

COMMUNITY USE OF SCHOOL FACILITIES

The public school facilities are provided by the people in order that the youth of the community may receive the benefits of a sound educational program. Although this is the basic purpose for which schools are built, the complete function of education is not achieved until the school facilities are made to serve the total community. To accomplish this objective, when the facilities are not in use for the educational program, the Monson School Committee will allow the use of public school property, in accordance with the laws, for educational, recreational, social, civic, philanthropic, cultural, and entertainment purposes which promote the welfare of the community.

All groups using the gymnasiums, locker rooms, cafeteriums, or auditoriums will be required to provide door monitor supervision. If your group cannot provide one, we will provide a custodian for you at the rate of \$20.00/hour. If groups provide their own supervision, the supervisor must inspect areas used at the end of each use, complete and sign the maintenance checklist prior to leaving the location. The checklist must be left in the designated area. Upon our review of the area and the checklist submitted, if additional maintenance is needed the group will be charged \$20.00 per hour for maintenance and/or repair of any damages. Failure to complete and submit checklists will result in a \$20.00 charge and/or suspension/cancellation of any future permits.

Permission to use school facilities and equipment may be granted by the Superintendent, and/or designee, in accordance with School Committee policies and regulations.

1. Prior to issuance of a permit, an applicant must assure, in writing, that the group/organization will comply with all rules and regulations, respect the property of the school and be responsible for fees, if assessed, and any damages as a result of use.
2. Issuance of a permit will be contingent on availability of required personnel, as determined by the Superintendent and/or designee.
3. Insurance will be required of all groups given permission to use school facilities. The Town of Monson shall be named as an additional insured on the group's policy and limits of liability will be at least \$300,000.00 personal injury, and \$50,000.00, property damage, per occurrence. A certificate of insurance shall be submitted with the application as proof of the existence of liability insurance.
4. The Superintendent and/or designee may suspend or cancel any permit granted.

Use of school facilities will be in accordance with the published fee schedule and all rules/regulations as approved by the School Committee.

School buildings will not be available on days when school has been canceled because of weather or emergency conditions. All scheduled use will automatically be canceled unless the renter contacts the school being rented to confirm availability. Additional charges will be assessed if snow removal is required to accommodate building use.

CROSS REFS.: JICH, Alcohol Use by Students

CONTRACT REFS.: Teacher' Contract, XII

Revised: 9/05

Revised: August 12, 2009

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

1. Application for use and payment of fees shall be made through the Office of the Superintendent of Schools.
2. School functions will always have priority of the use of facilities.
3. Only the building area and facilities specifically approved may be used and only within the hours stated on the permit, unless requested changes are approved by the Superintendent. All activities at the schools shall cease prior to 10:00 p.m., unless there are extenuating circumstances that have been approved by the Superintendent in advance.
4. A duly authorized employee of the school system must be present whenever a school building and/or equipment is used by an organization or group. The on-site building custodian shall have full authority and responsibility for the security of the building and its contents. (The charge for custodial services will, at no time, be waived for organizations that do not fall into the category of exemptions from rental charges.) Custodians are required to be on site one half hour before and one half hour after the event.
5. The kitchen will not be used by any group unless arrangements are made to have one of the regular cafeteria workers present.
6. All activities involving youth must be under competent, on-site, adult supervision as approved by the Superintendent.
7. A uniformed police officer(s), when required by local ordinance, or in the discretion of the Superintendent, shall be provided by the organization, at their expense.
8. Any activity which requires a license shall be referred to and acted upon by the proper licensing authority before a permit is issued.
9. Alcohol shall not be permitted in the building or on school grounds.
10. Smoking shall not be permitted in the building or on school grounds.
11. No food or refreshments of any kind may be served or sold without the prior approval of the Superintendent and then only in designated areas, as defined on the application. Additional clean-up charges may be assessed for non-compliance.
12. All state and/or local safety regulations shall be fully observed in the use of the school buildings and equipment.
13. School furniture and equipment may be rearranged, but must be re-placed to the original position by the using organization.
14. Any space utilized will be left in the condition it was found.
15. School buildings will not be available on days when school and/or after-school activities have been canceled because of weather or emergency conditions. All

scheduled use will automatically be canceled unless the renter contacts the school being rented to confirm availability. Additional charges will be assessed if snow removal is required to accommodate building use. For weekend and/or holiday events, the Director of Facilities will make the determination regarding availability of school buildings due to weather or other emergency conditions.

