

**COMMUNITY USE OF SCHOOL FACILITIES**  
**BOYLSTON ELEMENTARY SCHOOL**

The Superintendent is hereby authorized to make the facilities of Boylston Elementary School available to community groups within the town of Boylston subject to an approved schedule of fees. Rental fees reflect estimated average costs of fuel, electrical power and depreciation.

All requests for allowable use shall be made through the office of the school Principal. Any application for use of facilities by an individual or group of a nature other than that specified above shall be referred to the Superintendent and/or School Committee for decision.

All organizations who rent facilities from the school shall be held financially responsible for any damage to the school or its equipment occurring in connection with the rental.

In accepting rental bookings, the Principal shall give priority to any regular school activity over any outside rental.

**A. SERVICE FEES**

1. Any groups using the school facilities shall pay a fee of 1 ½ times the hourly rate for custodial services if this occurs in other than normal working hours of each custodian, or if custodial services are directly needed by the group during rental times.
2. The kitchen may be used without cost by a group renting the cafeteria for serving purposes only. In case groups wish to use the dishes, silver and cooking utensils of the cafeteria, a school cafeteria worker shall be present to supervise such use and the user shall pay a fee of 1 ½ times the hourly rate for cafeteria services.

The groups will be billed from the Superintendent's Office immediately following the event. Since custodians and cafeteria workers are not paid until receipt of the money by the School, it is expected that the group responsible for payment will do so within a two-week period or a 10% surcharge will be added.

If custodial or cafeteria services are required on a weekend or holiday, there will be a minimum of three (3) hours service charged.

**B. RENTAL FEES**

The School Committee shall establish annually the rates to be charged for both profit and non-profit organizations. Payment of these fees for use of facilities is to be paid at the time of rental approval. Both the fee and method of payment may be negotiated between the Superintendent and sponsoring group in the case of the building being rented for a series of dates.

The Superintendent may waive rental fees for town government agencies and for youth groups such as Boy Scouts, etc.

All rental fees are to go to the Director of Financial Services.

C. CONDITIONS OF RENTAL

1. When a charge is to be made by a group, liability insurance coverage will be obtained with a copy to the Superintendent.
2. Expected audience or users are to be primarily District residents.
3. Teams must furnish their own equipment; basketballs, etc.
4. SMOKING IS PROHIBITED IN ANY PART OF THE BUILDING AT ALL TIMES by groups or organizations using or renting any school facilities.
5. UNDER NO CIRCUMSTANCES WILL ALCOHOLIC BEVERAGES BE ALLOWED IN THE BUILDING OR ON THE GROUNDS. Requests for exception to this policy shall not be granted by the School Committee.
6. In the case of youth groups renting the building, a person twenty-one years of age or older is to be responsible for rental fees and conforming with all aspects of "Conditions of Rental".
7. Community use of school facilities shall be secondary to and shall in no way interfere with or hinder the normal functioning of the school program.
8. All parking regulations will be enforced, with reserved areas left open and the handicapped space respected.
9. Only those facilities requested and authorized by the Principal will be available for use within the approved time periods.
10. IN THE EVENT OF EMERGENCY, please contact the custodian on duty in the building.
11. Any use of school facilities for private gain or personal use must be approved by the School Committee.
12. Internal Revenue Code regulations on admissions tax will be observed.
13. A school custodian must be present at all times when any facility is in use.
14. The custodian has full authority to see that the provisions of the permit are enforced.
15. Provisions must be made for crowd control. The Principal shall be informed at least 48 hours *prior* to use of facilities, of the arrangements which have been made with departments as to the number of police to be on duty.
16. A representative from the group holding the permit must be present for the entire activity and shall be responsible for the decorum of his/her group as well as that of the spectators.
17. Groups to whom school facilities have been made available are responsible for theft or destruction of school property. Facilities used must be left in the condition in which found.
18. All decorations must be fireproofed and shall be installed under the supervision of school personnel.
19. GYMNASIUM: Sneakers must be worn at all times on the gym floor.

20. All groups or individuals renting or using school facilities must indicate that they will abide by the General Laws of Massachusetts, Chapter 269, Sections 17 - 19, "*An Act Prohibiting the Practice of Hazing.*"
21. *Boylston Elementary School assumes no liability either for injuries to persons who are on school premises or damage to any equipment. The holder of a permit to use the school facilities agrees to accept all equipment and property as is and waives any and all claims against the School Committee, its members, employees and agents for any injury, accident, illness, expense or claim of damage of any kind whether to persons or to property which may occur as a result of the use of school facilities by said holder or by others under its expressed, implied or apparent authority. The holder of a permit further agrees to assume all liability and to indemnify and hold harmless the School Committee, its members, employees and agents for any and all claims, liabilities, or expenses of any kind whether for injury to persons or damage to the buildings, equipment or other property arising out of the use of school facilities by the said holder or by others under its express, implied or apparent authority. The above waiver, assumption of liability and indemnification shall be effective and binding notwithstanding that the condition of the facility may have caused or contributed to the injury, damage, expense or claim.*

**Approved:     *Boylston School Committee – December 16, 2014***

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