

## **COMMUNITY USE OF SCHOOL FACILITIES**

The use of the East Longmeadow Public School facilities will be conducted under the following rules and regulations. These rules, under the provisions of Massachusetts General Laws, Chapter 71, Section 71, will be operative until further changes are deemed necessary and advisable.

The policy of the East Longmeadow Public Schools is to encourage the use of the schools as community centers within the limits of good management, practical considerations and fiscal responsibility. When renting facilities, it will be the practice of the East Longmeadow Public Schools to work with community groups and organizations who support the vision and mission of the East Longmeadow Public Schools promoting continued learning and growth of students. It is incumbent upon all users to manage their activities as effectively as possible, first, because of the investment involved, and secondly, because of civic pride.

No such use of school facilities, however, shall at any time be allowed to interfere with or limit the regular work or extra-curricular activities of the school program or of classes or activities under the direction of the East Longmeadow School Committee. Building/facility rentals must bear all associated costs so that the school district operational budget remains focused on its primary mission to educate students within the school day and calendar.

## USE OF SCHOOL FACILITIES

### I. Eligibility

#### A. Prioritization of Groups:

1. As per agreement the East Longmeadow Recreation Department will be given priority use of school facilities.
2. Other functions of town government.
3. Organizations whose memberships and/or participants are of student age.
4. Organizations or individuals who will derive private gain.

#### B. Restrictions:

1. School authorities reserve the right to withhold use of school buildings under the following conditions:
  - a. for groups of less than twenty unless the building is going to be open for other purposes;
  - b. for activities where participation is restricted to a small group or geographical area; and
  - c. for any activity which would duplicate existing programs.

### II. Rules and Regulations Governing Use of School Facilities:

The applicant organization is held responsible for knowing and carrying out the rules governing building use.

1. A school district custodian is required to be employed at all times during a rental of any facility. This is a requirement per each rental agreement and is not negotiable.
2. No reservations will be confirmed until the official application form (available in each building) is completed and approved at least one week in advance of the planned event. This may be done during regular office hours (8:00 A.M. — 3:00 P.M.) at the office of the Principal of the building to be rented.
3. The school facilities will be available for use on Sunday from 1:00 - 8:00 P.M. only. The Committee, on an individual basis, will determine the use of schools on Sundays during times other than 1:00 - 8:00 P.M.
4. Any activity that requires a license shall be referred to and acted upon by the proper licensing authority before a building use application is approved.
5. Groups using the building(s) or fields will be required to provide adequate supervision for the activity. Such responsibility for supervision shall extend to any person(s) (authorized or unauthorized) in the building as a result of that activity.
6. Police service shall be arranged and paid for by the applicant when deemed necessary by the school or police authorities.

7. The applicant shall be responsible for any damage to school buildings, grounds, or equipment or for any personal injuries incurred.
8. The group using facilities is responsible, at all times, for not exceeding the legal posted capacity of the area being used. School authorities reserve the right not to allow entrance to persons in excess of these legal limits even if tickets have been sold or admission charged.
9. The School Committee, or its representatives, must have free access to all rooms at all times.
10. All decorations, scenery and special equipment considered to be hazardous must meet the specifications of the Fire Marshal.
11. The moving of furniture or the use of electrical or other special equipment shall be done only under the supervision of the custodian. Special electrical equipment such as P.A. Systems, and stage lighting panels are to be operated only by skilled operators. Any organization renting school facilities will be responsible for repair of equipment damaged by unskilled operators.
12. **The use of alcoholic beverages, tobacco products and illegal drugs in school buildings or on school property is prohibited at all times.** Unseemly conduct of any kind shall not be permitted in the buildings or approaches to the buildings.
13. Food and drink will be distributed and consumed only in approved areas. The use of cafeteria equipment is not available during the summer vacation.
14. Nothing shall be sold, given, or exhibited without permission. Renter shall provide copies of appropriate license/permit.
15. "Tipping" of custodians or other school personnel is not permitted. The School Committee will pay all school employees unless express permission is granted to the contrary.
16. Although every effort will be made to cooperate with organizations using the schools, the school authorities do not assume responsibility for furnishing special furniture and/or equipment. Property left by the applicant at the schools is done so at the applicant's own risk.
17. When a group requires a major change in the arrangement of furniture for their meeting, the group will be responsible for making that change and for returning room to its original condition. The prime responsibility of the custodial and cafeteria workers who are assigned by school authorities to be present during an event is to make available such space, facilities and equipment as have been requested and granted for use during the event. Secondly, such personnel are present to protect the school department's interests.
18. School authorities reserve the right to assign facilities when, in their judgment, alternative facilities to those requested are more suitable.
19. One scheduled school event will not prevent other activities in other parts of the building from being held, providing security can be maintained.
20. The School Committee reserves the right to revoke the privilege of a renting organization for future use of building facilities for non-compliance of these rules and regulations.

