

## **KF-R – COMMUNITY USE OF SCHOOL FACILITIES REGULATION**

### **Regulations & Fee Schedule Governing Rental and Use of School Facilities**

#### **Fee Category/Priority:**

The following organizations and/or groups shall not be charged a fee to use the school facilities in Amesbury, however all groups may be charged for custodial services and utilities

1. Amesbury school activities (student performances, student athletic events, school dances, graduation ceremonies, school councils, city council, school committee, etc.)
2. City of Amesbury and departments or branches of municipal government related uses (City meetings, elections, etc.)
3. Amesbury Public Schools support groups (PTO, Boosters, AEFI, Hall of Fame, etc.)
4. Amesbury non-profit & service-based community organizations and established youth organizations (with 50% or more youth from Amesbury)

The following categories shall be assessed a fee to use the school facilities in Amesbury according to the regulations governing fees below and the attached fee schedule.

5. Established youth organizations with less than 50% youth participation from Amesbury.
6. Community groups, such as cultural, recreational, fraternal, patriotic, service & duly established charitable organizations (when these organizations charge admission to events or are engaged in activities that generate profits).
7. Private Promoters receiving a percentage of the profits and sponsored by groups identified in **Categories 1 and 2** or state conferences for education professional associations, youth recreational groups making a profit.
8. All other groups not mentioned in **Categories 5,6 and 7**, including but not limited to religious organizations, political organizations, or private promoters for their own exclusive profit.

#### **Regulations Governing Fees:**

1. A fee schedule is outlined for Categories 5, 6, 7 and 8.
2. A 50% minimum booking fee is required for all Category 5, 6, 7 and 8 events to guarantee reservation. If canceled prior to 60 days before the event, all monies will be refunded. If canceled 30-60 days prior to the event 50% of the deposit will be retained. Cancellation 30 days or less prior to the event will result in full loss of deposit.
3. Category 5, 6, 7 and 8 fees must be paid in full five (5) days in advance of the event, unless prior arrangements have been made with the Director of Finance & Operations or designee.
4. Category 7 and 8, when there are two events held on the same day a separate fee will be charged for each event.
5. The number of personnel and personnel fee to be assigned to each event is determined by the Director of Finance & Operations or designee.
6. Maintenance, custodial and other required personnel may be hired above and beyond the regular maintenance & custodial staff for banquet and any other functions deemed necessary by the Director of Finance & Operations or designee.
7. Utility charges are applicable to all organizations deemed necessary.

#### **Regulations Governing Use of Facilities:**

1. Requests (applications) for school building and/or athletic field use must be submitted on the school district Use of Facilities form found online at: <https://schools.amesburyma.gov/Page/429> CLICK ON: Facilities Use Request form.
2. All applications submitted must be reviewed and approved by the Director of Finance and Operations.
3. The user/requester shall provide necessary police and fire protection as per City ordinances, or as required by the Amesbury Public Schools.
4. Only such facilities as have been requested and approved on the application shall be made available to the user/requester.
5. The cafeterias, gymnasiums, auditoriums, or other school rooms shall not be made available to the user/requester on school days for any preparation or performance before 4:30 pm without the consent of the Director of Finance & Operations and building principal, with the exceptions of approved after school programs & community based after school programs/activities approved by the Superintendent

6. Arrangements must be made in advance with the office of the school building and the building maintenance technician if preparations are to be made earlier than the day of the requested event
7. Anyone considering the possibility of renting the cafeterias, gymnasiums, auditoriums, or other rooms, and who wish to enter the building to take measurements or survey other arrangements, must make arrangements with the Director of Finance & Operations or designee.
8. Decorations must be fireproof as required by law. No decorations shall be attached to walls, ceilings, or stage draperies in any manner whatsoever, except by special permission of the building maintenance technician or the Director of Facilities.
9. **THERE SHALL BE NO SMOKING OR USE OF TOBACCO PRODUCTS OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND IN THE BUILDING OR ON SCHOOL GROUNDS.**
10. There shall be no refreshments sold or consumed on the premises except in the areas designated by the Director of Finance & Operations.
11. In the Auditorium, there shall be no changes in lighting, sound or stage equipment arrangements, unless permission has been granted by the Director of Amesbury Community Television. The Technical crew shall supervise the set up and use of the sound booth, lighting, and all sound and stage equipment.
12. District Food Service employees are only on duty to supervise the use of the kitchen and equipment.
13. All non-school related users must submit a CERTIFICATE OF INSURANCE LIABILITY naming the Amesbury Public Schools as additional insured. The Organization/Event Sponsor maintains Commercial General liability coverage of at least \$1 million per occurrence. A Certificate of Insurance endorsed to name the Amesbury Public Schools, as an additional Insured, will be provided before any approval of facility use.
14. All applicants for use of Amesbury Public Schools facilities shall hold the Amesbury Public School District free & without harm from any loss or damage liability or expense that may arise during or caused in any way by such use of occupancy of these facilities.
15. Applications for seasonal or long-term use, (e.g., basketball leagues, scouting, after school programming) should be submitted as soon as possible at the beginning of the school year. Decisions regarding use will be made on a first-come, first-serve basis and soon after the opening of the school year. The Fee Categories list as referenced in paragraph 1 will serve as the priority order for facility usage. Individual requests will also be handled on first-come, first-serve basis according to the Fee Category Priority and availability after seasonal/long-term applications are addressed.
16. During the school day, facilities may not be used prior to 4:30pm with the exceptions of the after-school programs and community based after school programs/activities approved by the Superintendent.
17. People or organizations renting the facilities shall clear their equipment at the end of their function. The applicant and organization shall be held responsible for the proper use of facility, for the conduct of the persons attending, and shall see to it that the activities are confined to the areas requested and the hours agreed to in the Use of Facilities application. In the event that property loss or damage is incurred during such occupancy of district facilities, the amount of damage shall be decided by the Director of Finance and Operations or designee. A bill for damages will be presented to the individual or group using or occupying the facilities during the time loss or damage was sustained. Additional maintenance personnel charges may be incurred if a maintenance technician is assigned to supervise clearing away anything left behind the following day.
18. Any requests for waivers of fees must be addressed by the Director of Finance and Operations.

Legal Refs: c.272-40A

Adopted: 2000

Revised: 2005; 2009; 2023