

File: K17

COMMUNITY USE OF SCHOOL FACILITIES

It is the School Committee's desire that maximum use of school property be enjoyed by the residents. 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 Director of Maintenance, where applications are available for this purpose.

Eligibility

School facilities will be available for the following, with priority given in the following order:

1. Chicopee Public Schools activities
2. City of Chicopee activities
3. Chicopee-based nonprofit and noncommercial organization activities
4. All other Chicopee-based groups or organizations activities
5. The activities of other organizations when approved by the School Committee

Applicants must be 21 years of age or over. Requests for rentals must be made in writing, using the approved Building Usage Application, at least four (4) weeks in advance of the event. Applications will be accepted only after the school year begins. Any activity that requires a license shall be referred to and acted upon by the proper licensing authority before an application is approved. The School Department reserves the right to accept or reject any application, to change and/or amend these regulations or vote an exception to any or all of these regulations. Applications for the usage of school buildings during school vacations will be reviewed on an individual basis.

If it becomes necessary for the applicant to cancel an event, the Maintenance Office must be notified in writing at least 48 hours prior to the event. If it becomes necessary for the School Department to cancel an event, the Maintenance Office will make every effort to notify applicant at least 48 hours prior to the event. The School Department reserves the right to re-assign facilities when, in its judgment, alternate facilities to those requested are more suitable.

Any damages caused to school property during the period of use shall be borne by the applicant. A certificate of insurance indicating personal injury and property damage coverage will be required for all parties seeking to use the buildings or grounds at liability limits of not less than One Million Dollars (\$1,000,000) per occurrence, and Three Million Dollars in the aggregate. The applicant will be responsible for all costs of this premium and a certificate in the established

amount showing the City of Chicopee and the Chicopee School Committee as the named insured must be received by the Superintendent of Schools or her designee at least two (2) weeks before the event is to occur. (MGL –Chapter 21, Section 17C – Recreational Use Statute)

For all other non-corporate parties seeking to use the buildings or grounds, the applicant and all other individuals will be required to sign a Hold Harmless Agreement and Release from Liability Certificate. The applicant will be responsible for obtaining signed Hold Harmless Agreements from all individuals that may be using the buildings or grounds under the application and for providing them to the Chicopee School Department.

Legal Refs.: M.G.L. c. 71 §71; c. 71 §71B; c. 272 §40A

1st Reading: Reg SC Mtg 4/1/2015

2nd Reading: Reg SC Mtg 4/15/2015

**Please refer to the Fees for the Use of School Buildings (File K17.1) and Guidelines for the Use of School Buildings (File K17.2).*

File: K17.1

FEES FOR THE USE OF SCHOOL BUILDINGS

1. Chicopee Public Schools Activities

No rental fees will be charged for Chicopee Public Schools activities. Custodian fees* may apply when rentals take place during times when custodians are not normally working in the building, including Saturdays, Sundays and holidays.

2. City of Chicopee Activities

Refer to the current agreement with the City of Chicopee.

3. Chicopee-Based Nonprofit and Noncommercial Organization Activities

Fees for Chicopee-based nonprofit and noncommercial organization activities will be reviewed on an individual basis. Custodian fees* will apply when rentals take place during times when custodians are not normally working in the building, including Saturdays, Sundays and holidays. Organizations applying for rental shall submit with their applications, proof of their tax exempt status along with location of their organization.

