

# EAST BRIDGEWATER PUBLIC SCHOOLS

## USE OF FACILITIES, GROUNDS, & EQUIPMENT RENTAL FEES & REQUIREMENTS

The East Bridgewater School Committee recognizes that buildings and grounds under their jurisdiction provide large and diversified meeting places within the community. These buildings represent a significant capital investment and the costs of operation and maintenance, including utilities takes an ever-increasing amount of limited funds available to the East Bridgewater Public Schools.

All organizations wishing to use school facilities will be expected to share in these costs. School events take priority in scheduling any use of our buildings, followed by town elections and voting, school affiliated programming, other town government activities, and town based groups. Generally, scheduling will be done on a first come, first served basis, however needs of the school and/or town government will take precedence and the East Bridgewater Public Schools reserves the right to bump groups if needed.

To facilitate the processing of building use requests, the following categories have been created for the purpose of charging fees.

**Group 1** – The East Bridgewater Public Schools including the School Committee and school organizations (i.e., school councils, advisory groups, school teams and clubs)

**Group 2** – East Bridgewater Public School related groups and other town departments.

**Group 3** – Organizations related to the East Bridgewater Public Schools.

**Group 4** – Town of East Bridgewater sports programs and activities along with town civic organizations. Registered non-profit organizations (proof will be required).

**Group 5** – All other organizations.

Building Use Forms may be picked up at any school building or online at [www.ebps.net](http://www.ebps.net). Forms should be returned to the Principal of the building being requested. The Athletic Director will also review any requests for gym space. All requests for use of fields should be returned to the Athletic Director by way of the High School front office. After the Principal and Athletic Director have determined availability, all forms will be submitted to the Superintendent's Office for approval. Nothing herein shall be construed as giving the East Bridgewater Public School, or any board, commission, committee, employee, officer, director, designee, agent or assign thereof the authority to deny a group the right to use one (1) or more facility of the East Bridgewater Public Schools on the specific basis of the group's mission.

All groups must submit the documents listed below fourteen (14) days prior to anticipated use of buildings or grounds. Additional lead time is required for large activities.

- ❖ Fully completed Building Use Form
- ❖ Certificate of Insurance carrying \$1 million in public liability insurance naming the East Bridgewater Public Schools as "Additional Insured" and workers compensation insurance in accordance with Massachusetts General Laws. The Town of East Bridgewater Public Schools also reserve the right to require that groups using the East Bridgewater Public Schools provide an endorsement or a rider to indicate that the East Bridgewater Public Schools are, in fact, named as "Additional Insured" on the groups' insurance policy
- ❖ Any required deposits

## **East Bridgewater Public Schools**

### **Rules and Regulations for Use of School Buildings, Grounds & Equipment**

1. All Users are required to fully complete a building use form. The applicant granted the use of a school facility shall assume full liability for any loss or damage to school property or equipment. The East Bridgewater Public Schools requires prior assurance that there will be adequate and responsible adult supervision.
2. Permits will not be issued to minors or to any individuals or groups unable to assume full liability. The applicant agrees defend, indemnify and hold the Town of East Bridgewater Public Schools, together with their boards, commissions, committees, agents, employees, designees, successors, and assigns harmless from and against any and all claims, including but not limited to claims for personal injury or property damage, suits, demands, actions, damages, losses, liabilities, proceedings, litigation costs and expenses, including without limitation attorney's fees that may arise out, are in connection with, or in any way relate to the applicant's use of school facilities, grounds, and equipment. Users must provide a certificate of insurance naming the East Bridgewater Public Schools as "Additional Insured."
3. Facilities will not be available when there is any conflict with school activities or during school closings due to shutdowns, holidays or other needs of the East Bridgewater Public Schools. In the case of school cancellation, unplanned dismissal or cancellation of school due to whether or other emergency, all scheduled activities will be also cancelled.
4. No firm commitment of dates will be made before October 1<sup>st</sup> in order to allow schools to submit and reserve their schedules.
5. A Principal, Athletic Director, Administrator or the Superintendent may at his/her discretion require police coverage in the interest of safety. Non-school events expecting greater than 200 attendees will require a police detail. Fire details may also be required as determined by the East Bridgewater Fire Department. The user should contact the East Bridgewater Police and the East Bridgewater Fire Department directly for arrangements and fees. The school will require evidence that the details have been secured.
6. Any large events, events where admission is charged, events where food and drink are sold or consumed, weekend events, or any other events as determined by the Superintendent of Schools will require a school custodian and/or maintenance worker to be in attendance. This provision may be waived at the discretion of the Superintendent of Schools.
7. Any events utilizing a school kitchen will require a school kitchen worker to be in attendance.
8. Any events requiring the use of school equipment will require that a school technician be in attendance.
9. Members of the East Bridgewater Public Schools' administration or their representatives must be permitted to attend the event and be present on school property at any time during the event.

10. The user is granted access to, and use of, only the areas and date/times specified on the application. Failure to vacate the premises by the appointed time may result in additional fees. Unauthorized use of other areas will result in additional fees. If the renter refuses to leave when requested by school personnel, the East Bridgewater Public Schools may contact the East Bridgewater Police and may refuse future use of school facilities.
11. Per Massachusetts General Laws, there shall be No Smoking, No Alcoholic Beverages or Controlled Substances in any school building or on any school property.
12. Decorations must be fireproof, must be approved by the superintendent and/or his/her designee must be affixed in a manner as to not be destructive to school property and must be in compliance with local fire regulations.
13. Children must be supervised by adults at all times. Children will not be allowed into a building when there is no supervising adult in attendance.
14. Permission for use of school buildings and grounds does not constitute an endorsement of any organization, the beliefs of an organization or group, the expression of any opinion regarding any political candidate or the expression of any opinion concerning any issue.
15. The East Bridgewater Public Schools reserves the right to decline any and all requests for use of school buildings or grounds and to revoke or deny such privileges for failure to comply with any rules and regulations or for any other reasonable legally permissible reason.
16. There shall be no subletting or splitting of rental space between two or more parties.
17. Groups must leave the building in the same condition in which they found it.
18. Cancellation of use must be made directly to the Building Principal no later than forty-eight (48) hours before the start of the event. Notification must be made to the Maintenance Supervisor or his designee no later than forty-eight (48) hours before the start of an event requiring a custodian or maintenance worker.
19. The Superintendent reserves the right to enter into alternative contract arrangements and/or extended agreements and to waive fees.