

USE OF SCHOOL FACILITIES AND EQUIPMENT

For the purpose of promoting the usefulness of public school property, the School Committee of any town may conduct such educational and recreational activities in or upon school property under its control, and, subject to such regulations as it may establish, and, consistently and without interference with the use of the premises for school purposes, shall allow the use thereof by individuals and associations for such educational, recreational, social, civic, philanthropic and like purposes as it deems for the interest of the community. No meetings of any kind, however, shall be held in any public school without approval having been first obtained from the Building Principal or Superintendent's designee.

The affiliation of any such association with a religious organization shall not disqualify the association from being allowed use for such a purpose. Where use is nebulous and questionable, decisions on use will be made in consultation with an attorney. The use of such property as a place of assemblage for citizens to hear candidates for public office shall be considered a civic purpose within the meaning of this section.

Organizations, including departments of the city government using the school halls, shall be required to have at least one Taunton police officer on duty to be paid by the organization. The police officer shall be responsible for the supervision of the building, and paid by the organization.

Meetings, other than school meetings, are not open to children under sixteen years of age unless accompanied by adults. Applicants must be at least 25 years of age and a representative of the organization submitting the application. Applicants will be required to present a valid government issued ID as proof.

Organizations shall be responsible for the good conduct of all persons present. They are further responsible for informing participants that wandering throughout the facility is strictly prohibited and may result in the immediate termination of the Application and Agreement.

Organizations contracting for use of any school facility must be financially responsible for any damage. There shall be no defacing or misuse of property and no marking or erasing of blackboards. Smoking and use of alcoholic beverages within school buildings and on school grounds is strictly prohibited.

The School Committee will establish rates for the various classifications of eligible groups that use the school facilities and equipment during non-school hours. Arrangements for the use of school facilities and equipment are made through the office of the Building Principal or the Superintendent's designee.

Hall rentals shall include only the occupancy and use of the hall, and any areas or classrooms as designated in the contract. No other portion of the school building is included in such rental.

Policy References:

LEGAL REF.: M.G.L. 71:71B

Adoption Date: April 23, 2019

FACILITY	GROUP A (NON-PROFIT)			
	Location	Rental Rate (Per Hour)	Events Manager (Per Hour)	Total (Per Hour)
<u>Elementary School</u>	Gymnasium	\$15.00	n/a	\$15.00
<i>*Electric Heat</i>	Cafeteria	\$15.00	n/a	\$15.00
	Kitchen	\$8.00	n/a	\$8.00
	Library	\$8.00	n/a	\$8.00
	Classroom	\$5.00	n/a	\$5.00
	Computer Labs	\$8.00	n/a	\$8.00
<u>Elementary School</u>	Gymnasium	\$15.00	n/a	\$15.00
<i>*Oil/GasHeat</i>	Auditorium/Cafeteria	\$20.00	n/a	\$20.00
	Kitchen	\$8.00	n/a	\$8.00
	Library	\$8.00	n/a	\$8.00
	Classroom	\$5.00	n/a	\$5.00
	Computer Lab	\$8.00	n/a	\$8.00
<u>Middle School</u>	Gymnasium	\$15.00	n/a	\$15.00
<i>*Electric Heat</i>	Auditorium	\$20.00	n/a	\$20.00
	Cafeteria	\$15.00	n/a	\$15.00
	Kitchen	\$8.00	n/a	\$8.00
	Library	\$8.00	n/a	\$8.00
	Classroom	\$5.00	n/a	\$5.00
	Computer Lab	\$8.00	n/a	\$8.00
<u>Middle School</u>	Gymnasium	\$15.00	\$32.00	\$47.00
<i>*Oil/Gas Heat</i>	Auditorium	\$20.00	\$32.00	\$52.00
	Theater Facility	\$32.00	\$32.00	\$64.00
	Cafeteria	\$15.00	\$32.00	\$47.00
	Kitchen	\$8.00	\$32.00	\$40.00
	Library	\$8.00	\$32.00	\$40.00
	Classroom	\$5.00	\$32.00	\$37.00
	Computer Labs	\$8.00	\$32.00	\$40.00
<u>High School</u>	Field House/Gymnasium (per court)	\$30.00	\$32.00	\$62.00
	Field House/Gymnasium w/Locker Rooms & Showers	\$45.00	\$32.00	\$77.00
	Auditorium w/Lobby	\$30.00	\$32.00	\$62.00
	Auditorium w/ Lobby And Lights	\$30.00	\$32.00	\$62.00
	Cafeteria - Student	\$10.00	\$32.00	\$42.00
	Cafeteria - Faculty	\$10.00	\$32.00	\$42.00
	Kitchen	\$10.00	\$32.00	\$42.00
	Tiger Den Café Room Rental Fee (Flat Rate)	\$50.00	n/a	\$50.00
	Classroom	\$5.00	\$32.00	\$37.00
	Large Group Instruction Room (i.e. LGI, Presentation Room)	\$15.00	\$32.00	\$47.00
	Music Room	\$15.00	\$32.00	\$47.00
	Library	\$15.00	\$32.00	\$47.00
	Alexio Stadium Turf	\$100.00	\$32.00	\$132.00
	THS Baseball Field	\$100.00	\$32.00	\$132.00
	Jack Tripp Softball Field	\$75.00	\$32.00	\$107.00
	THS Tennis Courts (per court)	\$50.00	\$32.00	\$82.00
	Computer Labs	\$8.00	\$32.00	\$40.00

