

**PLYMOUTH PUBLIC SCHOOLS****Use of School Facilities and Assorted Fees****GENERAL**

It is the School Committee's desire that use of school property be enjoyed by Plymouth residents. In M.G.L. Chapter 71, Section 71, the School Committee is empowered and required, subject to such regulations as it may establish and without interference to its regular school program, to allow the use of school premises.

**1.0 PROCEDURES AND PRIORITY**

The affiliation of any such association with a religious organization shall not disqualify the association of such use, and those public schools may be used as places of assemblage for citizens to hear candidates for public office.

The use of public school facilities for school-related purposes will take precedence over all outside use. School facilities will be used according to the regulations and rental fee schedules established in this policy.

1.1. School Committee approval shall be required for any exceptions to the fees and charges hereunder. The School Committee retains the right to deny the use of school facilities to any group if it deems the use is detrimental to the interest of the community or interferes with the operation of the schools. The School Committee reserves the right to make changes, deletions and/or additions to this policy if deemed appropriate for School Department.

**2.0 IMPLEMENTATION**

2.1. The Superintendent of Schools, or the Facility Use Coordinator as his/her designee, is responsible for the implementation of this policy and shall have the final decision in all scheduling, permit issuances and interpretation of the policy unless otherwise directed by the School Committee.

**3.0 FEE CLASS DEFINITIONS**

3.1. The following four classes of eligible users have been established. The Facility Use Coordinator shall have sole authority to determine the Class to which an individual, organization or activity requesting rentals should be assigned. The determination may be reviewed by the Superintendent of Schools if the organization or individual submits a request to do so in writing to the School Business Administrator.

**3.1.1 Class I - School and Town Department Related**

School or Town Department is defined as a department, committee, or commission that is subject to appropriation by Town Meeting or exists as a requirement of state statute. An extension of this includes organizations, such as advisory committees, which are independent from the government structure, but are integral to the function or operation of the Town, as determined by the School Committee. School or Town employees desiring to rent school facilities will be considered Class III.

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Class I also includes recognized non-profit parent groups: Parents who formally organize as a Parent Teacher Association (PTA) or Parent Teacher Organization (PTO) will be treated as a School Department organization. Although these groups may or may not be non-profit organizations, formed by parents, and independent of public schools and/or controlled by schools, school districts, and school employees, their mission is to support and fund enrichment and curriculum standards for the classroom students attending the Plymouth Public Schools. Typically, there is one recognized parent organization per school. This definition includes formally organized groups who are broad based in their support of students attending the Plymouth Public Schools.

In addition, non-profit Parent Groups that form for a specific and narrow purpose to support a specific extracurricular activity in which a student participates (e.g., performing arts or sports) where the majority of the funds are used to support only that specific extracurricular activity would also be included in this definition provided there is a pre-existing recognized student organization which will be directly supported by any proceeds of the organization. Examples of these parent groups are: Plymouth North High and South High Boosters, Plymouth Music Parents Association, Town of Plymouth posted public meetings or other similar groups as deemed appropriate by the School Committee.

### 3.1.2 **Class II – Non-Profit Youth Community Service Organizations**

Any community service group composed entirely (100%) of Plymouth students. Such groups must possess a strong focus on youth leadership, community service, and civic engagement.

### 3.1.3 **Class III – Non-Profit Plymouth Community Groups, Organizations**

Any non-profit groups or organizations composed entirely (100%) of members who are Town of Plymouth residents. Examples of Class III are: Plymouth Little League, Plymouth Youth Football, Plymouth Lacrosse, Plymouth Youth Soccer, Plymouth Basketball Association, or other similar groups as deemed appropriate by the School Committee.

### 3.1.4 **Class IV – All Other Groups and Organizations:**

This includes all groups and organizations, which do not meet the requirements of Class I, II or I II, including: individuals, private and commercial groups, societies, religious organizations, non-profits\* and registered public charities\*.

\* Non-profits or registered public charities operating a one time fund-raising event for the exclusive benefit of the Plymouth Public Schools may be considered as Class I, if approved by School Committee.

