

Policy, Regulations and Fee Schedule For Use of School Facilities

The Seekonk 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 significant capital investment and the costs of operation and maintenance, specifically utilities are taking an ever-increasing amount of the limited funds available to the School Department, thus money spent on utilities 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 (Attachment A).

Priority in the use of school facilities will be based on the following categories:

1. Seekonk School and Seekonk School Affiliated Organizations such as PTO's, PTA's and the Town of Seekonk's Boards, committees and commissions.
2. Not for Profit Seekonk Organizations whose primary purpose is to serve Seekonk youth.
3. Private groups or organizations, including businesses, athletic clubs, religious, or political groups consisting of residents only.
4. Private groups or organizations, including businesses, athletics clubs, religious, or political groups consisting of non-residents.

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

The Director of Recreation and Youth Commission will act as the agent for the School Committee in approving applications in a timely manner for all outside athletic fields and gymnasiums. In determining the best activity use for the facilities every effort shall be made to provide for their fair and balanced use by all Town Children. All approvals shall be subject to the School department having rights of first refusal on all of the above for school department activities. This does not include use of the high school fields or gymnasium as defined in the attached Memorandum of Understanding (Attachment B). The Principals of the individual buildings will act as the agent for the School Committee in approving all other applications for space to be used in Aitken School, Martin School, Hurley Middle School and the High School. The principals will be directly responsible to the Superintendent for the successful administration and implementation of the building use policy. In the case of North and Pleasant Schools, requests for building use will be submitted to the Lessor and upon initial approval, requests will be submitted to the Superintendent-for final approval.

All applications for the use of fields and facilities should be submitted to the Principal, who will then forward applications to the Director of Recreation and Youth Commission as appropriate. The application may be found on the school district website: www.seekonkschools.org

Facilities Use Applications:

1. Any group using the building for a non-school activity are required to fill out a building use application signed by the building principal.
2. Permission will only be granted for use of school property at such a time or in such a manner as not to interfere with the regular school day.
3. Use of the Seekonk High School will be considered only when the size of the group, nature of the activity or adequate facilities cannot be provided more economically in other school buildings.
4. In accordance with State law, no smoking or alcohol shall be permitted in any part of the school building or grounds.
5. Charges: Please see fee schedule, Attachment A. All organizations or individuals including town groups that charge fees for participation will be required to pay the established rates.

A custodian is required to be on duty at all times when buildings are in use. During times when the facility is closed (outside of operating hours), a custodian must be hired per fees outlined on Attachment A. In the case of such activities, the custodian shall be on the premises one-half (1/2) hour before said activities begin and leave one-half (1/2) hour after said activities end. In the case of North and Pleasant Schools, a supervisor must be on duty.

Bills for rental and custodial fees will be processed by the individual school office and checks will be made payable to the Town of Seekonk. All charges are due and payable 30 days in advance.

6. When auditorium, cafeteria or gymnasium areas are used for rehearsal purposes, one-half of the regular rental fees will be charged. Full custodial fee will prevail when the auditorium, cafeteria, or gymnasium is used outside of the regular tour of duty.
7. A Certificate of Insurance, with limits of liability of at least \$1,000,000 Bodily Injury and Property Damage Liability per occurrence/3,000,000 aggregate, **must** be submitted as evidence of insurance with the application or at least (14) days in advance of the event and must designate both the using organization and the Town of Seekonk as the insured and not merely as certificate holders. The absence of such a certificate will preclude use of the facility.
8. 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.