TAUNTON PUBLIC SCHOOLS - APPROVED TAUNTON SCHOOL COMMITTEE ON APRIL 23, 2019

GROUNDKEEPERS, CAFETERIA WORKERS AND/OR CUSTODIANS WILL BE ASSIGNED IF APPLICABLE BY THE SUPERINTENDENT OF SCHOOLS OR HIS/HER DESIGNEE

TIGER DEN CAFÉ ROOM RENTAL FEE IS A ONE-TIME CHARGE TO RESERVE SPACE. FOOD AND SERVICE ARE EXTRA, PLEASE CONTACT 508-821-1163 OR 508-821-1161 TO INQUIRE ABOUT CATERING SERVICES AND ALL ASSOCIATED COSTS. PRIVATE CATERING IS NOT ALLOWED.

JACK TRIPP SOFTBALL FIELD AVAILABLE FOR RENTAL JUNE 15-SEPTEMBER 30 ONLY

FEES MAY BE WAIVED AT THE DISCRETION OF THE SUPERINTENDENT OF SCHOOLS OR HIS/HER DESIGNEE

FACILITY	GROUP B (FOR PROFIT)			
	Location	Rental Rate (Per Hour)	Events Manager (Per Hour)	Rental Fee (4 Hr Min)
<u>Elementary School</u>	Gymnasium	\$50.00	n/a	\$50.00
<i>*Electric Heat</i>	Cafeteria	\$20.00	n/a	\$20.00
	Kitchen	\$10.00	n/a	\$10.00
	Library	\$15.00	n/a	\$15.00
	Classroom	\$10.00	n/a	\$10.00
	Computer Labs	\$15.00	n/a	\$15.00
<u>Elementary School</u>	Gymnasium	\$50.00	n/a	\$50.00
<i>*Oil/Gas Heat</i>	Auditorium/Cafeteria	\$20.00	n/a	\$20.00
	Kitchen	\$10.00	n/a	\$10.00
	Library	\$15.00	n/a	\$15.00
	Classroom	\$10.00	n/a	\$10.00
	Computer Lab	\$15.00	n/a	\$15.00
<u>Middle School</u>	Gymnasium	\$50.00	n/a	\$50.00
<i>*Electric Heat</i>	Auditorium	\$20.00	n/a	\$20.00
	Cafeteria	\$18.00	n/a	\$18.00
	Kitchen	\$10.00	n/a	\$10.00
	Library	\$15.00	n/a	\$15.00
	Classroom	\$10.00	n/a	\$10.00
	Computer Lab	\$15.00	n/a	\$15.00
<u>Middle School</u>	Gymnasium	\$50.00	\$32.00	\$82.00
<i>*Oil/Gas Heat</i>	Auditorium	\$50.00	\$32.00	\$82.00
	Theater Facility	\$60.00	\$32.00	\$92.00
	Cafeteria	\$18.00	\$32.00	\$50.00
	Kitchen	\$10.00	\$32.00	\$42.00
	Library	\$15.00	\$32.00	\$47.00
	Classroom	\$10.00	\$32.00	\$42.00
	Computer Labs	\$15.00	\$32.00	\$47.00
<u>High School</u>	Field House/Gymnasium (per court)	\$50.00	\$32.00	\$82.00
	Field House/Gymnasium w/Locker Rooms & Showers	\$80.00	\$32.00	\$112.00
	Auditorium w/Lobby	\$40.00	\$32.00	\$72.00
