

Sutton Public Schools

Procedures and Guidelines
Governing Use of School Facilities



Dear Community Member:

This packet contains all the information needed to reserve school facilities in the Sutton Public Schools. The 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 for everyone in the Sutton community.

These procedures and guidelines represent the efforts of the School Committee to encourage the use of school facilities by groups in Sutton and bring consistency to the regulations and fee structure associated with the program.

Sutton has wonderful school facilities that have been used by community groups for meetings and events. The School Committee wishes to continue its partnership with the community and extends an invitation for you to hold your events with us.

Sincerely,

Superintendent of Schools

Sutton Public School District

Use of School Facilities

Philosophy

The Sutton Public School Committee encourages the use of school facilities for educational, charitable, recreational and civic purposes, sponsored by recognized, responsible organizations. The Sutton Public School District is committed to ensuring that all of its programs and facilities are accessible to the public. We do not discriminate on the basis of age, color, disability, national origin, race, religion, sex or sexual orientation.

The Sutton Public School District neither endorses, supports, nor sponsors any of the activities which may occur as a result of the use of the school facilities.

The use of school facilities must be consistent with the district's energy conservation program and fees associated with the use will vary contingent upon the nature of the sponsoring group, activity, and time of use. It is not the intent of the committee that for-profit groups be subsidized by public funds. Such groups shall incur additional charges for the use of school buildings.

The Superintendent and/or designee shall serve as the School Committee's representative in processing applications, approving use, and enforcing regulations. Any request to waive or change fees must be approved by the Superintendent.

General Guidelines for Use

1. For non-school related activities, all costs shall be borne by the user group. Fees will include the direct costs associated with the activity such as rental fees and personnel costs.
2. The School Department requires that adequate staff be scheduled to ensure the security of the building and to provide for expedient cleaning. The terms of existing labor contracts will be consulted when assigning custodial and cafeteria fees.
3. All user groups shall save and hold harmless the Sutton Public School District and its officers and employees and assume responsibility for all liabilities arising from incidents as a result of use.
4. A Certificate of Insurance with limits of, at least, \$1,000,000 Bodily Injury and Property Damage Liability per occurrence/\$3,000,000 aggregate, must be submitted as evidence of insurance coverage and must designate both, the using organization and Sutton Public School District, as insured and not merely as certified holders.
5. The group categories and the fee schedules will be agreed to prior to usage approval.

Rental Group Categories

Group A: Recognized school or civic groups based in the Sutton community, but not necessarily established as non-profit organization (i.e., PTO, School Councils, Music Association, Booster Club, Town of Sutton recreation groups, such as Sutton Youth Soccer, etc.)

Group B: Non-profit groups with a majority of the participants residing in Sutton (i.e., youth groups, churches and charities). Groups are required to provide proof of tax-exempt status at the time the Application for Use of School Facilities is submitted.

Group C: For-profit groups (i.e., private dance schools, theater groups, AAU) and non-profit groups that have fewer than half of the participants residing in Sutton.

School Facilities Rental Fee Schedule

(Rates subject to change per approval of School Committee)

Facility	Group A Rate	Group B Rate	Group C Rate
Auditorium – SCEL Auditorium – HS	N/A	\$75/day \$100/day	\$250/day \$700/day
Gymnasium	N/A	N/A	\$250/day \$40/hour (weekdays) Weekend/Holiday/School Not in Session – gym is only rented out in half day intervals at \$125/half day (4 hours max)
Cafeteria w/o Staff	N/A	N/A	\$250/day
Regular Classrooms	N/A	N/A	\$75/day <i>(max. of \$225/day if multiple classrooms are requested.)</i>
Lab Classrooms	N/A	N/A	\$150/day
Library	N/A	N/A	\$250/day
Athletic Fields	N/A	N/A	\$200/day \$40/hour (min. 2 hours)

Personnel Fees

(Regardless of Group Category)

Custodial Staff: A custodian must be on the premises at all times. Custodial fees will be added to above rates for any use beyond 10:00 p.m. Monday through Friday, anytime on Saturday or Sunday, and any day that school is not in session. If the Superintendent determines that more than the regularly scheduled staff is needed, these costs will also be added to the facility rates. The current custodial rate is \$40/hour, but will change as contractual obligations change.

Kitchen Staff: Access to the kitchen is not available unless a cafeteria worker is present. This person will have full authority over all kitchen equipment and may restrict access to certain equipment. The current rate is \$30/hour, but will change as contractual obligations change.

MS/HS Auditorium: Access to the light/sound system in the Middle/High School Auditorium is only permitted by the Auditorium Supervisor. This person will have full authority over the light/sound system and may restrict access to certain equipment. The current rate is \$50/hour, but will change as contractual obligations change. If an Assistant is needed to help the Auditorium Supervisor, one shall be provided. The current rate for the Assistant is \$15/hour, but will change as contractual obligations change. If the Assistant is acting alone in the capacity as Auditorium Supervisor, the applicable rate will be that of the Auditorium Supervisor as indicated above.

Police Officers: All organizations must arrange and pay for police services directly through the local Police Department if deemed necessary.

Outside Restrooms: Organizations requesting Athletic Field use are required to provide portable restroom facilities per playing field being used.

