

## **COMMUNITY USE OF SCHOOL FACILITIES**

It is the policy of the Somerset Public School Committee to welcome the use of the school facilities by the community for purposes directly related to the educational, civic, cultural, recreational and social life of the community. The School Committee recognizes that the primary purpose of school facilities is to implement instructional, extracurricular, and school-sponsored programs and that other usage shall not interfere with these programs. While the Somerset Public Schools (SPS) were established for the primary purposes of facilitating the instructional programs for our students, the building and surrounding outdoor facilities are available for use after regular school hours and weekends for many types of activities.

Under the direction of the Superintendent, the building Principal or his/her designee will determine the eligibility and approval of the use of all school district facilities. The Superintendent must also approve all applications for facility usage. Programs and activities of users must be of a nature suitable for a public school, must be lawful, and must conform to all of the usage policies of Somerset Public Schools. Somerset Public Schools will not accept any advance payments from any group, organization or institutions from outside the Town of Somerset in an attempt to circumvent the preference stated above.

The user of the facility will hold Somerset Public Schools and its agents and representatives harmless for any liability of any nature whatsoever resulting from use of the premises. The user must have insurance to cover any personal and/or property claims resulting from the event. The user agrees to indemnify the Somerset Public Schools and the Town of Somerset for any damages as a result of use of the facility by signing the facility use agreement. Somerset Public Schools reserves the right to cancel any facility use agreement whenever such cancellation is advisable and in the best interest of the students, provided the administration will make reasonable efforts to accommodate events which have been booked in advance. The Superintendent is the final arbiter in regard to the fair and equitable implementation of this policy.

## REGULATIONS GOVERNING FACILITY USE

- 1.) Individuals or organizations interested in the use of a school facility must complete and sign all documents to process the request which can be accessible through the SPS website.
- 2.) No individuals or organization will be able to rent any school facility without completing and filing all relevant documents.
- 3.) Payment for the rental of school facilities must be consistent with district guidelines. Waivers of rental fees or other requirements or restrictions in this policy will only be granted by the School Committee upon recommendation of the Superintendent or designee. This includes but is not limited to in-kind contributions made in lieu of rental fees.
- 4.) A Certificate of Liability Insurance must be provided at the time an application to rent is submitted. Liability agreements must meet current district guidelines. User is responsible for getting the appropriate insurance pursuant to requirements established by the School Committee.
- 5.) The School requires the individual who will be completing the rental agreement for the organization to have a CORI check performed on them. This is to ensure the safety of our students within the School District.
- 6.) Rental of a school facility does not imply automatic access to the school's equipment. Arrangements for the use of school equipment must be made at the time of application to rent. Use of this equipment requires the direct supervision of school personnel and the approval of the Building Principal and must be specifically enumerated in the written agreement.
- 7.) No one will be admitted to a school building before the arrival of an adult supervisor from the organization, nor will anyone be allowed to remain in the building without such supervision. The Administration or his/her designee will strictly enforce this regulation. The adult supervisor must be present at all times and is responsible for the actions of all participants and spectators.
- 8.) Any damage caused to the school facility or school equipment during the period of the rental will be the direct responsibility of the renter. Somerset Public School will bill the renter any monies to repair the damages.
- 9.) Refreshments may be served and consumed in designated areas only and must be approved in advance by the Building Principal. Refreshments are never allowed in the gymnasium, athletic fields or auditorium. If the serving of refreshments results in extra custodial time, the renter will be billed accordingly. Failure to abide by these restrictions could result in the loss of the privilege to rent the facility.
- 10.) Renters are only allowed to be in the area specified in their rental agreement. Individuals of the organization are not allowed to roam the school facility during the period of the rental.
- 11.) The renter must, at all times, be respectful and work with the custodian on duty for their time renting the school facility.
- 12.) All Somerset Public School buildings, fields, and grounds are No Smoking facilities.
- 13.) Facilities (buildings, rooms, and fields) will not be available for any outside use when there is a conflict with any school activity, including unanticipated, last minute changes.
- 14.) All building and fire codes must be strictly enforced.
- 15.) On a "No School" day due to inclement weather, there will be no other activities in the school buildings, unless otherwise approved by the Superintendent.
- 16.) Any group, organization or institution that falls behind in its rental payments will lose the opportunity to rent space.
- 17.) The use of, serving of, or consumption of any alcoholic beverage or controlled substances on school property is absolutely prohibited.
- 18.) All groups, organizations, and institutions requesting the use of school facilities are subject, ***without exception***, to the above policy and regulations.