21. Parking at all facilities will be within designated areas. Violators may be towed at vehicle owner's expense.
22. If school is cancelled on the day(s) of a scheduled event, all afternoon or evening activities are also cancelled.
23. The renting organization is responsible for notification of all parties (building Principal, police, participants, etc.) should there be a need to cancel the event.
24. The School Committee reserves the right to change and/or amend these regulations or vote an exception to any or all of these regulations.

**III. Rules for Use of High School Athletic Stadium (1-24 above apply)**

1. The artificial turf, track, and surrounding athletic fields are for use by groups only with permission from the East Longmeadow Public Schools.
2. No food of any kind is allowed on the track and turf field.
3. Water is the only beverage allowed on the track and turf field. All other beverages including Gatorade and other sports drinks are prohibited.
4. Gum is not allowed on the track and turf field.
5. Pets are not permitted.
6. Metal cleats, long studded cleats, and spikes longer than 1/2" are not permitted on the track and turf field.
7. Bicycles, skateboards, roller blades or other recreational equipment are not allowed on the track, turf field, or surrounding athletic fields.
8. No glass is allowed on the track and artificial turf.
9. Pole vault area and high jump pads are off limits.
10. Long and triple jump pits are off limits.
11. Appropriate litter and recycling receptacles must be used at all times.
12. No children under 16 years of age are allowed in the outdoor athletic facilities unless accompanied by an adult.
13. Please do not empty turf field rubber pellets from shoes onto track.
14. Joggers and walkers must use lanes 3 to 8 to reduce wear and tear on the surface.

**IV. Fees**

- A. Custodial Fees: All rentals require the employment of a school district custodian. This protects the renter as protects the interests of the School Committee. Custodial fees are assessed on a per hour basis during the length of the rental period. Additionally, thirty (30)

minutes prior to the rental starting and thirty (30) minutes after the rental has ended is required to be paid by the renter for opening and closing of a building. The administration may require additional custodial services based upon the specific nature of the rental. The custodial fees are set each year by the School Committee. The per hour fee structure is contingent upon the day of the rental. The fee structure is below:

1. Monday-Friday: \$22.65 per hour.
2. Saturdays: \$33.98 per hour.
3. Sundays: \$45.30 per hour.

B. Room Charge: A room charge fee will be assessed to the renter per room/per hour. Room charges include custodial supplies such as bathroom tissue, paper towels, sanitizer liquids, pool chemicals, floor finish, etc. The room charge is based upon a traditional sized academic classroom. The room charge is set each year by the School Committee. Currently, the room charge is \$10.00 per room/per hour. See specialized facilities.

C. Specialized Facility Rooms/Areas: Certain facility rooms/areas are larger and require more energy and cleaning to support. The following rooms/areas will be assessed a multiple room rate as follows:

1. Swimming Pool: \$80 per hour. Certified lifeguard credentials must be presented with rental application.
2. Cafeteria/Cafetorium: \$30 per hour. In addition, if the kitchen is used, an ELPS cook must be hired to supervise during the rental (\$24.00 per hour).
3. Gymnasium: \$80 per hour.
4. Auditorium: \$30 per hour.
5. Playing Fields: \$20.00 per hour.
6. HS Athletic Stadium:
  - a. Game Rental: **\$130 per hour – Includes Site Manager**
  - b. Lights Use: **\$50 per hour.**
  - c. Practice **\$80 per hour.**

D. Summer Camp School Use Process:

Summer camps will be defined as continuously scheduled instructional/fitness/recreational meetings that include K-12 participants during regular custodian hours (HS camper drop-off no earlier than 8:00am and camper pick-up no later than 3:30pm) & (all other ELPS schools camper drop-off no earlier than 7:30am and camper pick-up no later than 2:30pm)

The reservation of school use by the camp will be initiated through the recreation department. The recreation department will then check with the building principal or athletic director to determine space availability. The recreation department will also give the summer camp an estimate of what the program would cost.