Guidelines for Scheduling/Approvals

1. The Superintendent, in attempting to make the school facilities available to the maximum number of persons/organizations in the community will consider applications for use in the following order whenever feasible and practical:
 - Sutton School Students (K-12)
 - Sutton Support Groups (SEFT, PTO, Booster Club)
 - Town of Sutton Recreation/Youth Groups
 - Adult Recreation
 - Civic Non-Profit Organizations

The Superintendent will be the final determining agent regarding any scheduling conflicts.

2. **Event Requests Requiring Special Instructions** – must be made, at least, two weeks prior to the event.

Regulations Governing Use of School Facilities

1. Mass. General Law requires obtaining **Criminal Offender Record Information (CORI)** for all volunteers and others who may have direct and unmonitored contact with children. This includes all volunteers, chaperones, coaches, etc. who may be assisting you. All organizations are responsible for adhering to these requirements and obtaining CORIs when needed.
2. Mass. General Law prohibits smoking or alcoholic beverages on school property.

3. Participants shall not be restricted from participation for reasons of race, religion, age, sex, sexual orientation, creed, national origin or disability conditions. However the School Committee is not prohibited from allowing the use of school premises by independent groups with restrictive membership.
4. In compliance with Massachusetts General Laws, the School Committee prohibits firearms and other dangerous weapons in schools and adopts the statutory definitions of a firearm and other dangerous weapons in addition to any definitions it may include in its student-parent handbook.
5. Hazing of students is prohibited by state law, and is defined as any conduct or method of initiation into any student organization that willfully or recklessly endangers the physical or mental health of the student.
6. Food and drinks shall occur only in authorized areas – never in the auditorium.
7. No other area than that approved for use on the application shall be used. No school material or furniture may be used without permission of the Superintendent. For any major function requiring use of a stage with scenery, the facility must be requested with additional time to allow setting up and dismantling of the scenery.
8. Users will assume full responsibility for the proper use of the facilities and for payment of damages.
9. No gaming shall be permitted, except for Sutton groups with approval from the Superintendent.
10. If school is closed due to inclement weather or other emergency, all events and activities will be cancelled. It is the organization's responsibility to reschedule.
11. School personal properties, such as projectors, recorders, amplifying units, etc., are not included in the rental contract.
12. A letter of determination from the IRS or other documentation to verify tax-exempt status must accompany this application before an organization will be considered non-profit for fee setting purposes.
13. Thirty-six hours notice will be required in the event of cancellation; otherwise, the applicant will be responsible for the custodial and facility rental fees.
14. The Sutton Public Schools are not responsible for any personal property present or left on the premises.
15. The Superintendent reserve the right to refuse the use of facilities to any group that has violated any condition, rule, regulation, or guideline concerning use of the premises in the past, or which has otherwise abused this privilege.

PLEASE REFER TO THE PREVIOUS PAGES FOR RENTAL RATES, PERSONNEL CHARGES, AND RELATED INFORMATION

The individual signing the request form hereby assumes responsibility for any accidents, injury or damages that may occur to the building or equipment made available to him/her and for any repairs required as a result of same. Accidents or damages that occur during the use of a school facility must be reported to the Superintendent or designee within 24 hours. In consideration for the use of facilities owned or operated by the Sutton Public School District, the undersigned organization hereby releases and holds harmless the Sutton Public School District and its employees, agents, and volunteers (collectively, "the District") from and against any and all injuries, damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the use of such facilities by the undersigned organization or its employees, agents, or volunteers, and further agrees to indemnify the District from and against any and all injuries, damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) by third parties arising out of or in connection with the organization's or its employees', agents', or volunteers' activities on or about the rented premises. Please familiarize yourself and your group members with this School Rental Contract and its attachments, sign and return. No reservation will be made until this application is returned to you with an approved signature.

I have read this Contract, including attachments, and the regulations for the use of the Sutton Public School District property, and accept the responsibility for payment of bills, the observance of all regulations, and all terms hereof. I will finalize all arrangements with the building office one week prior to specified date and earlier to the extent required above.

*Applicant's Signature

Date

*This constitutes your digital/electronic signature.

APPLICATION FOR THE USE OF SCHOOL FACILITIES

INSTRUCTIONS: Fill out form completely, sign, and e-mail to Dianne Guillen at GuillenD@suttonschools.net.

PLEASE ATTACH a current Certificate of Insurance with, at least, \$1,000,000 Bodily Injury and Property Damage Liability per occurrence/\$3,000,000 aggregate, which lists the District as an additional insured and not merely as a certificate holder.

PLEASE ATTACH proof of nonprofit status (if applicable).

Name of Organization: _____ Date: _____

Applicant's Name: _____ Phone No.: _____

Address: _____

E-mail Address: _____

*Date(s) of Event: _____

If you are requesting **multiple event dates, please indicate when event will be over (i.e., Meetings to be held every Monday during the month of January; or meetings to be held on the 1st Monday of each month until the end of December).*

Time of Event: _____ to _____ (Specify AM or PM)

Requested Custodial Start Time: _____ to _____

Description of Event: _____

Estimated Number of Participants: _____ Spectators: _____

Rental Group Category (refer to page 2 of Procedures & Guidelines): Group A Group B Group C

FACILITY REQUESTED:	
Simonian Center for Early Learning:	Click here to MAKE SELECTION
Elementary School:	Click here to MAKE SELECTION
Middle/High School:	Click here to MAKE SELECTION
Outdoor Facility:	Click here to MAKE SELECTION
Special Instructions:	

Applicant's Signature

Date