Adoption of Revisions: August 12, 2009

Monson Public Schools
Facility Rental Fee Schedule and Personnel Costs

Effective: July 1, 2009

Space	Rate/HR (Groups 2 & 3)
Regular Classroom	\$20
Gym, all (3) Schools	\$20
Gym and Locker Rooms	\$20
GVMS Auditorium	\$30
GVMS Auditorium w/ AC	\$40
Cafeteria, Plus Kitchen Cost	\$40
Libraries	\$30
Parking Lots	\$10

Position	Hourly Cost	
Custodial / Facilities	\$25.00	Required for all events after 7:00PM on School Days, and All Day Weekends and Holidays
Kitchen	\$20.00	Required for all events requesting Kitchen access.

Group 1

Monson Students in school functions and school based activities

Town Boards and Department meetings and activities

- NO Building Usage Fees
- Custodial Fees Apply:
 - After 7:00PM on School Days,
 - All Day on Weekends and Holidays

Group 2

Local "Monson" Non-Profit groups and activities

- Building Usage Fees Apply
- Custodial Fees Apply:
 - After 7:00PM on School Days,
 - All Day on Weekends and Holidays

Group 3

All For-Profit groups and activities

- Building Usage Fees Apply
- Custodial Fees Apply:
 - After 7:00PM on School Days,
 - All Day on Weekends and Holidays
- Additional \$100 Application Fee Applies

Costs for other circumstances will be determined on a case-by-case basis by the Director of Facilities.

* Custodian is required on-site 1/2 hour before and after each event.

MONSON PUBLIC SCHOOLS

P.O. BOX 159, MONSON, MASSACHUSETTS 01057-0159

TELEPHONE (413) 267-4150 • FAX (413) 267-9168

www.monsonschools.com



Patrice L. Dardenne, Superintendent of Schools

Donald R. Smith, Director of Business & Facilities

Application for Use of School Facilities

File KF-E-2

Requested Date: _____ Day of the week: _____

School Building: _____ Area / Equipment: _____

Requested Arrival Time: _____ am / pm Departure Time: _____ am / pm

Hours for Event: Start - _____ am / pm End - _____ am / pm

(Custodial services will be charged from half an hour before your arrival until half an hour after your departure.)

Organization: _____ Name of Event: _____

Intended Use/Purpose: _____

Contact (Please Print): _____ Phone: _____

Number in Group: _____ Adult Supervision: _____ Admissions Charge: \$ _____
(number)

Do you plan to serve refreshments? Yes _____ No _____

(Refreshments may only be served in certain areas of the buildings – refer to policy. Food and beverages are NOT allowed in the auditorium or gymnasium.)

Area requested for serving refreshments: _____

Checklist of Needs

_____ Custodial Services _____ Open Building/Room _____ Close Building/Room

_____ Kitchen/Cafeteria Worker* _____ Concession Stand and Key

(*ServSafe® Staff Member & Associated Fees Required)

_____ #Tables _____ #Chairs Bleachers: Yes / No (Attach any special directions or needs.)

_____ Audio-Visual Equipment** _____ Public Address System** _____ Stage Equip/Spotlight**

(Requires Meeting with GVMS Principal.)**

_____ Shop Equipment _____ Scoreboard Controls

_____ Other (specify) _____

***Proof of the group's liability insurance must be submitted with this application for use.**

The Monson Public Schools provide Equal Educational and Employment Opportunities without regard to race, color, sex, religion, national origin, sexual orientation, and disability.

STATE LAW PROHIBITS SMOKING ON SCHOOL PROPERTY. THE PERSON IN CHARGE IS TO ENFORCE THIS LAW. By signing this application the person, whose signature appears below, signifies that he/she is responsible for the group and will see that the school property is used in conformity with federal and state laws, the rules and regulations of the Monson School Committee and will be responsible for any damages accruing from this use.

Signature of Contact (Person responsible for the group)

Date of Application

Mailing Address

Telephone Number

*Certificate of Liability Insurance Submitted (Initial): _____ (Contact) Received _____ (MPS)

For Administrative Use Only

Designated Group: 1 2 3

Principal / Designee
Director of Food Services
Business Office

Approved

Denied

The following fees are payable through the Office of the Superintendent of Schools:

_____	\$ _____
_____	\$ _____
_____	\$ _____
Custodial Services: _____ hours x \$25 per hour: (Minimum \$25)	\$ _____
Kitchen Services: _____ hours x \$20 per hour:	\$ _____
TOTAL FEE	\$ _____

Invoice Required: Yes / No

Date Invoiced: _____

Check Number: _____

Date Payment Rec'd: _____

Your request for use of school facilities has been: APPROVED DENIED

Director of Business & Facilities

Date

Comments: _____

Please have your written approval with you during use for verification by the custodian. If there are any concerns with, or changes to, this permit contact Bruce Gross at 860-849-6147.

Copies: Principal ___ Custodian ___ *If applicable:* Food Services ___ Technology ___

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