

CARVER PUBLIC SCHOOLS

POLICY FOR COMMUNITY USE OF SCHOOL FACILITIES
(INCLUDES FEE SCHEDULE)

It is the Carver School Committee's desire that the use of school property be enjoyed by the townspeople. It is the committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and facilities by organizations/individuals will be permitted only when a worthy educational, civic or charitable purpose will be served; or a substantial group of citizens from the community will be benefited. Building use by the community may be suspended at any time by the school committee because of budgetary reasons.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent of Schools and approved by the school committee.

A Building Use Coordinator will be appointed yearly in each school. The Director of Facilities shall serve as the district Building Use Coordinator.

Application for use of school facilities must be made through the Carver Schools website: www.carver.org. The application is located on the homepage under Facilities Use. After review by the Building Use Coordinator in each building, the applicant will be notified. The notification will include an invoice for fees as applicable.

Eligibility: School facilities will be available for the following:

1. Public school and school committee activities;
2. Parent/teacher activities;
3. Official town public events;
4. Recreation committee activities;
5. Local non-profit and non-commercial organization activities;
6. Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the Town of Carver;
7. The activities of other organizations when approved by the Building Use Coordinator.

Priority use of school facilities will be as follows:

1. School activities;
2. Town meetings and elections over other community activities;
3. Recreation committee activities
4. Scouts that have been regularly scheduled for the use of school facilities during the school year, subject to review by Building Use Coordinator.

FEE SCHEDULE

<p><u>Carver Based Groups or Individuals</u> <u>Building Use Fees Waived</u> <u>Other Charges May Apply Based on Use:</u> Official town events and forums, school-sponsored groups, clubs, parent organizations, fundraising directly related to Carver students and charities, recreation committee, non-profit community service organizations, non-profit independent adult supervised student recreation programs.</p>	<p><u>Carver Based Groups or Individuals</u> <u>Personnel Fees</u> As required by the nature, type and length of activity; charges for such will be current contract schedules for: custodians, security, kitchen employees, matrons and police.</p>
---	--

<p><u>Non-Carver Based Groups or Individuals</u> Building Use Fees to be Determined Based on Use: Official town events and forums, school-sponsored groups, clubs, parent organizations, fund-raising not directly related to Carver students and charities, recreation committee, non-profit community service organizations, non-profit independent adult supervised student recreation programs.</p>	<p><u>Non-Carver Based Groups or Individuals</u> <u>Personnel Fees:</u> As required by the nature, type and length of activity, charges for such will be current contract schedules for: custodians, security, kitchen employees, matrons and police.</p>
---	---

<p><u>Groups Using the Building for Commercial Purposes:</u> <u>Building Use Fees to be Determined Based on Use:</u> Auditorium: \$60 per hour Classroom: \$35 per hour Cafeteria: \$60 per hour Kitchen : \$60 per hour Foyer: \$25 per hour Library: \$35 per hour Planetarium \$50 per hour Gym: \$60 per hour/per gym Athletic Fields: \$50 per hour/per field Tennis Courts: \$15 per hour/per court</p>	<p><u>Groups Using the Building for Commercial Purposes:</u> <u>Personnel Fees:</u> As required by the nature, type and length of activity, charges for such will be current contract schedules for: custodians, security, kitchen employees, matrons and police. Two (2) hour minimum</p>
--	---

Adopted: April 9, 2001 Corrected 11/6/01 First reading for revisions: 2/22/2010
 Second reading for revisions: 4/12/2010 Revisions Adopted: April 12, 2010
 First reading for revisions: August 20, 2018 **Second reading for revisions: September 17, 2018**

CARVER PUBLIC SCHOOLS
COMMUNITY USE OF SCHOOL FACILITIES

Users of school buildings, grounds, equipment and facilities will conform with the following regulations set forth by the Carver School Committee:

1. Requests for the use of school facilities will be made via the Carver website (www.carver.org) at least 14 days prior to the date of use. Notice of cancellation must be made immediately to the Building Use Coordinator. In the event school is closed due to weather conditions, all outside activities are automatically cancelled.
2. School-related groups will be permitted reasonable use of school facilities.
3. All activities must be conducted with competent adult supervision. In addition, an approved security person/school employee will be present at every event as determined by the Building Use Coordinator.
4. A Certificate of Insurance may be required from some groups.
5. Any use of kitchen facilities requires the presence of an appropriate number of food service personnel.
6. All organizations/individuals using the facilities will be responsible for any damage to the building and/or equipment. Facilities must be left in reasonable condition or the group will be financially responsible.
7. All organizations/individuals using the facilities and grounds are responsible at all times for the observance of fire and safety requirements that are posted in the building. No vehicles shall be allowed to park in any designated fire lane. Also, no vehicles should park on any grassed areas.
8. All organizations/individuals using the school facilities will be subject to MA. General Laws, Chapter 269, as amended, an act prohibiting the practice of hazing.
9. All organizations are restricted to the dates and hours approved, and to the building area/facility specified. Any changes must be pre-approved.
10. The use of tobacco products within school buildings, school facilities or school grounds is totally prohibited. No alcoholic beverages or illegal substances are permitted in school facilities or grounds. Food and beverages may not be consumed in gymnasiums or the auditorium.

11. The school committee will approve and periodically review a fee schedule for the use of school facilities.
12. 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 of Schools. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
13. Violation of building use regulations may result in cancellation or termination of approved use of facilities. The Superintendent of Schools reserves the right to cancel any permission granted.

Adopted: April 9, 2001

First reading for revisions: February 22, 2010

Second reading for revisions: April 12, 2010

Revisions Adopted: April 12, 2010

First reading for revisions: August 20, 2018

Second reading for revisions: September 17, 2018