	Auditorium w/Lobby And Lights	\$60.00	\$32.00	\$92.00
	Cafeteria - Student	\$15.00	\$32.00	\$47.00
	Cafeteria - Faculty	\$15.00	\$32.00	\$47.00
	Kitchen	\$15.00	\$32.00	\$47.00
	Tiger Den Café Room Rental Fee (Flat Rate)	\$100.00	n/a	\$100.00
	Classroom	\$15.00	\$32.00	\$47.00
	Large Group Instruction Room (i.e. LGI, Presentation Room)	\$20.00	\$32.00	\$52.00
	Music Room	\$20.00	\$32.00	\$52.00
	Library	\$20.00	\$32.00	\$52.00
	Alexio Stadium Turf	\$125.00	\$32.00	\$157.00
	THS Baseball Field	\$150.00	\$32.00	\$182.00
	Jack Tripp Softball Field	\$100.00	\$32.00	\$132.00
	THS Tennis Courts (per court)	\$75.00	\$32.00	\$107.00
	Computer Labs	\$15.00	\$32.00	\$47.00

TAUNTON PUBLIC SCHOOLS - APPROVED TAUNTON SCHOOL COMMITTEE ON APRIL 23, 2019

GROUNDSKEEPERS, CAFETERIA WORKERS AND/OR CUSTODIANS WILL BE ASSIGNED IF APPLICABLE BY THE SUPERINTENDENT OF SCHOOLS OR HIS/HER DESIGNEE

TIGER DEN CAFÉ ROOM RENTAL FEE IS A ONE-TIME CHARGE TO RESERVE SPACE. FOOD AND SERVICE ARE EXTRA, PLEASE CONTACT 508-821-1163 OR 508-821-1161 TO INQUIRE ABOUT CATERING SERVICES AND ALL ASSOCIATED COSTS. PRIVATE CATERING IS NOT ALLOWED.

JACK TRIPP SOFTBALL FIELD A VAILABLE FOR RENTAL JUNE 15-SEPTEMBER 30 ONLY

FEEES MAY BE WAIVED AT THE DISCRETION OF THE SUPERINTENDENT OF SCHOOLS OR HIS/HER DESIGNEE

**TAUNTON HIGH SCHOOL FACILITIES
FOR COLLEGES AND HIGH SCHOOLS**

GROUP C

FACILITY	GROUP C			
	Location	Rental Fee	Event	Events Manager (Per Hour)
Per Game	Alexio Stadium Turf	\$350.00		Included
	THS Baseball Field	\$350.00	Single Game	Included
		\$600.00	Doubleheader	Included
	Jack Tripp Softball Field	\$350.00	Single Game	Included
		\$600.00	Doubleheader	Included
	THS Tennis Courts	\$150.00	Per Court/Match	Included
Per Practice	Alexio Stadium Turf (per hour)	\$100.00		\$32.00
	THS Baseball Field (per hour)	\$100.00		\$32.00
	Jack Tripp Softball Field (per hour)	\$75.00		\$32.00
	THS Tennis Courts (per hour)	\$50.00	Per Court	\$32.00

