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COMMUNITY USE OF SCHOOL FACILITIES

The School Committee supports the use of school facilities by private individuals and organizations on a non-discriminatory basis and one that does not preclude religious uses, providing that use does not interfere with town or school programs.

Individuals and associations using school facilities shall be responsible for compliance with all applicable regulations governing such use established by the School Committee as outlined in the Reservation Request Form. The Superintendent of Schools shall establish procedures for the use of the facilities. Failure to comply with the procedures and regulations will result in the forfeiture of the future right to use school facilities. All estimated charges must be paid before the use of any school facility is permitted.

Rental charges will be assessed for any reservations of the facility and will include setup and cleanup time that relate to a particular rental.

Rental Rates

The following three groups of eligible users have been established in order to clearly identify facility rental charges. Association with these groups, and the prevailing rental fees, applies throughout the calendar year. In addition to the hourly rates, additional fees may be charged at any time by the Superintendent (or their designee) to reflect pay rates for Sharon support personnel as set by the School Committee. The Superintendent or their designee shall have the final decision in all scheduling, permit issuances, and interpretation of the Policy. School Committee approval shall be required for any exceptions to the fees hereunder.

Scheduling priority will be given to groups in the following order:

- i) Town Meeting and General Elections
- ii) Sharon Public Schools programs and activities, including its Community Education programs, and other school-related clubs and organizations as recognized by the School Committee (i.e. PTOs)
- iii) Town of Sharon Recreation Department and other Town government departments and committees
- iv) Non-profit organizations whose principle office or official business address is located with the Town of Sharon
- v) All other groups

Group I – School and Town Departments

Group I rates will apply to the School, Recreation or Town Departments. There will be no charge for rentals that fall directly under the oversight of groups or programs of these departments. This includes department usage, publicly posted Town business (i.e. elections), recognized parent groups (i.e. PTO activity) or other department related activity including community education.

Group II – Non Profit Sharon Community Groups, Organizations & Activities

Group II rates will apply to any youth/adult group, community, philanthropic, artistic, or recreational activity sponsored by a non-profit organization, whose principle office and/or official business address is located within the town political boundaries of the Town of Sharon.

Group III – All Other Groups, Organizations and Activities

Group III rates will apply to all groups, organizations, or activities which do not meet the requirements of Group I or II, including individuals, private and commercial groups, societies, religious organizations, non-profits and registered public charities.

	Previous Rate	New Rate Group I	New Rate Group II	New Rate Group III
Auditorium	\$50/hour	Weekday - \$0 Weekend - \$0	Weekday - \$20 Weekend - \$35	Weekday - \$100 Weekend - \$100
Classroom	\$25/hour	Weekday - \$0 Weekend - \$0	Weekday - \$0 Weekend - \$10	Weekday - \$40 Weekend - \$40
Library	\$50/hour	Weekday - \$0 Weekend - \$0	Weekday - \$15 Weekend - \$30	Weekday - \$75 Weekend - \$75
Cafeteria with Kitchen	\$50/hour	Weekday - \$0 Weekend - \$0	Weekday - \$20 Weekend - \$40	Weekday - \$100 Weekend - \$100
Gymnasium	\$50/hour	Weekday - \$0 Weekend - \$0	Weekday - \$30 Weekend - \$50	Weekday - \$75 Weekend - \$75
Fields or parking lot areas	\$45/hour	Weekday - \$0 Weekend - \$0	Permit Fee	Weekday - \$50 + Permit Fee Weekend - \$50 + Permit Fee

Any school facility renter classified under Group II or III whose work, in the judgment of the Superintendent, provides a substantial educational, recreational, social or civic benefit to the school children of Sharon, and who commits to renting a school facility for 90 hours or more during a school year during the week shall qualify for a reduced rental rate of 40% below the defined week rates. No weekend rentals will qualify for a reduced rate. The Superintendent will charge a deposit to any group wishing to rent a school facility for 90 hours or more. The deposit will be refunded upon receipt of payment for the 90th hour of facility use. No Group II or III renter, regardless of its status as a long-term renter, shall be allowed access to Sharon Public School facilities should those facilities be needed by a town or school program.

All groups will be required to pay for custodial or police or other personnel costs required to operate and secure the facility in a safe manner.

The school administration reserves the right to assign one or more additional school employees depending upon the need for such services as determined by his/her understanding of the use of facilities. When

employee services are necessary, the renter will be charged a fee of one half-hour before the use and a reasonable amount of time, as determined by the school Principal to secure the facility at the conclusion of the activity.

Individuals and organizations who rent school facilities requiring the services of a custodian or other school personnel will be charged a minimum fee of two hours for the assigned employees if they do not occupy the building at their reserved time and they fail to cancel the rental within 24 hours of the intended use.

