

Shrewsbury Public Schools

*Policies, Procedures and Regulations Governing Use of School
Facilities*

Rates Only Proposed to be Revised November 15, 2017

Joseph M. Sawyer, Ed. D.
Superintendent

Dear Community Member:

This brochure contains all the information that you need to reserve school facilities in the Shrewsbury Public Schools. The Shrewsbury 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 Shrewsbury for everyone – students and adults alike.

These policies, procedures, and regulations represent the efforts of the School Committee to encourage the use of school facilities by Shrewsbury groups and bring greater consistency to the regulations and fee structure associated with the program.

Shrewsbury has many school and community groups that have used school facilities for their meetings and events for many years. 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,

Joseph M. Sawyer

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Superintendent of Schools

Facility Rental Rates Group Classification

Group A: Recognized school or civic groups based in Shrewsbury but not necessarily established as non-profit organizations

School operating budget pays for all costs associated with these activities to include overtime for custodians, cafeteria, and AV staff.

Group B: Non-profit groups and all other groups classified under section 501 (c) 3 of the IRS tax code, with a majority of the participants residing in Shrewsbury \$80/hour for secondary school classrooms and all other spaces. (Elementary school classrooms are not typically rented.) Organizations in Group B may use designated classrooms without charge under the following circumstances:

- a) Timeframe: 5-6pm daily*
 - b) School: designated by administration
- *provided that regular custodial service is available.

Group C: For-profit groups and non-profit groups that have fewer than half of the participants residing in Shrewsbury.
 \$105/hour for classroom or other similar spaces. (elementary classrooms are not typically rented)
 \$260/hour for gym, cafeteria & auditorium spaces.
 Additional charges will apply for:
 Cafeteria Worker: \$30/hour; AV Technician: \$45/hour; Additional Custodian: \$35/hour;
 Police: billed by Police Dept.

Group D: For-profit camps

Fee will be 15% of gross revenue collected by camp operator. Other contracting provisions apply. Camp rental contract available at the Central Office located in the Town Hall. A projection of anticipated gross revenue may be requested along with a roster of participants.

Synthetic Turf Field Rental Rates

| | Field Rental Per Hour | Lights Fee Per Hour | Facility Monitor Per Hour |
|----------------|------------------------------|----------------------------|----------------------------------|
| Group A | N/A | N/A | N/A |
| Group B | \$80 | \$25 | \$30 |
| Group C | \$150 | \$25 | \$30 |
| Group D | \$150 | \$25 | \$30 |

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

In order to provide for the efficient and judicious use of school facilities, the following regulations will apply. All users of school facilities shall agree and ensure that:

1. 25% of required fees shall be paid ten working days in advance of use and that the balance will be paid upon billing.
2. A majority of the participants shall be Shrewsbury residents when fees are assessed from the "Shrewsbury non-profit" schedule (Group B).
3. No unauthorized third party shall be granted permission to use the facility or any portion thereof without prior approval from the Director of Business Services.
4. Participants shall not be restricted from participation for reasons of race, religion, age, sex, sexual orientation, creed, national origin or disability conditions.
5. The representative specified in the contract as responsible for school facilities (i.e., the person who reserves the space) shall be present at all scheduled event.
6. No signs, banners and pennants shall be erected without prior approval.
7. No school supplies (paper, cleaning materials, etc.) shall be used.
8. School Department equipment shall not be used (e.g., computers, copy machines, projection equipment, etc.) Any exceptions or specific requests in this regard shall be made in advance to the Director of Business Services.
9. The number of attendees at any event shall not exceed the authorized capacity of the facility. There shall be one chaperone for every 25 children.
10. Vehicles of participants shall be parked only in school parking lots.
11. Participants shall be restricted to assigned areas.
12. Food and drink shall occur only in authorized areas.
13. No nails, screws, hooks, or any fixture shall be attached to any part of the building.
14. There shall be no defacing or misuse of property and no marking or erasing of black/white boards (unless authorized).
15. Activities shall be orderly and, when necessary in the opinion of the Shrewsbury Public Schools, police will be hired to ensure public/property safety.

16. There shall be no smoking in any school building or on school grounds.
17. No alcoholic beverages shall be served or consumed in buildings or on grounds.
18. No gaming shall be permitted.
19. The use of animals on school property shall be permitted only when, in the opinion of the Shrewsbury Public Schools, such use will not promote undue risk to people or property. Animals shall not be permitted inside buildings (except in the case of guide dogs) without the express permission of the Director of Business Services, and, when animals are used on school grounds, the area shall be cleaned.
20. Contracted time limits shall be observed and the building left in a neat and orderly condition. Reimbursement shall be made for damages during the use.
21. They shall hold harmless and indemnify the Shrewsbury Public Schools with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to school property. User groups are required to produce a certificate of insurance naming the Shrewsbury Public Schools as an additional insured.
22. They shall comply with all federal, state and local laws, regulations and licensing requirements, including but not limited to the Americans with Disabilities Act.

I hereby agree to the terms above as a condition of the use of school facilities in the Shrewsbury Public Schools:

Individual Reserving School Space

Date

Organization

Representative of the Shrewsbury Schools

Date