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## 4.0 FEE SCHEDULES

	<b>CLASS I</b>	<b>CLASS II</b>	<b>CLASS III</b>	<b>CLASS IV</b>
	<b>School Groups</b>	<b>Non-Profit* Plymouth Youth Service Groups</b>	<b>Non-Profit* Groups</b>	<b>For Profit Groups</b>
<b>APPLICATION FEE</b>	No Charge	No Charge	No Charge	\$ 20.00
<b>ATHLETIC AREAS</b>	<b>\$ per Hour</b>	<b>\$ per Hour</b>	<b>\$ per Hour</b>	<b>\$ per Hour</b>
Football Field	No Charge	\$ 25.00	\$ 25.00	\$ 100.00
Turf Football or Baseball Field	No Charge	\$ 55.00	\$ 55.00	\$ 165.00
Baseball Field	No Charge	\$ 25.00	\$ 25.00	\$ 100.00
Softball Field	No Charge	\$ 25.00	\$ 25.00	\$ 100.00
Soccer Field	No Charge	\$ 25.00	\$ 25.00	\$ 100.00
Track	No Charge	\$ 55.00	\$ 55.00	\$ 165.00
Tennis Courts	No Charge	\$ 25.00	\$ 25.00	\$ 35.00
Locker Room	No Charge	\$ 25.00	\$ 25.00	\$ 75.00
Fieldhouse Restroom -HS	No Charge	No Charge	No Charge	\$ 50.00
Double Gymnasium - HS	No Charge	\$ 80.00	\$ 80.00	\$ 360.00
HS Gym	No Charge	\$ 40.00	\$ 40.00	\$ 180.00
MS Gym	No Charge	\$ 15.00	\$ 15.00	\$ 135.00
ES Gym	No Charge	\$ 10.00	\$ 10.00	\$ 75.00
Press Box / Score Board	No Charge	\$ 12.00	\$ 12.00	\$ 35.00
Concession Stand	No Charge	\$ 35.00	\$ 35.00	\$ 110.00
Field Lights (Add)	No Charge	No Charge	No Charge	Added Charge
Outdoor Sound System	No Charge	Added Charge	Added Charge	Added Charge
<b>ACADEMIC &amp; CORE AREAS</b>				
Performing Arts Center –HS	No Charge	\$ 160.00	\$ 160.00	\$ 500.00
Auditorium	No Charge	\$ 80.00	\$ 80.00	\$ 250.00
Classrooms	No Charge	\$ 20.00	\$ 20.00	\$ 35.00
Library	No Charge	\$ 10.00**	\$ 40.00	\$ 125.00
HS Cafeteria	No Charge	\$ 40.00	\$ 40.00	\$ 125.00
MS Cafeteria	No Charge	\$ 10.00**	\$ 30.00	\$ 60.00
ES Cafeteria	No Charge	\$ 5.00**	\$ 20.00	\$ 45.00
Technology Lab	No Charge	\$ 25.00	\$ 25.00	\$ 75.00
Lecture Hall –HS	No Charge	\$ 50.00	\$ 50.00	\$ 150.00
Theatre/Lecture Hall - PCIS & PSMS	No Charge	\$ 80.00	\$ 80.00	\$ 250.00

**A percentage of user fees go to support the safety and security infrastructure within the school.**

**\*EVIDENCE OF 501C STATUS REQUIRED**

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**\*\*OR AGREED UPON COMPARABLE SPACES NOT ITEMIZED.**

### 4.1 FEE SCHEDULE NOTES

4.1.1 **Rental Fees Note:** All rentals shall be a minimum rental period of 1 hour and rentals shall be made in full hour increments.

4.1.2 **Personnel Fees Note:** Charges for School District Personnel who will be requested and/or required will be assessed at their overtime rate, when applicable and added to the building use rental costs. Examples of personnel are:

4.1.2.1 **House Manager Charges:** House Manager charges are additional to rental and custodial fees, and are applicable when the Auditorium is requested for rent, or when technology equipment in the lecture hall, library or computer labs are requested. House Managers are responsible for the care of the School Department's buildings, equipment and facilities.

Auditorium House Managers perform all tasks related to the operation of equipment in this space including: projection rooms, audio booth, house/theater lighting and rigging. Renters are not permitted to bring in their own operators.

4.1.2.2 **Technologist Fees:** IT Technicians oversee the use of computers, Eno (Smart) Boards, projectors, DVD's and related technology in computer labs, the Lecture Hall and the Library, when a renter specifically requests the use of such equipment as part of their rental.

4.1.2.3 **Custodial Fees:** Custodial overtime rates may apply to all rentals as determined by the Facility Use Coordinator for opening facilities as well as cleaning after functions.

4.1.2.4 **Grounds Charges:** Grounds charges are additional to rental and custodial fees, and are applicable when the Turf Field is requested for rent. Turf Field rentals will require groundskeeper overtime to restore fields after use.

4.1.2.5 **Site Supervisor Fees:** A Site Supervisor may be required for all Turf Field use and will be provided by the Plymouth Public Schools at an additional cost.

4.1.2.6 **Food Service Charges:** Cafeteria rentals do not include the use of the kitchens unless approved by the Facility Use Coordinator. The use of food service equipment will require the services of a Food Service Worker.