The renter will be billed (1) for the facility and (2) the labor costs for the employees, and is responsible for paying an additional fee for any special equipment that causes an increase in energy use. Such fee will be determined by the school administration, and no equipment shall be used until such fee is paid in advance.

In the event of any damage to school property while an individual or association is using a school facility, the cost of necessary repairs or replacement will be paid to the Town of Sharon by the renter, which engaged the facility.

Use and charges for personnel and administrative fees shall be as included in this policy and in accordance with the Schedule of Use Rates for School Facilities and Equipment that is part of this policy, and such charges and fees shall be applied consistently and in a nondiscriminatory basis.

All renters, individuals or organizations that use school facilities and whose accounting and finances are not handled by the Town of Sharon are required to provide insurance to protect themselves and the Town of Sharon from lawsuits. These renters must provide both an insurance certificate and a signed Indemnification Agreement and Covenant. The insurance must name as insured, the Sharon School Committee and the specific school facility in the Town of Sharon.

Additional Rules and Regulations:

Liquid refreshment or food products - No such items may be served in an auditorium, stage and dressing areas, corridors, toilets, shower rooms and stairways. Food or drink is not allowed inside the auditorium. Those who use our facilities must actively supervise their groups and enforce this rule.

Time: No use of the facilities shall extend beyond the normal school operating hours unless the group has made arrangements (i.e. assigning school personnel) to properly close and secure the building.

Entry: No examination of, or use of, the school facilities are allowed while school is in session.

Kitchen facilities, equipment and staff ó Any use of kitchens or kitchen equipment requires that cafeteria personnel be hired to supervise and/or provide services.

Auditorium - When an auditorium is rented for a play or other production, no scenery or sets may be left set-up on the stage during the week. Such material must be removed so as to allow the auditorium to be used for school purposes during the school day.

School Equipment - School equipment in any school facility may be used in that facility only when qualified personnel are available to operate such equipment. Such personnel are held responsible through the rental groups for the operation of equipment authorized for use. The School Department reserves the right to determine qualifications of those using the equipment, and reserves the right to require the renter to pay School Department or Town employees to operate school-owned equipment.

Moving Equipment - Only authorized employees or hired movers may move or relocate school-owned property such as pianos and other school equipment. The renter will be assessed charges for these duties and others, including piano tuning or other needs that result from their use of the facilities.

School-owned pianos may be moved to the stage or from the stage provided that the school principal is given evidence that the moving will be performed by a qualified mover, and that any piano so moved will be returned to its original location by that mover; that it will be properly tuned, if necessary, after such use, and further provided that the organization requesting the temporary relocation of a piano will be responsible for any damage resulting from the moving.

Supervision - Adequate and responsible adult supervision, one adult to each twenty (20) youths, shall be required at all activities for youth groups using school facilities and shall be provided by the individual or association using the facility. At the conclusion of the activity, a responsible adult provided by the user must remain in the facility until the last youth has safely left the school property.

Police ó The renter of the facility is required to estimate parking needs and attendance at their event on the School Facilities ó Rental/Reservation Form, and to take this form to the police chief to notify the police that the event is taking place. A determination will be made by the Chief as to the need for the presence of police officers for public safety and/or traffic control. All expenses for the necessary police protection shall be the responsibility of the user.

Capacity of the facility ó The renter may not allow attendance at an event to exceed the rated capacity of a facility as determined by applicable fire and safety codes.

Decorations, Scenery and other equipment and program properties - All decorations must be adequately described on the School Facilities ó Rental/Reservation form or on a separate page if needed and approved as a condition of the rental. The Fire Department or Building Inspector may also need to approve the decorations and equipment if required or requested by school authorities.

Alcoholic beverages ó No such beverages will be allowed in school facilities or on school grounds.

Smoking and tobacco products ó The use of any tobacco products, including E-cigarettes, within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel is strictly prohibited.

Fees - Payment of rental charges and personnel fees shall be in accordance with a schedule of rental rates and personnel fees established by the School Committee. All payments are due in advance of the rental with any additional charges payable within 30 days of the conclusion of the rental or use.

Waivers - The rental fee (not including any fees for personnel) may be waived upon request by using the

Rental/Reservation Form.

Legal Refs.: M.G.L. 138:14, Alcoholic Liquors, Special Licenses to Managers of Indoor and Outdoor Activities; Fees
M.G.L. 71:37H, Policies Pertaining to the Conduct of Teachers and Students
M.G.L. 272:40A, Alcoholic Beverages: Gift, Sale, Delivery or Possession on Public School Premises

Cross Refs.: ADB, Alcohol and Drug Policy
ADC, Smoking on School Premises

Revised: June 18, 2014