File: KF

CARVER TOWNWIDE POLICY
POLICY FOR COMMUNITY USE OF SCHOOL FACILITIES

Purpose & Oversight

The Town of Carver desires the townspeople to enjoy the use of community property. It is the town's intent that such use will maintain safe conditions and preserve the property for town program use. Facilities and fields are managed and maintained by their respective town departments, School Committee and Select Board, as outlined in the fee schedule below. The department or committee charged with the oversight of a specific space retains full authority, jurisdiction, and final approval over that property. Herein, said department or committee shall be referred to as the "managing department"

Centralized Coordination & Application Process

To streamline public access, all Carver facility and field rentals are coordinated centrally by the Facilities Manager working in concert with the managing department and the School Department Athletic Director. Applications for the use of Carver facilities must be submitted through the town's approved rental platform using the current procedures outlined on the Town of Carver and Carver Schools websites.

Eligibility and Conditions of Use

The use of Carver's buildings and facilities by organizations or individuals is permitted when a civic, educational, charitable, or community-benefiting purpose is served. Authorization to use a town facility does not constitute an endorsement of the organization, its beliefs, or its activities. All facilities must be used in accordance with the regulations and rental fee schedules approved by the governing town department or committee. The department or committee overseeing a facility or field reserves the right to suspend or revoke facility use permits at any time to protect public safety or property integrity.

Priority of Carver Facilities Use

Scheduling use of Carver's facilities will be done in the following priority order with Town governance and School Department activities taking precedence. On occasions, schedule changes will result in organizations not being able to use the facilities on the dates initially agreed to if priority activities require the space. The organization using the facilities should make proper provisions in the event such changes occur.

1. Town meetings and elections *(Category 1)*
2. School department-sponsored sports and activities *(Category 1)*
3. Recreation committee activities *(Category 1)*
4. Carver based non-profits & Carver youth sports *(Category 2)*
5. Carver based for-profits *(Category 4)*
6. Non-Profit Organizations based outside of Carver *(Category 3)*
7. Any For-Profit Organization outside of Carver *(Category 4)*

Policies Governing Use of Carver Property

Users of Carver buildings, grounds, equipment, and facilities will conform with the following regulations:

- Requests for the use of all Carver facilities will be made via the approved facilities use platform at least 14 days prior to the date of use. Notice of cancellation must be made to the Facilities Manager 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 Carver caused by the cancellation.
- Any changes to pre-existing approved dates/times must be requested 7 days in advance via Carver's approved facilities use platform so appropriate staff can be notified. In the event the managing department is closed due to weather conditions, all outside activities are automatically canceled. In the event of inclement weather, the School Department Athletic Director shall be the final authority on use of School Fields.
- All individuals or organizations using Carver property must secure liability insurance coverage 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. All building and fire codes must be strictly enforced. Exceptions only at the discretion of the Superintendent of Schools or Town Administrator.
- Carver may require a police officer 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.
- The managing department reserves the right to limit the number of spectators attending an event. All activities must be conducted with competent supervision, aged 21 or over. In addition, at the sole discretion of the managing department, an approved security person, custodian or other employee may be required for events in the buildings with an associated fee.
- Rental of a Carver facility does not imply access to the equipment. Any use of equipment is at the discretion of the managing department. Arrangements for the use of that facility's equipment must be made in advance. Costs associated with the use of said equipment will be included in the invoice. Use of some equipment will require the direct supervision of the managing department's personnel.
- Those in charge should inspect the 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.
- All groups using the Carver facilities must be certain that all exterior doors in the area being used are latched and locked and should check with the custodian/security before leaving the premises for in-building events.
- Carver assumes no liability for injury to persons authorized to use the facilities and fields and further assumes no liability for loss or damage to equipment, materials or other individual property.

- Any damage caused to the facility, fields or equipment whether accidental or not, occurring during the period of the facility use will be the direct responsibility of the user.
- The facility or field will be inspected after use and a bill for damages, missing equipment or additional cleanup required sent to the responsible party using the facility
- Turf Field rentals must adhere to use rules on the placards posted at the entrance of the field. Turf rentals past dusk will incur an additional charge for running the turf field lights.
- Food and beverages may only be served in the cafeteria/cafetorium or Middle High School Lobby spaces. Food and beverages are not allowed in any other areas of the buildings or on the turf and track, unless explicitly pre-approved as part of the space booking. If you are serving food or food products in a space which allows food to be served, it is your responsibility to gain the appropriate approval with the Carver Board of Health prior to your event.
- Massachusetts General Laws and Town policy prohibit the use of tobacco, alcohol and all other illegal substances in all town buildings and on town grounds. All organizations/individuals using Carver 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.
- All groups must strictly adhere to the time limitations agreed upon for use. Participants should be told not to arrive before the time scheduled. Unauthorized and/or 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.
- The managing department reserves the right to revoke a facility use permit at any time at its sole discretion.
- In special circumstances, rates may be waived, modified or adjusted via mutual agreement at the sole discretion of the Superintendent of Schools for school related fields and facilities or Town Administrator for general government related fields and facilities.
- Category 2 groups such (Carver based non-profits such as community based youth and recreational sports teams) shall pay $15 per participant per season as a flat rate. All such groups must be first approved by the Facilities Manager and must request town approval via its official scheduling system for all fields and facilities. Once usage data for all groups is collected the town will re-evaluate the cost structure to ensure sustainability.

LEGAL REFS.: M.G.L. 71:71; 71:71B; 272:40A

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