Facility Use Regulations:

- A. The Principal of the building at his/her discretion may require Police coverage at the cost of the renter. Non-school sponsored events held within the buildings and expecting greater than 200 attendees will require a Police detail. 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.
- B. The use of the kitchen facilities will require obtaining a Temporary Food Service Permit from the Seekonk Board of Health as required by law. The Principal of the building at his/her discretion may require the presence of a Seekonk Public Schools food service provider employee for all or part of the scheduled rental. Arrangements for such personnel shall be made with the food service provider manager at the time the rental agreement is completed. The food service provider will do billing for this service.
- C. The use of the pool facilities will require a minimum presence of one Seekonk certified lifeguard employee. The Principal of the building at his/her discretion may require additional certified lifeguard employees according to state regulations. Arrangements for such personnel shall be made with the Aquatic Director at the time the rental agreement is completed.
- D. Members of the Seekonk Schools administration, or their representatives, must be permitted to attend the event and be present on District property at any time during the event.
- E. The renter is granted access to, and use of, only the areas and date/times specified on the application.
- F. Failure to vacate the premises by the appointed time or unauthorized use of other areas will result in additional fees. If the renter refuses to leave when requested by school personnel, the SPD will be called. If additional fees are not paid, the organization will not be allowed to use the facility in the future.
- G. Decorations, posters and other items may not be affixed to any part of the building. Exceptions to this policy must be requested at the time of the application.
- H. No storage facilities are available. The District is not responsible for any property left on the premises. All equipment must be delivered after school hours on the day of use and removed not later than the completion of the event.
- I. District staff will be responsible for supervision of lights, scoreboard, curtains, and/or other equipment. Only authorized personnel from the Seekonk Public Schools shall use equipment that requires special knowledge or skill. The renter will be responsible for any additional required personnel costs.
- J. No preparation shall be put on the gymnasium floor without the approval of the building Principal, Athletic Director and the Director of Maintenance. Only approved gymnasium shoes are permitted on the floor of the gymnasium. No food or beverages will be allowed in the gymnasium or pool areas at any time.
- K. The building and grounds must be left in the same condition as before their use. Any damage must be reported to the custodian, who will then report it to the building principal.
- L. In the case of school cancellation, early dismissal, or unplanned/emergency early dismissal, or cancellation by the building principal in an emergency situation, the facilities will not be available for use, an alternate date will be used, or the funds will be refunded.
- M. After the event (or after each day for multiple day events) the renter will review any problems/issues that may have occurred and to verify the space is returned to its original condition. Failure to check out as described herein will result in the loss of the right to dispute or appeal District decisions regarding additional cleaning fees or other fees charged related to damages or facilities use. The renter contact person must check out with the custodian at the end of the event.

- N. The school administration expressly reserves the right to revoke for any good and sufficient reason permission for use previously granted and shall not be responsible either directly or indirectly for any, or all, loss or expenditures incurred by the applicant/renter.
- O. No subletting or splitting rental space between two parties/activities in the same area is permitted. Extenuating circumstances may be considered by the School Committee.

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

Custodial personnel have responsibility for the safety and security of the building.

Failure to comply with these regulations could result in the forfeiture of the use of facilities.

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 Building Use Policy is listed on the last page. The personnel and rental fees shall be reviewed annually.

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Attachment B

Administration and maintenance of school facilities and properties.

Cole Street Fields

Consists of 3 Soccer fields, 3 Farm/Softball fields, 1 Concession Stand, 2 Bathrooms, and 1 Storage building.

The Recreation Committee and Department of Publics works will maintain these areas including grass cutting (all areas outlined) and general upkeep. Fields will be scheduled by the Recreation Committee and will give the School teams right of first refusal. The School, and leagues will be responsible for supplying a schedule and complete a field permit for each team's games and practices in a timely manner or fields could be scheduled for other leagues.

The school will be responsible to line the fields for their events as well as any equipment needed to support the game and practices. The Recreation Committee will supply the lime, bases and maintenance. Playing teams will need to install. Clean up of the facility includes the bathroom, trash, raking the infield after each usage. Any damage or additional supplies will be billed to the league or school department.

Water Lane Fields

Consists of 1 90' Baseball field, 2 Softball fields, Soccer field, POP Warner practice field, 3 60' Little League, Concession stand, Bathrooms, and Storage area. The Recreation Committee and Department of Publics works will maintain these areas including grass cutting (all areas outlined) and general upkeep. Fields will be scheduled by the Recreation Committee and will give the School teams right of first refusal. The School, and leagues will be responsible for supplying a schedule and complete a field permit for each team's games and practices in a timely manner or fields could be scheduled for other leagues.

