

POLICY FAMILY	Equipment, Buildings & Grounds	851
---------------	--------------------------------	-----

## **Policy 851: Rental & Use of School Facilities**

**Adopted 10/8/69**  
**Amended 10/3/01**  
**Amended 11/15/2017**

### Philosophy of After Hours Use

The School Committee encourages the use of school facilities for educational, recreational, cultural, and civic purposes by recognized organizations within the town. Such use, in the judgment of the Committee, must be reasonably accommodated within the capacity of the facilities requested and cannot interfere with school programs. Additionally, the use of facilities must be consistent with the school's energy conservation program.

The fees associated with the use of facilities will vary contingent upon the nature of the sponsoring group and the activity. 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 Committee reserves the right to modify or waive fees when, in its judgment, circumstances so warrant.

### Implementation

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. School buildings and equipment will not be rented to citizens for private parties' activities.
3. This policy does not disqualify the use of school facilities by religious organizations. However, religious organizations will not be permitted to establish their primary place of worship at school facilities.
4. The categories of groups and the fee schedule shall be available in the School Department. Fees will be assigned according to the following groups:
  - Group A: Recognized school or civic groups based in Shrewsbury but not necessarily established as non-profit organizations (e.g., PTO, school councils, Music Association, Shrewsbury Child Development Committee, Shrewsbury Alumni Association, etc.).
  - Group B: Non-profit groups (e.g., all Shrewsbury youth sports groups, churches and all other groups classified under section 501(c) 3 of the IRS tax code) with a majority of the participants residing in Shrewsbury.
  - Group C: For-profit groups (e.g., Amway, private dancing schools, theater groups) and non-profit groups that have fewer than half of the participants residing in Shrewsbury (Scottish Festival, colleges, armed forces, etc.).
  - Group D: For-profit camps (e.g., basketball and soccer camps)
5. The School Department requires that adequate staff be scheduled to ensure the security of the building and to provide for expeditious cleaning. The terms of existing labor contracts will be consulted when hiring staff.
6. All user groups shall save and hold harmless the Shrewsbury Public Schools and its officers and employees and assume responsibility for all liabilities arising from incidents as a result of use of the facilities.

7. The School Department reserves the right to schedule events in the facility that is most appropriate, given the size of the group and nature of the activity.

#### Regulations

All user groups will adhere to the "Regulations Governing Use of School Facilities." The School Committee reserves the right to limit or exclude the use of school facilities by any group that violates one or more of the regulations.

All user groups of the synthetic turf field will adhere to the "Regulations Governing Use of the Synthetic Turf Field." The School Committee reserves the right to limit or exclude the use of the synthetic turf field by any user group that violates one or more of the regulations. The School Committee also reserves the right to limit the rental of the synthetic turf field in order to protect this asset and extend its useful life.

#### Use of Funds

Funds received in connection with the rental of school facilities will be deposited into a separate revolving account. Such funds will be used to pay the associated costs of the activity (e.g. custodial fees) and/or make building repairs, replace worn equipment, or offset the costs for energy and custodial supplies.

Funds received in connection with the rental of the synthetic turf field will be deposited into a separate account for exclusive use for operation, maintenance, and future capital investment regarding the synthetic turf field.

#### Review

The School Committee will review the fee structure for the use of school facilities on an annual basis, and will review this policy within five years.