

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. Authorization for the use of a school facility is not an endorsement of the activity or organization. Building use by the community may be suspended at any time by the school committee because of budgetary reasons or groups to adhere to school policies.

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 for approval of use. The Business Administrator 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 when approved. The notification will include an invoice for fees as applicable.

Priority use of school facilities

1. Town meetings and elections
2. School sponsored activities
3. Carver Recreation committee activities
4. Others including Carver for profit

REGULATIONS GOVERNING USE OF SCHOOL PROPERTY

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 to the school Building Use Coordinator within 7 days of the event. If 7 days notice is not given by the organization they will be responsible for any expenses incurred by the school department caused by the cancellation. In the event school is closed due to weather conditions, all outside activities are automatically cancelled.
2. 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 or designee. In situations where extended usage for a long period of time is required, rates may be set at a contract price.

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3. Please note that school activities take precedence in the use of the building or other facilities. On occasions, schedule changes will result in organizations not being able to use the facilities on the dates initially agreed to. The organization using the facilities should make proper provisions in the event such changes occur.
4. All building and fire codes must be strictly enforced.
5. All individuals or organizations using school property must secure liability insurance covering not only the renter's liability but also the liability of the Town of Carver for any possible accidents on the property. The required minimums are \$1,000,000 per occurrence with a combined single limit of \$3,000,000 per occurrence involving more than one person. This insurance must cover dress rehearsals if an admission charge is made. A certificate (binder) of such liability insurance is required as part of the application procedure.
6. A police officer may be required to be present at public gatherings on school property. Arrangements for this protection should be made in advance by the renter directly with the Carver Police Department.
7. All activities must be conducted with competent adult supervision. In addition and to ensure school safety, an approved security person/school employee will be required for events in the buildings which is included in the fee. Participants should be told not to arrive before the time scheduled.
8. The Carver School Department reserves the right to limit the number of spectators attending an event.
9. Rental of a school facility does not imply access to the school's equipment. Arrangements for use of that school's equipment must be made in advance. Costs associated with the use of the school's equipment will be included in the invoice. Use of some equipment requires the direct supervision of school personnel.
10. Those in charge should inspect the school area before leaving to see that the floors are cleaned of debris, clothing and equipment. Applicants agree to return chairs, tables, equipment, etc., to their original places. Supervisors should be the last to leave and should report any broken or damaged equipment to the custodian/security on duty.
11. All groups using the building must be certain that all exterior doors in the area being used are closed and should check with the custodian/security before leaving the premises.
12. The Carver Public Schools assumes no liability for injury to persons authorized to use the facilities and further assumes no liability for loss or damage to equipment, materials or other individual property. Any damage caused to the assigned school facilities or school equipment whether accidental or not, occurring during the period of the facility use will be the direct responsibility of the user. The facility will be inspected after use and a bill for damages sent to the responsible party using the facility.
13. All groups must strictly adhere to the time limitations agreed upon for use.

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14. Food and beverages may only be served in the cafeteria/cafetorium. Food and beverages are not allowed in any other areas of the school.
15. Massachusetts General Laws and Carver School Committee policy prohibit the use of tobacco, alcohol and all other illegal substances in all school buildings and on school grounds. 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.
16. If you are serving food or food products, it is your responsibility to gain the appropriate approval with the Carver Board of Health prior to your event.
17. Unauthorized or unauthorized extended use beyond the contracted time by an organization may result in a fee being charged. All organizations are restricted to the dates and hours approved, and to the building area/facility specified. Any changes must be approved 7 days in advance so appropriate staff can be notified.
18. The Carver School Department reserves the right to revoke a facility use permit for a violation of the above rules and regulations. In addition the Carver School Committee will approve and periodically review a fee schedule for the use of school facilities

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

Revisions Adopted: October 15, 2018

FEE SCHEDULE

Carver Based Groups or Individuals	
<p><u>Building Use Fees Waived</u> Other Charges May Apply Based on Use: 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>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>
Non-Carver Based Groups or Individuals	
<p><u>Building Use Fees to be Determined Based on Use:</u> Official town events and forums, school-sponsored groups, clubs, parent organizations, fundraising 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>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>

	AREA	CES	CMHS
OTHER including Carver for profit hourly pricing	Kitchen	\$ 100	\$ 100
	Gymnasium	\$ 75	\$ 75
	Cafeteria	\$ 75	\$ 100
	Auditorium	-----	\$ 100
	Multi-Purpose	\$ 75	\$ 75
	Café Multi-purpose	\$ 100	-----
	Foyer	\$ 30	\$ 30
	Non-Turf Field	\$ 65	\$ 65
	Turf Field	-----	\$ 150**
	Turf Field Lights	-----	\$ 25
	Classroom	-----	\$ 50
	Library	-----	\$ 80
	Tennis Courts	-----	\$ 20

* No custodial services are needed if the building is already scheduled to open and additional set-up, breakdown and cleaning is not necessary. (Additional fee may be charged at the discretion of the Superintendent or his/her designee.)

** Synthetic turf fees go toward the deferral of expenses, regular maintenance and turf replacement.