

POLICY, REGULATIONS AND FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

The School Committee recognizes that the buildings under their jurisdiction provide the only large and diversified meeting places within the community. The facilities also provide a cafeteria and gymnasium, which further broadens the versatility of the buildings to the citizens of the community. These buildings represent a heavy capital investment, and the costs of operation and maintenance; specifically electricity, oil and gas are taking an ever-increasing amount of the limited funds available to the School Department. Thus money spent on electricity and oil is money that is not available for the educational program. All organizations wishing to use school facilities will be expected to share in the direct costs attributable to their use of the facilities. These charges, as established by the School Committee, are included under the fee schedule. (Amendment A)

Applications for the use of facilities including grounds should be submitted online utilizing the Plainville Public Schools website: <http://www.plainville.k12.ma.us>. Follow the link to Use of Facilities. If you do not wish to apply online, official applications are available at the Principal’s office for each school.

Applications for the use of the school facilities should be made according to the following schedule:

DEADLINE FOR APPLICATIONS	MONTHS COVERED BY DEADLINE
October 1	December 1 – February 28
January 1	March 1 – May 31
April 1	June 1 – August 31
July 1	September 1 – November 30
<i>Written decisions on applications will be sent within 7 days of the application deadline to the applicant. Applicants may call for verbal verification. Wood (508) 699-1312, Jackson (508) 699-1304.</i>	

Written decisions on applications will be sent within 7 days of the application deadline to the applicant, except for new groups which will be acted upon as soon as possible. Applicants may call for verbal verification.

Business Office: 508.699.1323.

Priority in the use of school facilities will be as follows:

1. Plainville School and Plainville School Affiliated Organizations
2. Town of Plainville and its boards, committees and commissions
3. Private, Not for Profit Plainville, Norfolk or Wrentham Organizations whose primary purpose is to serve, in whole or in part, Plainville youth
4. Plainville citizens
5. Private groups or organizations, including businesses, religious and political groups based in Plainville
6. Outside groups and individuals, including Non-Plainville residents, commercial entities and other groups not based in Plainville

In order to achieve balanced use and fiscal responsibility, the Superintendent may use his discretion on availability of time to any group or individual.

No fees will be levied for Town or agencies of the Town for school-age children Monday through Friday until 5:00 P.M.; all others will pay fees from 3:00 P.M Saturdays, Sundays, and holidays will be charged the established rates. During school and summer vacations the facilities are available on a limited basis. Organizations who rent during school and summer vacation periods are eligible to receive a reduced rate (15% discount) if they rent for a minimum period of three (3) hours for at least three (3) days within the same week. All other organizations or individuals will be required to pay the prevailing rates.

No fees will be levied for school or town use of building facilities and/or grounds. All other organizations or individuals including town groups that charge fees for participation will be required to pay the established rates. The School Business Office will maintain records of town use of facilities and the cost to the school department. A summary of Town use of facilities will be made available to the School Committee at the end of each fiscal year.

Fees will be levied for all groups including Town or agencies of the Town for school age children for facility usage between the hours of 5:00 P.M. to 10:00 P.M. Monday-Friday. Fees for weekend use will be levied and is dependent on availability of custodial staff. If custodial staff is available, a three (3) hour minimum payment is required and the custodial rate will be \$40. 00 per hour

The attached fee schedule differentiates between local affiliates (Plainville residents, Plainville Recreation, King Philip youth groups and King Philip adult groups) and non-local groups (i.e., outside King Philip district).

School or School affiliated organizations shall not be billed for the use of the Plainville Public Schools facilities including the following groups or organizations:

- After-School Enrichment Program
- Nature's Classroom
- PTO

Bills for rental, custodial fees and cafeteria fees will be processed by the Use of Facilities staff, checks will be made payable to the Town of Plainville School Department. All bills are due and payable 30 days from billing date. One invoice and one follow-up phone call will be made on delinquent invoices before being referred to the Superintendent for disposition.

Where police are required, it will be the responsibility of the organization renting the school facility to procure the necessary protection through the office of the Chief of Police. The Plainville Police Department will do billing for this service. The Superintendent will make the determination as to the need for police. He will use the following guidelines to determine whether the presence of police is required. Organizations having memberships and not inviting the general public are responsible for their own internal policing and do not require a police officer. Organizations holding events to which the general public is invited or not barred would usually be required to have a police officer.

The use of the kitchen facilities will require the presence of a School Department cafeteria employee. Arrangements for such personnel shall be made with the Use of Facilities staff at the time the rental agreement is completed. If cafeteria staff is needed and is available, a four (4) hour minimum payment is required and the cafeteria rate will be \$25.00 per hour. The expenses incurred for this service will be added to the rental invoice.

Decorations may be used only as approved by the Superintendent and where a possible fire hazard exists approval must be secured from the Chief of the Fire Department.

No preparation shall be put on the gymnasium floor without the approval of the Superintendent.

In accordance with State law, no smoking shall be permitted in any part of the school building or grounds.

Renting organizations are advised that during the winter, building temperatures will not exceed 65 degrees F.

The School Committee may require a deposit for the regular use of school facilities. Continued use of school facilities, by an organization will be contingent upon adherence to all regulations pertaining to building use.

The renting organization agrees to indemnify and hold harmless the School Committee and/or any of its employees, agents or assigns for any and all personal injuries or damages or property damage arising out of its use of the school facility whether said injuries or damages are a direct or consequential result of said use.

Certificate of Insurance is required by all renting parties.

Cancellation notification of forty-eight (48) hours is required by all renting organizations or individuals. If cancellation procedure is not followed, a fee equal to twenty (20%) percent of the expected fee will be charged.

Custodian personnel have full authority over the safety and security of the building.

The Superintendent will act as the agent for the School Committee in approving applications for building use. However, all new applications from outside groups and individuals may be brought before the School committee for action. The superintendent will be directly responsible to the School Committee for the successful administration and implementation of the facility use policy.

The School Committee reserves the right to review and amend the foregoing policy at such times as it may deem necessary. The Committee further reserves the right to disapprove an application for building use if it is believed such use is not in the public interest.

The effective date for the implementation of the Facility Use Policy is (upon adoption of the full School Committee). The personnel and rental fees shall be reviewed annually.

Amendment “A”

Schedule of Fees

<u>Classroom Use</u>	<u>Fee</u>
LOCAL Youth Groups	\$10.00
LOCAL All Others	\$15.00
OUTSIDE Non-Profit Groups	\$20.00
OUTSIDE Profit Groups	\$35.00

Schedule of Fees:

<u>Cafeteria Use</u>	<u>Fee</u>
LOCAL Youth Groups	\$20.00
LOCAL All Others	\$25.00
OUTSIDE Non-Profit Groups	\$45.00
OUTSIDE Profit Groups	\$85.00

<u>Gymnasium Use</u>	<u>Fee</u>
LOCAL Youth Groups	\$20.00
LOCAL All Others	\$25.00
OUTSIDE Non-Profit Groups	\$50.00
OUTSIDE Profit Groups	\$100.00

Please note that outside Groups designation has been changed to account for both non-profit and profit groups. In addition a fee for classroom use by other than youth had been added.