The rental charge of this space will go to the school's revolving account (either stadium revolving or the school's rental revolving). The funds generated from the camp will be used to make large purchases that

would benefit both the recreation department and athletic facilities.

The summer camp will be responsible for meeting with the East Longmeadow Health Inspector and completing all required state mandated paperwork 30 days before the start of camp. The health inspector will provide a form that says the camp has been approved.

The summer camp will be responsible for providing the building use form, certificate of liability, rental fee, and approval from the health inspector 30 days before the start of the camp. These forms plus payment will be given to the recreation department to review and forward to central office.

The summer camp will be given a 100% rental refund if they decide to cancel the camp within two weeks of the start date of camp. There will be no refunds after the two weeks prior to the start of camp.

1. Summer Camp Fee Structure

The ELHS facility rental by a summer camp will include one of the following outdoor spaces and the corresponding indoor space. This will give the summer camp safe options regardless of the weather. Based on the size of the summer camp, the renter can choose to rent additional space. Entire day rentals will also be assigned cafeteria space for lunch.

**Rental price if the camp is renting for 1-2 weeks**

<b><u>Cost per/hr</u></b>	<b><u>Outdoor Space</u></b>	<b><u>Indoor Space Participants</u></b>	
\$20 per/hr	½ of turf field	½ of the large gym	Up to 25
\$20 per/hr	½ of turf field	½ of the large gym	Up to 25
\$20 per/hr	Tennis Court or Grass Field	½ of the small gym	Up to 25
\$5 per/hr	Track	weight room	Up to 25

**Rental price if the camp is renting for more than 2 weeks**

<b><u>Cost per/hr</u></b>	<b><u>Outdoor Space</u></b>	<b><u>Indoor Space Participants</u></b>	<b><u>Suggested #</u></b>
\$15 per/hr	½ of turf field	½ of the large gym	Up to 25
\$15 per/hr	½ of turf field	½ of the large gym	Up to 25
\$15 per/hr	Tennis Court or Grass Field	½ of the small gym	Up to 25
\$4 per/hr	Track	weight room	Up to 25

Summer camps can also request pool time. However, they will be charged an additional \$20 per hour during pool use. In addition, the summer camp will be charged the cost of an EL Recreation Department lifeguard.

- Payment is to be made to the East Longmeadow Public Schools within two (2) weeks following the activity. Funds received from use of facilities will be deposited and used for payment of staff for services rendered in regard to such use and for general repair and maintenance of facilities.
- Any group making more extensive use of school facilities will be charged on an individually negotiated basis. However, no rental may be less than the minimum listed above.

**V. Group Classifications**

<u>Classification:</u>	<u>Charge</u>
1. School Sponsored	No
2. Town Government	No
3. Parent/Teacher Organization	No
4. EL Scholarship/Education Foundation	No
5. Boy Scouts/Girl Scouts	No
6. East Longmeadow Recreation Dept.	Per Contract
7. Other Youth Athletic Leagues	Yes
8. Church Groups	Yes
9. Other Groups	Yes

Revised March, 2018

## APPLICATION FOR USE OF SCHOOL BUILDINGS

**I. Request** – to be completed by renting organization

Date: \_\_\_\_\_

Name and Address of Organization: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Type of Activity: \_\_\_\_\_ Date(s) of Activity: \_\_\_\_\_

Day of Week: Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thurs \_\_\_\_\_ Fri \_\_\_\_\_ Sat \_\_\_\_\_ Sun \_\_\_\_\_

Time: Start \_\_\_\_\_ End \_\_\_\_\_ (Include ½ hr before & after)