## USE OF SCHOOL PARKING LOTS

Use of school parking lots on a short or long term basis is subject to the District's Facility Use policies and procedures. Organizations or individuals interested in using a school parking lot should complete a facility use form available on the District website or in the school's main office. Please indicate PARKING LOT ONLY on the form, note date(s) and times of use, and submit for preliminary review and approval by the school Principal.

The fee or insurance requirement for the use of a school parking lot may be waived by the Superintendent but the individual or organization must confirm in writing that they will comply with the following two provisions of the District's procedures and a third provision related specifically to use of parking lots. Failure to comply with any of these provisions will result in the privilege being revoked.

- 1.) Arrangements must be made with the Police and Fire Departments for events involving 200 or more persons under the discretion of the Superintendent. The Police and Fire permit forms must be completed and submitted two weeks prior to the event. Police and Firemen may be assigned by those departments as necessary for security and safety of life and property. Charges for these services will be paid to the departments directly by the renter. Requests for cancellation, by either party, must be made at least twenty-four hours in advance of the scheduled event.
- 2.) The applicant, renter, organization, must agree in writing to indemnify, defend and save harmless the Town of Somerset, School Committee, its officers, agents, servants and employees from and against any and all claims, demands, suits, proceedings, liabilities, judgments, awards, losses, damages, costs and expenses, including attorney's fees, for bodily injury, sickness, disease or death sustained by any person or persons, or injury, damage to, destruction or loss of any property, directly or indirectly arising out of or relating to, or in connection with the applicant, renter, organization's use of the Somerset Public School property pursuant to this agreement.
- 3.) The applicant must agree that they will not exceed the days or hours approved for their use of the parking lot, or in any other way restrict or interfere with the school's use of its parking facility both during the hours of school operation or any other time that has not been pre-approved for outside use.

## SOMERSET PUBLIC SCHOOLS FACILITY USE REGULATIONS

### **Who May Use the Facilities?**

Established organizations within and outside of the District (PTO and PAC, booster groups, governmental and quasi-governmental public service bodies, including the Town of Somerset, religious, business/industrial organizations) may apply to use school facilities provided the use is for an educational, civic, cultural, recreational, social or other legitimate purpose of the organization.

### **Process to Obtain a Facility Use Reservation**

- All documents to process a building request are accessible through the SPS website at <http://www.somerset.k12.ma.us>.
- All requests must be submitted to the Superintendent no later than two weeks prior to the event. Applications received less than two weeks in advance of the event will not be honored, unless approved individually by the Superintendent. Emergency request will be evaluated on a case by case basis.
- The Principal will not "hold" space for any organization.
- A Certificate of Liability Insurance must be provided at the time an application to rent is submitted. Liability limits are required to be a minimum of \$1,000,000 per occurrence/\$2,000,000 per aggregate. Somerset Public Schools need to be listed as an additional insured. User is responsible for getting the insurance. These insurance requirements may be adjusted from time to time by the School Committee.
- Rooms are rented and reserved on a first come, first serve basis. In the event that simultaneous requests are received, Class I has the highest or greatest priority for facility use scheduling and Class III the least. Approved youth groups will receive precedence over adult groups.
- Buildings and facilities will not be available on the evenings General and Regular.
- The application must be submitted by a designated person who will be responsible for the event. This person must be at least 18 years of age. The signing party may be either an authorized signatory of the applying organization or a private individual. In either case, the signatory will become the party responsible to Somerset Public Schools for the facilities' use and the compliance with all district rules and regulations.
- Once the application is received and approved by Administration, Somerset Public Schools will send a copy of the approved application and a copy of Somerset Public Schools Facility Use Policy to be signed and returned within two weeks of receipt. Also included in the packet will be a summary of fees for the event. We request a 50% deposit of total fee calculated for the event within fourteen (14) days of notification of approval. Failure to remit deposit within the specified timeframe will result in the cancellation of the facility use agreement. The Facility Use Policy must be signed and returned to the Principal at least two weeks prior to the scheduling. Please remit deposit payments for event to:

Somerset Public School District  
Attention: Superintendent's Office  
580 Whetstone Hill Road  
Somerset, MA 02726

- In the event an application is Denied, someone from Somerset Public Schools will contact the user group to inform them.
- Representatives who have been granted permission to use facilities shall not reassign, transfer, sublet or charge a fee to others for the use of school property.
- Without a reservation confirmation, use will be denied.

- Facilities may be rented to groups during school vacations or holidays, providing the event does not conflict with facility cleaning and renovating programs and providing there is building service personnel available for supervision.
- The District reserves the right to deny or withdraw facility use privileges at any time. Privileges of the use of the school facilities may be permanently revoked should any group or organization violate the regulations of the District's facilities.