4. Other Chicopee-Based Groups or Organizations Activities (Profit-Making)

All other Chicopee-based groups or organizations will be charged custodian fees*, as well as the following rental fees:

Individual Classrooms: \$10.00/hour	Gymnasium: \$50.00/hour
Library: \$20.00/hour	Swimming Pool: \$40.00/hour
Auditorium: \$50.00/hour	Locker Rooms: \$10.00/hour
Cafeteria: \$30.00/hour	Athletic Field: \$50.00/hour
Kitchen: \$20.00/hour	Athletic Field with Lighting: \$60.00/hour

5. Activities of Other Organizations (Only when Approved by the School Committee)

Other organizations will be charged custodian fees*, as well as the following rental fees:

Individual Classrooms: \$15.00/hour	Gymnasium: \$55.00/hour
Library: \$25.00/hour	Swimming Pool: \$45.00/hour
Auditorium: \$55.00/hour	Locker Rooms: \$15.00/hour
Cafeteria: \$35.00/hour	Athletic Field: \$55.00/hour
Kitchen: \$25.00/hour	Athletic Field with Lighting: \$65.00/hour

*Custodian Fees

Custodians are responsible for the care of the school buildings, equipment and facilities, including cleaning after the rental use. Custodian fees are in addition to rental fees, and are applicable as indicated below.

- a. Custodian fees vary by renter and may also depend on whether or not custodians are working in the school building during the rental. The nature of rentals also determines the degree of custodian support required.

- b. At least one custodian must be in the school at all times during a rental. Minimum one and one-half hour of custodian fees beyond the rental period will be charged to allow for opening, setup and closing of the facility.
- c. Custodian Fees as of July 1, 2016
 - Monday through Saturday (Non-Holiday): \$35.00 per hour
 - Sunday and Holiday: \$47.00 per hour
 - These rates shall be increased annually on July 1st, to reflect contractual salary increases of custodial staff.

***Please refer to the Community Use of School Facilities policy (File K17) and Guidelines for the Use of School Buildings (File K17.2).*

File: K17.2

GUIDELINES FOR THE USE OF SCHOOL BUILDINGS

Applicants receiving permission to use property shall be directly responsible for the proper conduct of persons in the school building occupied, and for the care of any/all equipment used during their assigned period of use. Sufficient supervision and protection must be provided by the applicant during the assigned period of school property occupancy. Locker rooms, additional classrooms or utility rooms must be supervised by an adult as specified in the application.

During meets, games, and practices, spectators are restricted to using only the facilities requested in the application. Spectators shall be limited to the number posted in the specific area, as per city/state-mandated regulations. All spectator children must be accompanied by an adult.

No school facility may be used without a school custodian present. Only designated school facilities as applied for in application may be used. Designated school property shall be used only during the hours requested in application. (Custodians are not allowed to permit use of school property before or after hours applied for on application.) The building must be vacated promptly at the end of the event.

There shall be **NO SMOKING** on school property.

When the general public is invited to attend plays, shows, dances, public hearings and meetings, a police officer is to be on duty. Arrangements for police officer presence are made directly with the Chicopee Police Department by the applicant. Written proof of an officer assigned is to be submitted to the Maintenance Department prior to the event.

All decorations, scenery and special equipment must meet the specifications of the Fire Department.

The School Department or its agent has the right to limit access up to the posted limits even though tickets may have been sold in excess.

No food or beverage of any kind is allowed in auditoriums, classrooms, gymnasiums, or pool areas. If an applicant wishes to sell food and/or drink, the applicant must obtain an appropriate permit from the Chicopee Department of Health and written permission from the Director of Maintenance.

Gymnasium

When a gymnasium is used sneakers or rubber-soled shoes must be worn.

Kitchen Facilities

Kitchen facilities may be used only if a school lunch employee is on duty to supervise; school lunch employee costs will be charged to the applicant. A cafeteria may be used without kitchen facilities, if catered, or if food is brought in. Caterers cannot use kitchen facilities without a school lunch employee. If caterers use the cafeteria only, no school lunch employee is needed.

Swimming Pool

All groups using the swimming pool must have a Certified Senior Lifeguard or Water Safety Instructor on duty. No plug-in electrical equipment will be permitted in the pool area.

Failure to comply with any of the above regulations will necessitate the immediate cancellation of future use of school property.

**Please refer to the Community Use of School Facilities policy (File K17) and Fees for the Use of School Buildings (File K17.1).*