TAUNTON PUBLIC SCHOOLS - APPROVED TAUNTON SCHOOL COMMITTEE ON APRIL 23, 2019

GROUNDKEEPERS AND/OR CUSTODIANS WILL BE ASSIGNED IF APPLICABLE BY THE SUPERINTENDENT OF SCHOOLS OR HIS/HER DESIGNEE

JACK TRIPP SOFTBALL FIELD A VAILABLE FOR RENTAL JUNE 15-SEPTEMBER 30 ONLY

FEES MAY BE WAIVED AT THE DISCRETION OF THE SUPERINTENDENT OF SCHOOLS OR HIS/HER DESIGNEE

REGULATIONS FOR USE OF SCHOOL BUILDINGS

1. **PERMITS AND LIABILITY INSURANCE:** All school buildings or property shall not be used for any purpose not directly related to school programs without a written Application and Agreement signed by the Building Principal and/or the Superintendent's designee approval from the School Committee through the Superintendent of Schools. These forms must be returned to the Office of the Superintendent of Schools at least ten (10) days prior to the desired date. In addition, application must include proper liability insurance or indemnification agreement.
2. **INTERFERENCE WITH SCHOOL WORK:** No use of school property shall be granted at such a time or in such a manner as to interfere with regular school programs except by a special vote of the School Committee. Persons securing the use of school property will be expected to remove all outside property, the returning of all usual furniture, etc., to its proper place at least one-half hour before the opening of school the following morning. When a custodian has been hired, he/she will assist and supervise the cleaning and restoration of the area.
3. **LOCAL AND STATE LICENSES:** Approval from the School Committee through the Superintendent of Schools for use of any school facility shall not relieve the party receiving same from the obligation of obtaining any necessary local or state licenses, nor from any taxes.
4. **POLICE AND FIRE PROTECTION:** Determination as to whether or not police and fire protection is necessary will be within the jurisdiction of the Taunton School Department and determined by the size of the group and any other relevant factors. Whenever the general public is to be in attendance at a function, the person(s) receiving approval for the use of the facility, shall be responsible for arranging for proper police and fire protection, so designated on the Application and Agreement form by the School Committee through the Superintendent or his/her designee. The expense shall be paid by the user. The use of Taunton Public School facilities for any group activities exceeding 50 or more attendees that is open to the public will always require a minimum of one Taunton police officer and one Taunton fireman as determined and/or assigned by the Taunton Police Department and Taunton Fire Department.
5. **SMOKING:** In accordance with state law, smoking in school buildings or on school grounds, is forbidden.
6. **CHARGES:** When a school building is used for purposes not related to school programs, the parties so using them shall pay a fee (rental, events manager (if applicable), and utility) that has been established by the School Committee in accordance with the regulations and policy unless waived by the Superintendent or his/her designee. This sum will include the use of any part or whole of a school building and/or related property,

the cost of heat and lights, and any additional expense which may result from damage to any school department property. At the conclusion of the event/activity, the billing department will bill the agency for custodial coverage and any applicable fees.

7. **USE OF THE HIGH SCHOOL AND OTHER SCHOOL BUILDINGS:** The use of the high school facility will be considered only when the size of the groups, the nature of the activity, or adequate facilities cannot be provided more economically in another school building in the system.

Only approved footwear will be permitted in gymnasium and field house floors. Dancing will only be allowed in approved areas in each school building. Refreshments will be disbursed and consumed only in cafeterias or other designated areas. No changes or additions are to be made to any structure, fence or ground elevations, without the specific permission of the School Committee.