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North School Fields

Consists of 4 Farm/Softball fields and Storage area

The Recreation Committee and Department of Publics works will maintain these areas including grass cutting (all areas outlined) and general upkeep. Fields will be scheduled by the Recreation Committee and will give the School teams right of first refusal. The School, and leagues will be responsible for supplying a schedule and complete a field permit for each team's games and practices in a timely manner or fields could be scheduled for other leagues.

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Pleasant Street Fields

Is a work in progress with plans to make this an UJO instructional field area. Potential of 4 small baseball diamonds, storage area, and concession stand.

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Aitken Street Field

Consists of 1 Softball/Farm Field

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Massachusetts Law: _____ Town Selectmen: _____
New England States: _____
State's Attn'y Ref: _____
Forms/Manuals/Doc's: _____
Contr./Agreement: _____
Other Citations: _____ Page _____ of _____
Code: _____
Revised: August 24, 2009, October 19, 2009, July 12, 2010
Seekonk School Committee, Seekonk, Massachusetts
Adopted, April 16, 2009

Attachment A
Use of Facilities Fees Schedule
Hourly Rates 2013-2014

SCHOOL	AREA	CAT 1	CAT 2	CAT 3	CAT 4
AITKEN	GYMNASIUM	0	0	25.00	50.00
	CAFETERIA	0	0	25.00	50.00
	KITCHEN	0	0	30.00	50.00
	CLASSROOM	0	0	25.00	50.00
	LIBRARY	0	0	25.00	50.00
	BASKETBALL COURT	0	0	10.00	30.00
	BASEBALL FIELD	0	0		
MARTIN	GYMNASIUM	0	0	25.00	50.00
	CAFETERIA	0	0	25.00	50.00
	KITCHEN	0	0	30.00	50.00
	CLASSROOM	0	0	25.00	50.00
	LIBRARY	0	0	25.00	50.00
	BASKETBALL COURT	0	0	10.00	30.00
	BASEBALL FIELD	0	0		
	UPPER FIELD LOWER FIELD	0 0	0 0		
HURLEY	GYMNASIUM	0	0	25.00	50.00
	CAFETERIA	0	0	25.00	50.00
	KITCHEN	0	0	30.00	50.00
	CLASSROOM	0	0	25.00	50.00
	LIBRARY	0	0	25.00	50.00
	BASEBALL FIELD	0	0		
	SOCCER FIELD	0	0		
HIGH	GYMNASIUM	0	0	75.00	175.00
	CAFETERIA	0	0	25.00	75.00
	KITCHEN	0	0	25.00	75.00
	CLASSROOM	0	0	25.00	50.00
	LIBRARY	0	0	25.00	50.00
	AUDITORIUM	0	0	25.00	150.00
	BASKETBALL COURT	0	0	10.00	30.00
	BASEBALL FIELD	0	0	20.00	30.00
	TENNIS COURT	0	0	15.00	25.00
	FOOTBALL FIELD	0	0	50.00	75.00
	POOL	0	0	*100.00	*150.00
Daily Rate (Additional	CONCESSION STAND 500.00 Security Deposit)	0	100.00	150.00	200.00
PLEASANT	GYMNASIUM	0	0		
	BASEBALL FIELD	0	0		
NORTH	GYMNASIUM	0	0		
	BASEBALL FIELD	0	0		
2013-2014 FOOD SERVICE FEES		2013-2014 CUSTODIAL FEES		*2013-2014 (1 Lifeguard Included)	
MONDAY – SATURDAY \$21.73/HR		MON-SAT \$39.01/HR		Additional Lifeguard Fee	
SUNDAY \$43.46/HR.		SUNDAY \$52.02/HR		\$15.00/HR	
				One Seekonk certified lifeguard required.	

Effective Sept. 11, 2013

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