



Administrative Regulation:

#705.1

Use of School Facilities

1. Use of school property for school purposes takes precedence over all other uses except Town Meeting. Permits to use school facilities may be canceled at any time due to the needs of the school program. The Maynard Public Schools are not responsible for inconvenience caused due to cancellation. Approval of applicants to use school facilities are made by the Business Manager or designee.
2. Scheduling priorities are as follows:
 - a. School-sponsored activities, including student clubs, School Councils, the School Committee, EXCEL, Fowler After School Club (FASC), Community Education (evening classes), and Adult Learning Center, and Town Meeting;
 - b. Activities sponsored by school support groups, including PTO's, Parent Networking Group, Band/Chorus parents, Friends of WAVM, and Maynard Recreation Department;
 - c. Maynard youth-related activities, including Scouts, Maynard Youth Soccer, Little League;
 - d. Maynard educational, cultural, civic or charitable groups;
 - e. Regional groups with an educational, cultural, civic or charitable purpose;
 - f. Activities of other organizations, at the discretion of the Superintendent of Schools or designee.
3. For School-sponsored events, fiscal procedures are to be followed as given in Appendix B.
4. Any application by organizations or individuals may be required by the Business Manager to present evidence that they carry insurance relevant to the nature of the intended program or activities; and to include, in their enrollment or membership forms, signed statements holding the School Department and Town harmless with respect to any liability for injuries or other harm or damage arising out of the applicant's supervision or conduct of programs and activities on school premises.

Neither the school department nor its custodians assume any responsibility for liability.

5. The facilities using organization is responsible for complying with the terms of the approved application form, School Committee policies and regulations, State and Local ordinances related to health and safety, and Maynard Fire and Police regulations.

6. The facility user is responsible for damage to the school property and may be required by the Business Manager to provide police and/or fire protection at the facility user's expense. If special set-up or equipment is required (podium, public address system, VCR, stage lights, etc.) this must be indicated and arranged at the time of application. This includes access to bathrooms, if user is renting field space.
7. When school facilities are used for the purposes other than for school use, additional expenses, including heat, electricity, and other operating expenses are incurred by the school department. Therefore, charges are made by the Maynard Public Schools to cover the additional costs. School facilities are available only when a regular school custodian is employed to supervise and protect the building and equipment.
8. Rental fees, custodial and kitchen costs may be waived by the Business Manager for groups in categories 2a, b, and c; rental fees but not custodial nor kitchen costs may be waived by the Business Manager, at his/her discretion, for groups in category 2d; rental fees for groups in categories 2e and 2f may be waived only at the discretion of the Superintendent of Schools.
9. School kitchens and equipment are available only when a regular school kitchen employee (from the affected school) is employed, at the building user's expense, to supervise and protect the equipment. When a school kitchen is to be used, it will be necessary for the building user to contact the Business Manager to receive the necessary information as to charges, and the needs of the building user.
10. By State Law, ALCOHOLIC BEVERAGES ARE NOT ALLOWED on school premises. Also required by state Law, there is NO SMOKING in the buildings nor upon school grounds.
11. On days when school has been cancelled because of emergency conditions, the school buildings will not be available and all scheduled use is automatically canceled. In special circumstances, access may be permitted during the custodian's regular shift, 6:00 a.m. - 2:00 p.m.
12. In all cases where gymnasiums are used for athletic purposes, participants are required to use appropriate footwear.
13. The decision as to whether a police officer is required when a facility is authorized for use will rest with the Business Manager. The facility user will be responsible for payment of any police officers so required.
14. All fees (custodian and rental) are to be paid by check made payable to Maynard Public Schools, Town of Maynard and delivered to the Business Office, Fowler School, 3R Tiger Drive, **30 days prior** to use of the facility. All bills for damages are payable upon receipt.
15. The building user must satisfy the Business Manager that a qualified person will be available to operate stage lighting, curtains, drops, scenery, etc.

16. All users, including school organizations, are responsible for setting up and removing all equipment. Equipment belonging to the building user, such as scenery and furniture, may not be moved in or out of the building during school hours.
17. Exceptions to decisions made by the Business Manager can be made only by the Superintendent of Schools.
18. Rental charges are as per attached sheet. All fees are subject to changes that are necessary because of the nature of the rental. Whether the using organization is charging an admission fee or conducting a fund-raiser does not automatically affect the rental charge.
19. In addition to rental charges, custodial fees/kitchen staff are charged as follows:
 - a. Custodial charges shall be billed at the prevailing average hourly rate for overtime work for organizations using school buildings and facilities.
 - b. Kitchen supervisors shall be billed at the prevailing average hourly rate for overtime work for organizations using school kitchens/equipment.
 - c. The minimum payment shall be for two (2) hours when it is necessary for a custodian or kitchen supervisor to return to the school from their home in order to fulfill the assignment. If it is not necessary for a person to leave the building, then the hourly rate shall prevail with no minimum set. Persons working overtime for more than one full hour, or a fractional part thereof, shall be applied to the next nearest quarter of an hour. Custodians/kitchen aides fees shall include time spent in preparation for and cleaning up after a facility has been used.
20. The custodian on duty is responsible for the supervision of the facility and equipment, safety precautions in the building, cleaning of the building after its use and for any services required by the rentee in accordance with the use of the facilities approved.
21. It is the custodian's responsibility to make their whereabouts known so that he/she will be available at any time that services are required. Depending upon the nature of the rental and the area being rented, the school department may require the rentee to have two or more custodians on duty, in addition to police protection.
22. Failure to comply with these regulations may result in denial of future requests.

Date Approved: 3/26/15

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Appendix A.
Rental Charges for School Facilities

Area	High School	Fowler School	Green Meadow
Classroom	\$ 10/hr	\$ 10/hr	\$ 10/hr
Library	25/hr	25/hr	25/hr
Auditorium	100/hr	50/hr	N/A
Auditorium/Cafeteria	200/hr	150/hr	N/A
Auditorium/Café/Kitchen	250/hr	200/hr	N/A
Cafeteria (no kitchen)	100/hr	100/hr	20/hr
Cafeteria/Kitchen	150/hr	150/hr	30/hr
Gymnasium*	250	200	100
Locker Room(s)	200	200	N/A
Field	65	100	65
Alumni Field	700		
Alumni Field w/lights	900		
Custodial Fees	\$40/hr		
Kitchen Staff Fees	\$35/hr		

*Gym rentals are for up to four (4) hours. Over 4 hours the rate is doubled.

Appendix B.
Fiscal Procedures for School Sponsored Events

- All Activity/Event staff payments will be made through Business Office.
- These payments will be made at the conclusion of the event. The funds to support these payments will be brought to the Business Office by the sponsoring organization/individual.
- Any stipend position payment amount is established via MEA contract. All other payments will be made according to pre-established budget subject to sufficient receipt of funds.
- All non-personal payments (materials, supplies, etc) will be made through the sponsoring organization/individual to be reimbursed by the High School general checking account.
- A detailed program accounting to include all receipts and disbursements will be forwarded to the Business Office from the High School general checking account at the conclusion of the activity/event for auditing purposes.
- In the event of receipt of insufficient funds to meet payments of positions from the pre-established budget, an adjusted payment schedule will be provided to the Business Office by the sponsoring organization/individual.