### **Cancellations**

- A down payment of 50% is expected and due within fourteen (14) days after the event is scheduled. If the activity is cancelled by the renter at least 72 hours in advance of the scheduled event, the permit holder will receive a full refund of their payment less any related expenses incurred by Somerset Public Schools. If the event is cancelled less than 72 hours prior to the event by the renter, the permit holder will receive a half refund minus the non-refundable administrative fee, less any related expenses.
- School events may result and override any previously requested reserved space. The Principal will do everything possible to accommodate your group when this occurs with as much notice as possible.
- If the District is closed due to inclement weather or any other unexpected reason, every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given.

### **Liability and Insurance**

- A copy of the Certificate is due when application is submitted. Liability limits are required to be a minimum of \$1,000,000 per occurrence/\$2,000,000 per aggregate. Somerset Public Schools needs to be listed as an additional insurer. User is responsible for getting the insurance coverage.
- Failure to present proof of insurance voids all agreements.
- Events without the proper insurance on file will be cancelled.
- The permit holder will be fully responsible for all loss, damage, or abuse of school property, including property of students and employees during the time the building is in use.

### **Payment**

- The individual(s) who signed the application and agreement are responsible for payment-cost per hour charged for the use of the facility and per staff member required, in addition to any other incurred costs.
- A down payment of 50% within 14 (fourteen) days after scheduling.

## **Prohibited Use**

- School facilities are not available for private parties or family reunions.
- School facilities cannot be used for political gain.
- Games of chance, lotteries or other activities classified as gambling cannot be conducted on school premises.
- Facility use is limited to the function and area described on the Facility Use Application. Changes in plans or usage will constitute a separate request and charge. There shall be no third party use of the facilities.
- Activity that promotes commercial gains cannot be conducted without the consent of the Superintendent.
- Alcoholic beverages of any nature shall NOT be served or consumed on school property. Smoking or controlled substances are NOT permitted on school property in accordance with state law.

## **Curfew Guidelines**

- Baseball, Softball, Soccer and Lower Fields – Curfew in effect from dusk until dawn, unless special circumstances are approved by the Superintendent.

## **On-Site Rules**

- User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found. Any User Group, if responsible for any fees incurred to additional custodial services which are necessary to return the facility to the condition in which it was found, shall be billed accordingly.
- The user is not entitled to use areas or equipment not specifically requested and approved in the Facility Use Application Form.
- All activities must be under competent adult supervision approved by the Principal. Children attending this event must be supervised by an adult at all times, including trips to the restroom and drinking fountain.
- If security or police detail is required, the applicant shall make such arrangements at his/her expense. The applicant shall inform the Principal of the details of the security arrangement. Use of the facility may be denied if, in the opinion of the Principal, there is insufficient supervision or the event exceeds the capacity of the facility.
- User groups must take reasonable steps to insure orderly behavior. The use of the school facilities will require that a SPS designated personnel be present when the building is open.
- Users will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damage shall be determined by the Principal and approved by the Superintendent, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within two weeks of receipt of the bill. Somerset Public School will not be responsible for any loss of valuables or personal property.
- Approved users are restricted to the dates and hours approved and to the building area and facilities specified. Buildings will normally be opened one-half hour before the scheduled program time and closed one-half hour after the scheduled program time, at the renter's expense.

- Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways or stairways. Facility capacities, as determined by the Fire Marshall, shall be observed.
- Decorations must be used in such a manner not destructive to school property and must adhere to Fire Safety regulations. Decorations are subject to the approval of the designated representative. Approval may be denied based on content as well as structure of the decorations, including banners and pennants.
- The use of materials (including tape) on floors or other parts of the building is strictly prohibited without specific written approval from the Principal.