8. **SCHOOL DEPARTMENT EQUIPMENT:** The use of stage lighting, projectors, sound or other special equipment located in the Auditorium of the High School and the Friedman School must be arranged with the designated stage theater manager.
 - a. Use of equipment - pianos may not be moved to a different level except by professional movers after obtaining prior approval. Stage scenery or equipment may neither be brought in nor removed except under the supervision of the custodian. Microphones, gymnasium scoreboards, and other special equipment must be requested in advance and operated only by the person designated by the Principal or Superintendent's designee. Materials considered by school authorities to be a safety or fire hazard are not permitted.
 - b. Organizations using the gymnasium shall furnish their own supplies, as school supplies are not included in the rental agreements. The gymnasium shall not be rented for banquets or similar occasions.
 - c. No nails, screws, hooks, or any fixture of any kind shall be attached to any part of the building without the specific approval of the School Committee, or the authorized designee.
 - d. All decorations, furniture and other materials owned by the organization shall be removed immediately after the rental usage. The City of Taunton, the Taunton School Committee, the Superintendent of Schools, or any employee of the City shall not be responsible for the loss or damage to any property brought into the buildings by the renter.
 - e. All organizations will be financially responsible for repair/replacement of any damaged equipment. The same will apply to any or all facility damage.
9. **CUSTODIAN COORDINATION & RESPONSIBILITIES:** The Head Custodian must be contacted at least twenty four (24) hours prior to the scheduled use of the facilities to acquaint him/her with desired seating arrangements, etc. The Head Custodian shall be

recognized by the renter as an employee of the Taunton Public Schools and as such he/she shall have the responsibility of suggesting curtailment of any adverse or improper activities in or about the school buildings. If the situation persists, the custodian will then enlist the aid of the Taunton Police Department.

The employee will submit a completed Extra Duty Work Form signed by the Building Principal or Superintendent's designee and forwarded to the Payroll Supervisor. A check will be issued by the City for services rendered.

10. **CUSTODIAN COVERAGE:** Determination as to whether or not an off-duty custodian is necessary for non-school events will be within the jurisdiction of the Taunton School Department. This determination will include consideration of: (a) availability of on-duty staff; b) tasks to be performed and time required to accomplish them; c) disruptive effect, if any, upon on-duty staff in performance of assigned duties and (d) the ability of the user to absorb the cost of the off-duty personnel. Custodians, when assigned to events, will be paid at their regular rate, including the shift differential, if applicable, for hours worked. Time for these affairs shall begin one (1) hour before the affair and conclude one (1) hour after it ends.
11. **CAFETERIA COVERAGE:** Whenever the kitchen facilities and equipment are used by a private group, cafeteria help will be employed. This individual(s) will be paid the prevailing rate by the user.

The only exception to this requirement is the use of the facility (not equipment) by the school administrator and staff at school related functions.

12. Both groups (A & B) will be responsible for paying custodial fees, should the rehearsals extend beyond regular custodial schedules. If an organization has an outstanding School department debt from a previous event, additional use of facilities requests will not be approved until the School Department is fully paid.
13. **EXEMPTED ORGANIZATIONS AND ACTIVITIES:** Fees for certain organizations may be waived by the Taunton School Department. All requests must be made in writing to the Superintendent of Schools.
14. **CLASSIFICATION OF GROUPS USING THE SCHOOL FACILITIES**

Group A:

1. School and/or Community Interest Groups - which have as their main objectives to promote and enhance the educational, recreational or character building development of inhabitants of the school district. (City of Taunton Recreation Department, Miss Taunton Pageant, Youth Leagues, Special Community Events, etc.)

2. Other Municipal Departments and Civic Organizations - whose function is to raise funds for Community Service (United Way, March of Dimes, Cancer Crusade, etc.)
3. Local Non-Profit Organizations (i.e. charitable, fraternal, religious, civic, educational, cultural, youth services, etc.) - Political Groups - Civic Programs
4. Neighborhood/Informal Groups - which use the facilities for recreational activities

Group B:

1. Local For-Profit Organizations (business, professional and commercial)
2. Political Groups - fundraising and or organizational activities
3. All Non-Local (outside of Taunton) Non-Profit Organizations, and AAU teams.

