

COMMUNITY USE OF SCHOOL FACILITIES

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the office of the Business Manager, where applications are available for this purpose.

Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Danvers Recreation activities
6. Local nonprofit and noncommercial organization activities
7. Metropolitan civic, educational and social organization activities if a substantial portion of the members are residents of the town
8. The activities of other organizations when approved by the School Committee, Superintendent or their designee

School and Town Preference

The priority given requests for use of school facilities will be as follows:

1. School activities
2. Town meetings and elections over other community activities
3. Danvers Recreation
4. Community activities

SOURCE: MASC

LEGAL REFS.: M.G.L. 71:71; 71:71B; 272:40A

REGULATIONS AND POLICIES GOVERNING THE USE OF ALL SCHOOL PROPERTIES

I. General Statement of Philosophy

Under Chapter 13 of the Act of 1949, the Danvers School Committee has exclusive authority for the rental and use of all school buildings and their grounds. It is the school department philosophy that all of its facilities be available for responsible use by the Danvers community, whenever such use does not conflict with any, and all, school scheduled activities or events or when such use does not incur any additional cost to the School Committee and the town.

A comprehensive policy for maximum responsible use of facilities by the Danvers community must include a fee schedule which will provide for the custodial and utility cost to the Town necessary to support the implementation of this policy. It is to this end that the following rules and regulations have been voted by the Danvers School Committee and delegated to the Superintendent of Schools for rental operations.

II. Regulations Governing Use of Property

1. All bookings for rentals will be handled through the Individual Schools or the Athletic Department and must be made 30 calendar days prior to the event. There has been a designated Booking Agent for each school. Major events and long-term rentals will be reviewed by the Building Rental Committee. Payment must be received prior to the event. The check should be payable to: *The Town of Danvers*
2. Proper procedure and custodial coverage will be determined by the Building Rental Committee (Business Manager, Director of Athletics, high school representative, middle school representative, Manager of Buildings, Grounds & Forestry and the Recreation Department Director) for each event. Custodial services may be mandatory for rentals. Custodial fees, at the hourly rate specified in the Basic Fee Schedule, will be assessed if the usage requested falls outside of the normal working hours of the custodial staff or additional staff is needed. Police coverage will depend upon the nature of the event. The Building Rental Committee will meet as needed on the first and third Wednesday of each month.
3. Requests for the use of any school equipment must be listed on rental form. Unusual costs for the use of equipment and any damage done to the equipment and/or property must be borne by the lessee. Insurance coverage is compulsory and must be approved by Town Counsel before the rental.
4. All supplies or materials used must be certified non-flammable.
5. Maximum occupancy must be strictly adhered to. (The maximum occupancy is 600 for the high school auditorium.)

6. Use of any kitchen facilities will require the presence of a cafeteria worker designated by the Director of Food Services, for which there will be an additional charge.
7. Any intention to sell food or beverage must be pre-arranged and noted on the application. Certain areas will be restricted.
8. There will be no alcoholic beverages served or consumed in or on school property. Smoking is not permitted in any school building.
9. School grounds will be off limits from dusk to dawn, except when a properly approved and supervised activity is occurring.

III. Building Usage Fees

Any time a group uses the Danvers Public School buildings and/or equipment, there are associated costs incurred by the School Department and General Town Government. The purpose of usage, custodial, and related fees is to recover these costs in a fair and equitable manner. At the same time, it is the desire of the School Department and General Town Government to support the responsible use of the buildings by Danvers residents and community groups, particularly those groups operating for the benefit of the Danvers Public School students. Therefore, the following policies will be strictly followed by the Building Rental Committee in establishing fees for a particular usage:

1. A building usage fee based upon the schedule below will be charged to all groups requesting usage, with the following specific exceptions:
 - 1). Any town government body conducting business on behalf of the town;
 - 2). Any Danvers Public School group, including public school support groups, functioning solely on behalf of students;
 - 3). Any non-profit community based youth organization whose members are residents of Danvers;
 - 4). Groups made up solely of Danvers residents who are under the auspices of the Recreation Department.
2. Any group requesting a waiver of any of the above guidelines due to financial hardship may submit such a request in writing to the Building Rental Committee via the Superintendent's designee. The Building Rental Committee is authorized to grant waivers and to establish fees for any major events or long-term usage agreements. Such agreement will be subject to periodic School Committee review.

IV. Rental and Custodial Fees

1. When required, custodial fees will include a minimum of one hour before the activity commences and one hour following the conclusion of the activity to secure the facility. The custodial fee may be split between groups if more than one group holds a permit at the same building during the same time span, with written approval of the Superintendent or designee.
2. A Certificate of Liability Insurance naming the Town of Danvers as and additional insured in the amount of \$1,000,000 single and \$3,000,000 aggregate is required. The certificate must be submitted to the Building Rental Subcommittee prior to the final permit being issued.
3. Custodial fees are charged for the time necessary to prepare the facility for use, cleanup and secure the facility after use. Under no circumstances shall a custodian be responsible for the supervision of participants before, during or after an activity. This is at the discretion of the custodial department and may not be limited to time of event.
4. There will be a four hour minimum for custodial services; with at least 30 minutes reserved at the conclusion of the event for clean up services.
5. A site supervisor may be required at the discretion of the Building Rental subcommittee.
6. All rental and custodial fees are payable to the Town of Danvers in a manner set forth below.
7. Rates and fees are subject to change without prior notice, per approval of the School Committee.
8. For special events, additional fees may apply for services and space.

V. Accidents and Damage to Buildings

1. In the event of an accident during the time of the permit, an accident form must be completed and submitted to the Building Rental Subcommittee within twenty-four hours of the event or on the first business day after the event.
2. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits and/or other action as determined by the committee for that individual and/or organization.
3. In the event that damage to the facility or equipment occurs, the custodian must be notified immediately. Permit holders may not make any repairs without the approval of the Building Rental Subcommittee, Superintendent or their designee.

**BASIC FEE SCHEDULE
For Use of School Buildings and Grounds
Fall 2012**

<u>Facility</u>	<u>Fee</u>
All Cafeterias (does not include kitchen)	\$50/hr
Middle School MPR	\$100/hr
The Michael N. Armento Auditorium	\$150/hr
Field House	\$150/hr
Vye Gym	\$75/hr
Deering Stadium	\$2,000
Outdoor Track	\$500
Elementary/Middle School Gym	\$50/hr
All Classrooms (excluding specialty rooms)	\$35/hr
The Francis F. Mills Communication Center	N/A
Danvers High School Music Room	\$40/hr
High School and Middle School Library	\$50
Kitchen Fee (includes dumpster)	\$75
Site Supervisor	\$40/hr
Custodial/Café. Workers Fees	\$40/hr*
Technology Assistance Fees	\$60/hr

* or subject to contract agreement; four hour minimum

Long Term rental rates will be determined by the Rental Committee.