## **Set up/Clean up**

- The District will designate personnel to be on duty whenever a facility is being used except as exempted by the Principal and so noted on the permit. They will provide assistance in handling furniture and equipment and will be responsible for clean-up and assessment of the facility's conditions post-use. The user will reimburse the District at a rate determined by Class listed on rental sheet, including set-up and clean-up. A minimum of two hours will be charged when custodial services are requested on these days. During the week, custodial use beyond the normal 8 hour shift shall be paid at time and a half when contractually required.
- Only Somerset Public School District personnel may move or direct movement of equipment, furniture, etc. No person, staff included, may operate any stage equipment or other electrical or mechanical equipment without approval from the Tech Services. If stage curtains, projection equipment, lighting, and PA systems are to be used, arrangements will be made with the Principal to provide technically qualified personnel to perform the tasks at the user's expense. This person will be referred to as the Event Supervisor.
- Only in the case of a documented emergency are offices to be opened and/or telephones used.
- When an organization is granted use of the auditorium and stage for a performance, it may use the facilities for one rehearsal and rental fees and custodian charges will apply for this rehearsal time. The organization MUST schedule the rehearsal in advance with the Principal and identify the rehearsal on the Facility Use Application.
- No food/drink items of any type are to be used in District facilities without the prior knowledge and consent of the Principal. Should a kitchen area be desired for use of food preparation, it is understood that an approved member of the SPS cafeteria staff will be necessary at user expense to supervise the kitchen. The District shall be reimbursed for these services at time and a half per hour of regular salary. No kitchen supplies, dishes/utensils should be used when renting the Cafeteria/Kitchen area.
- Applicant must have their approved Facility Use Permit in their possession at the event signed off by renter and school representative.
- Behavior and discipline of those in attendance, including guests, are the responsibility of the organization or person obtaining the permission to use the facility or field. Security personnel have full authority to eject any or all persons disregarding any of the above regulations.
- Any infraction of the above rules, or violations of common behavior decorum consistent with the approved event, may be grounds for immediate dismissal of the groups or organization for refusing to grant subsequent requests for use of school facilities.



## **SOMERSET PUBLIC SCHOOL DISTRICT RULES AND REGULATIONS FOR:**

### **ATHLETIC FIELDS (BASEBALL, SOFTBALL AND SOCCER)**

- School sports have first priority on all fields. Please note, that with all scheduling, Somerset Public School District reserves the right to cancel an event, due to our scheduling need with practices, games and/or a SBSRD event. Also note, sometimes this may happen with less than 24 hours' notice.
- In the event of pending inclement weather, makeup dates will be approved as long as no conflict with school sports schedules.
- All fields and buildings should be left in the manner they were found. The area should be cleaned of any litter or refuse and placed in appropriate containers. If you are using any of the high school fields for your sporting events there will be a grounds/custodial person assigned to each event. Please review our fee schedule.
- No players/children should be in or on any structure (Sheds, Goal Posts, Panther, Soccer goals, etc.)
- If handicap access is needed for sports fields, arrangements can be made with the Principal's office prior to event.
- A copy of \$1,000,000.00 general liability insurance policy should be included with each application. Certificate holder on the policy should read:

Somerset Public School District  
Attention: Superintendent's Office  
580 Whetstone Hill Road  
Somerset, MA 02726

- All applicants are responsible for obtaining town permits, if applicable.
- Nets will be provided by the school district for any sport. It will be the applicant's responsibility to ensure all nets are used appropriately. Students/Guests should not be hanging or jumping from any structure of Somerset Public Schools.
- Groups are expected to conduct themselves in an orderly manner and refrain from profanity at all times.
- Absolutely NO trespassing around the grounds maintenance building.
- No smoking, alcohol and controlled substances on school property.
- No pets allowed on fields.
- No machinery or equipment will be permitted on any field.
- No machinery or landscaping equipment is to be brought in by requester to groom or prepare any field. Permission must be granted in writing by the SPS Principal.
- Use of any equipment or facility requiring technical expertise or training is available only when an authorized District employee is on site to oversee its use.
- The group is to park in designated parking areas. FIRE lanes must not be blocked. Vehicles are not allowed on any grass areas or areas designated "NO PARKING."
- Somerset Public Schools will vigorously enforce the policy and seek damages for the cost of any repairs required by violation of the policy including hold parents responsible for damages caused by minor children to the extent permitted by law.