Group C:

1. Local Colleges and High Schools – which use the facility for practices, matches and/or games.

15. SECURITY DEPOSIT: Whenever an activity will attract a large audience and/or large number of participants, the School Department may require a Security Deposit of \$50.00 to \$200.00. A \$500.00 deposit will be required for the use of the High School Auditorium and the Friedman Auditorium Theater stage equipment.

Should an organization encounter payment problems (non-payment, insufficient funds check(s) or failure to pay for damages), the School department has the authority to deny future requests or require a deposit of up to \$1,000.00 prior to approving the organization request to use a school department facility.

APPLICATION FOR USE OF TAUNTON PUBLIC SCHOOLS FACILITIES

Name of Organization _____ Date of Application _____

Name of Person in Charge _____ Telephone No. _____

Address of Person in Charge _____

Facility Requested and Area _____

Date(s) of Use _____ Time: From _____ To _____

Equipment or Other Materials to be Brought into School Facility:

Organizations shall be responsible for the good conduct of all persons present. Organizations contracting for use of school facilities shall be financially responsible for any damage. In the event of a conflict, Taunton Public School activities will have priority (Ref: KF-R, Item 2). In another facility is available, every effort will be made to relocate to a similar venue.

If a video or DVD is to be used as a public performance associated with the building use, please attach the certificate of public performance rights.

I have read the School Facilities Use Regulations and will comply with them in entirety.

Signature of Applicant _____ Date _____

Additional information to be completed by each building Principal:

Liability Certificate or Indemnification Agreement enclosed? Yes _____ No _____

Will admission be charged? Yes _____ No _____

If admission charged, what will profits be used for? _____

Will the general public be admitted? Yes _____ No _____

If not, who will be in attendance? _____

Anticipated number of people _____

Do you plan to decorate? Yes _____ No _____

Describe materials to be used in decorating _____

Principal's Signature

Fees (Rental - Personnel)

A. Fees for Facilities: Please “check off” (√) those fees that will be charged.

	Rental Fee	Utility Fee
1. Auditorium		
2. Gymnasium		
3. Cafeteria		
4. Classroom		
5. Kitchen		
6. Other		
Totals		

B. Personnel Fees to be Paid – Please “check off” the application fees.

	Hourly rate	Utility Fee
1. Custodian		
2. Cafeteria Worker		
3. Policeman		
4. Fireman		
5. A.V. Technician		
6. Other		
Totals		

C. Security Deposit Required: Yes _____ No _____ Amount _____

This application is approved: _____ Is not approved: _____

Date Facilities Fee Paid _____

Date Personnel Fee Paid _____

NOTE: Individuals and/or an organization that fails to make timely payments of the assessed fees, will not be eligible to use school facilities, in the future.

 Superintendent of Schools

Building Use Complaint Form

Name of School: _____

Area of Use: _____

Organization Using Facility: _____

Date and Time of Use: _____

Nature of Complaint: _____

Name: _____

Date: _____

Title: _____

Date: _____

Administrator's Recommendation: _____

Name: _____

Date: _____

Title: _____

Date: _____

The form should be completed in duplicate and one copy to the Superintendent and one copy to the building Principal.

TAUNTON PUBLIC SCHOOLS
FACILITIES CHECKLIST AFTER EVENT:

Organization:
Date:
Time:
Event:

Organizer, organization/public were respectful of space and staff: YES / NO

COMMENT:

Space was returned to its original condition prior to use.

- | | |
|---|----------|
| • No visible debris | YES / NO |
| • Floors swept and mopped | YES / NO |
| • Restroom floors swept & mopped | YES / NO |
| • All trash removed and liner(s) replaced | YES / NO |
| • Sinks & toilet fixtures cleaned | YES / NO |
| • Hand soap & paper towels replaced | YES / NO |

COMMENT:

All equipment and furnishings functioning, no apparent damage: YES / NO

COMMENT:

Event Manager / Custodian: _____

The form must be completed by custodian and/or facility manager assigned to event. Please submit form to assigner along with your payment forms.