at the applicant's cost, to enforce the regulations. Applicant is responsible for maintaining order at all times.
 - j. User groups must provide sufficient adult supervision, and young children should be accompanied to the bathrooms by an adult.
 - k. Possession, use and/or distribution of controlled substances including cannabis, illegal drugs, alcohol and/or use of tobacco products within the school building and or school grounds is prohibited.
 - l. Persons under the influence of alcoholic beverages or illegal drugs shall not be admitted on school property.
 - m. Certificate of proper liability insurance will be required of all groups given permission to use school facilities. Certificate of Insurance, naming the City of Greenfield, its agents, servants and employees as additional insured, evidencing the following: Certificate of general liability insurance with per occurrence and aggregate limits of not less than \$1,000,000. The absence of said certificate will preclude use of facility.

- n. The applicant agrees to indemnify and hold harmless the School Committee and/or any of its employees, officials, volunteers, or agents from and against all claims, damages, losses and expenses, including but not limited to legal fees arising from or in any way connected with use of the school facility whether said injuries or damages are a direct or consequential result of said use.
- o. Cancellation notification of forty-eight (48) hours is required by all renting organizations or individuals. If the cancellation procedure is not followed, a fee equal to the full custodial fee will be charged.
- p. Computer lab use requires a minimum of two business days' notice to create login accounts. Applicants must agree to abide by the Greenfield Public Schools Acceptable Use Policy. Documents and files will not be saved on the computers after use.
- q. In the event of a medical emergency, the applicant must notify the School Administrator within 24 hours of such occurrence and complete an accident report form.
- r. The Committee and/or Superintendent have the discretion to request and require CORI/ fingerprint information checks.

13. Compliance with the Acts of the Commonwealth which apply to the use of public property and any other State or local regulations applicable to this use.

The School Committee reserves the right to review and amend the foregoing policy at such times as it may deem necessary. The Superintendent or his/her designee further reserves the right to disapprove an application for building use at his/her sole discretion if such use is not in the public interest.

M.G.L. c.71, §37H requires school districts to have a comprehensive Safety and Security Policy. The Use of School Facilities Policy(ies) must be consistent with and incorporated into the Safety and Security Policy.

Adopted:

M.G.L c.71 &37H

*When noted by asterisk, "Custodian" may also refer to a school employee assigned by the Superintendent and/or his/her designee.