## **SOMERSET PUBLIC SCHOOLS RULES AND REGULATIONS FOR RENTING:**

### **AUDITORIUM**

- All SPS personnel should communicate dates for reservation of the Auditorium prior to the second week in August for the upcoming school year. These reservations will be reviewed and subsequently approved as decided by Administration with the understanding that on rare occasions the Administration might deem it necessary to modify the reservation dates.
- All requests for Auditorium use including equipment rental require a trained AV technician for the operation of lighting and/or sound system. Generally, the assignment of the technician includes set-up and time to remove the equipment. Specific lighting and sound needs must be communicated to the technician at least one week prior to the event.
- The Auditorium should be left in such a fashion that will allow for the daytime use of the auditorium by the staff and students.
- Under no circumstances should sets or stage pieces be attached to the floor. It is the responsibility of the user to remove all tape and/or other markings from the floor, seats, doors and stage area. Only gaffers tape should be used for markings. Gaffers tape is supplied by the renter. Masking and Duct tape will not be allowed in the auditorium at any time. Building of sets for performances will not be permitted in the auditorium area. Arrangements should be made in advance for an area for this purpose.
- Also, no food or drink is to be allowed in the Auditorium. It is the responsibility of the user to assure that this policy is adhered to. Arrangements for food and beverage in locations other than the Auditorium must be made in advance. Food, beverages and other items may be sold in a ticket booth/concession stand but are not permitted in the seating area. No alcoholic beverages or controlled substances are allowed on school property.
- Auditorium systems (stage rigging, lighting, audio & video) may only be operated by individuals approved by the SPS.
- Props, backdrops, etc. may only be hung in a safe manner according to the intended use of stage rigging and sets. No objects are to be fastened to the stage curtains. No objects are to be hung from the sprinkler pipes. No objects are to be fastened to the stage floor or walls. Only personnel that are trained and approved by SPS staff to use audio, video, and/or lighting equipment will be authorized to use the auditoriums equipment. The Principal has absolute authority ensure the safety of all scenery, props, equipment, etc., and to require the removal of the unsafe material or modifications to satisfy safety needs.
- Stage area is to be left clear.
- All equipment, props, etc., owned by the renter must be removed from the premises the evening of the last performance, unless other arrangements have been made with the Principal's Office. Storage space in the auditorium is extremely limited.
- Total occupants allowed in the auditorium have been established by the Town Building Commissioner, as per the certificate of inspection. Occupancy is listed inside the auditorium. This amount shall not be exceeded. No entrances, exits, corridors, or other means of egress will be blocked or restricted in any fashion as this will endanger those in attendance in the event of an emergency.
- Scenery and decorations must be fire safe.
- The time specified in the contract shall be strictly enforced. Exceptions may be made only by the Principal.
- Wiring for special effects in performances on the stage must receive approval from the local Fire Department.
- There is to be no smoking in the auditorium, lobby area or on school grounds.
- Band and/or Chorus classrooms adjacent to the auditorium as well as cafeteria will be available for use as dressing rooms if needed.

- Music rooms are not to be used without arrangements being made with the Principal.

## SOMERSET PUBLIC SCHOOLS RULES AND REGULATIONS FOR RENTING:

### GYMNASIUM

- No sports other than indoor sports will be allowed in any Somerset Public School facilities unless their equipment being used has been modified for acceptable indoor use. This modification will be the recommendation of the Principal and finalized by the superintendent of schools. This includes soccer, baseball, softball, football, etc.
- Sports and recreational groups are ultimately responsible for appropriate supervision of participants and spectators when they are using the school district's facilities.
- No one is allowed on the gymnasium floor without proper footwear. Only scuff-resistant shoes are allowed in the activity areas of the building. **Dark soled running shoes, turf shoes, spiked shoes and any other types of shoes which mark the floors are absolutely prohibited.** Muddy or dirty shoes are not permitted. Participants are asked to please change into a separate, clean pair of shoes for their indoor recreational use. Shoes are required to be worn at all times while in the facility. NO Food or drink is allowed in the gymnasium. Arrangements for food and beverages must be made in advance.
- The District will not store gym equipment for sports (le. soccer balls, basketballs). The group will be responsible to bring their equipment.
- Gymnasium systems (i.e. bleachers, scoreboard) can only be operated by individuals approved by SPS.
- Total occupants allowed in the gymnasium have been established by the Town Building Commissioner, as per the certificate of inspection. Occupancy is listed inside the gymnasium. This amount shall not be exceeded. No entrances, exits, corridors, or other means of egress will be blocked or restricted in any fashion as this will endanger those in attendance in the event of an emergency
- No tape shall be applied to the gymnasium floor, walls, or bleachers.
- No objects are to be fastened to or dragged across the gymnasium floor
- Arrangements must be made in advance for use of equipment.
- Only program participants will be allowed in the locker room/shower areas.
- Persons using gymnasium are responsible for their own belongings.
- Use of school gymnasium does not include use of locker rooms. This must be indicated on your request.
- If required, a special floor covering may be needed in order to protect the gymnasium floor during exhibits, shows and assemblies at the users expense.

## **SOMERSET PUBLIC SCHOOLS RULES AND REGULATIONS FOR RENTING:**

### **SCHOOL CAFETERIA**

- Individuals requesting the use of cafeterias must be associated with a recognized organization or sponsor. At least one member of the cafeteria staff must be on duty to supervise.
- Caterers may use the kitchen, but not the dishes or utensils. At least one member of the cafeteria staff must be on duty to supervise. The area must be maintained according to school standards.
- Only areas specified in the original request may be used. It is advised that all potential renters visit the proposed site before rental.