Adult in Charge: \_\_\_\_\_ Telephone No. \_\_\_\_\_

School Requested: Birchland Park \_\_\_\_\_ Mapleshade \_\_\_\_\_ Meadowbrook \_\_\_\_\_ Mountainview \_\_\_\_\_ High School \_\_\_\_\_

Area Requested: Pool \_\_\_\_\_ Lg. Gym \_\_\_\_\_ Sm. Gym \_\_\_\_\_ Cafeteria \_\_\_\_\_ Classroom \_\_\_\_\_ Auditorium \_\_\_\_\_ Playing Field \_\_\_\_\_

Other (Describe): \_\_\_\_\_ Setup: Chairs \_\_\_\_\_ Tables \_\_\_\_\_ Other: \_\_\_\_\_

Will an admission fee, collection or dues be required? Yes \_\_\_\_\_ No \_\_\_\_\_

If Yes, please explain: \_\_\_\_\_

**NOTE: If school is cancelled on the day(s) of your scheduled event, all afternoon or evening activities are also cancelled.**

I have read the rules governing use of school building and parking regulations and I take responsibility of overseeing this activity. It is my understanding that I may not use any other area of the building other than what I have requested without specific permission from the building principal. I also agree to leave the area in the manner in which I found it: tables clean, materials disposed of properly, and furniture replaced to its original position. Failure to do so may result in suspension of this privilege.

Signature of Applicant: \_\_\_\_\_ Telephone: \_\_\_\_\_

**II. Administrative Approvals:**

Building Principal \_\_\_\_\_ Date: \_\_\_\_\_ Building Open: Y \_\_\_\_\_ N \_\_\_\_\_

Facility Available: Y \_\_\_\_\_ N \_\_\_\_\_

Off-Duty personnel required: Custodian: (# of hours) \_\_\_\_\_ Cafeteria: (#of hours) \_\_\_\_\_

Comments / Instructions: \_\_\_\_\_

**III. Billing:**

Utility Charge: \_\_\_\_\_

Facility Charge: \_\_\_\_\_

Other Charge: \_\_\_\_\_

Personnel Charge: \_\_\_\_\_

Total Charge: \_\_\_\_\_

Assistant Superintendent for Business: \_\_\_\_\_

Date: \_\_\_\_\_

THIS IS YOUR BILL:

**PLEASE PAY BY CHECK MADE PAYABLE TO: EAST LONGMEADOW PUBLIC SCHOOLS**

**Mail check to: 180 Maple Street, East Longmeadow, MA 01028**

WITHIN TWO (2) WEEKS OF THE EVENT. Thank you.

**THE USE OF ALCOHOL, TOBACCO, OR ANY ILLEGAL DRUGS IS NOT PERMITTED IN SCHOOL BUILDINGS  
OR ON ANY SCHOOL PROPERTY**



**USE OF SCHOOL FACILITIES – RELEASE FORM**

We/I, \_\_\_\_\_, individually and collectively on behalf of  
 (Organization)  
 all members and participants, do release and forever discharge the East Longmeadow School  
 Committee and the East Longmeadow Public Schools, their agents, employees, and all other  
 persons associated with them, of and from any and all actions, claims and demands of whatever  
 nature which I/we, our members, and participants may hereafter have on account of injuries,  
 losses or damages to the person or property of said members and participants arising out of an  
 events(s), accident(s), casualty or occurrences(s) which take place during or in connection with  
 the following use of East Longmeadow’s school property including consequences which are and  
 are not now known or anticipated: \_\_\_\_\_.  
 (Use - Location - Date / Time)

We/I further acknowledge that no additional promise, representation or agreement has been made to  
 induce our signing this Release.

We further agree to indemnify, protect and save harmless the parties released from all judgments,  
 costs and expenses whatsoever arising on account of any action, claim or demand by said members or  
 participants or by any person acting for or on behalf of said members and participants in respect to the  
 aforesaid injuries and damages.

IN WITNESSS WHEREOF, I/We, individually and collectively as the authorized agent(s) of

\_\_\_\_\_ hereby set  
 (Organization - Name/Address)  
 my/our hand and seal this \_\_\_\_\_ day of \_\_\_\_\_  
 (Month) (Year)

\_\_\_\_\_  
 Organization’s Authorized Agent

\_\_\_\_\_  
 Organization’s Authorized Agent