### 4.2 PAYMENTS

4.2.2 Prepayment of required rental, application, equipment and/or personnel fees shall be made at the Main Office of the involved school five (5) business days in advance of the reservation date.

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- 4.2.3 Checks will be made to one of the following accounts:
- **“TOWN OF PLYMOUTH – SCHOOL RENTAL”** - Used for Building Rental fees.
  - **“TOWN OF PLYMOUTH – CUSTODIAL OT”** - Used for custodial, grounds-keeper and site supervisor overtime fees.
  - **“TOWN OF PLYMOUTH – SCHOOL LUNCH PROGRAM”** - Used for food service overtime fees.
  - **“TOWN OF PLYMOUTH – TECHNOLOGY”** - Used for technology equipment rental fees and IT services.
  - **“TOWN OF PLYMOUTH – POLICE DEPARTMENT”** - Used for police details (if needed).

### 5.0 INSURANCE REQUIREMENTS

- 5.1 All Class II, III and IV renters shall purchase and obtain Commercial General Liability insurance with a minimum \$1,000,000 limit per incident (\$3,000,000 General Aggregate). The Town of Plymouth shall be named as additional insured and shall also be identified as the certificate holder. Insurance shall be specific to the requested rental, including listing of school building, and shall be valid for the rental period. Provide update certificates as necessary.

### 6.0 CANCELLATIONS

- 6.1 The School Department reserves the right to cancel or move the location of all rentals as may be required to accommodate school functions, due to bad weather conditions or other emergencies, unavailable custodial staff, or due to unanticipated conditions.
- 6.2 All rental activities will automatically be cancelled on the days that school has been cancelled. The Facility Use Coordinator will make reasonable efforts to notify renters of changes and cancellations.
- 6.3 The applicant shall submit a written notice requesting cancellation of, or changes to, an approved application. The request must be received by the Facility Use Coordinator no later than 9:00 a.m. three business days prior to the event.
- 6.3.1 Email notification is acceptable by sending to: [facilityuse@plymouth.k12.ma.us](mailto:facilityuse@plymouth.k12.ma.us) or by calling the Facility Use Coordinator at 1-508-224-5083.
- 6.3.2 It is the responsibility of the applicant to verify receipt of written or email notification by calling (508) 224-5083.
- 6.3.3 A \$50 administration fee will be assessed for each date cancelled and/or changed.

### 7.0 APPLICATION REVOCATION

- 7.1 The Superintendent of Schools (or designee) may revoke an approved application at any time, if it is determined that the rental activities are not in accordance with the policy or if it is otherwise determined that the rental activities are not in the best interest of the School Department.

### 8.0 SUPERVISION:

- 8.1 An appropriate level of adult supervision (minimum 21 years of age) shall be required at

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all times during the rental.

- 8.2 Attendees or participants of the rental shall not enter school areas that are outside of the rented space or associated common space (bathrooms and hallways).
- 8.3 It is the responsibility of the rental supervisor to notify the School Department custodian on duty when trespassers or uninvited guests are found in the school.
- 8.4 Under no circumstance will custodians or any other School Department staff be responsible for supervision of participants before, during or after an activity.

### 9.0 PARKING

- 9.1 Parking for rental activities, including attendees, participants and guests, shall be within designated parking areas only. Cars parked in areas not intended as parking spaces are considered a safety issue that may result in damage to school property. The organization or individual holding the approved application will be held responsible for any resulting damage to school property and the removal of any vehicles not in designated parking areas.

### 10.0 MISCELLANEOUS REQUIREMENTS AND PROVISIONS:

- 10.1 **Designated Point of Contact:** Each rental request shall include the name and contact information of a single person who will be that organization's only point of contact with the School Department for scheduling and rental coordination purposes.
- 10.2 **Damages:** The renter shall be responsible for the entire cost to correct any and all damages that occur to buildings or grounds as a result of their rental, whether caused by attendees or participants, as determined by the Facility Use Coordinator. Failure to pay for such damages within 30 days of receiving demand from the School Department shall result in immediate cancellation of all rentals for this organization and will result in the inability of a group or individual to rent any school facilities in the future, and may result in legal action.
- 10.3 **Behavior:** Rude, offensive or illegal behavior or language by any attendees or participants of a rental shall be considered grounds for immediate revocations of authorization to use including, but not limited to, the following:
  - 10.3.1 **Smoking and Tobacco:** Smoking and use of tobacco products is prohibited in all school buildings and on all school property is indicated in Massachusetts General Laws (MGL).
  - 10.3.2 **Alcoholic Beverages:** Alcoholic beverages are prohibited in all school buildings and on all school property.
  - 10.3.3 **Illegal or Illicit Drugs:** Illegal or illicit drugs are prohibited in all school buildings and on all school property.
  - 10.3.4 **Weapons:** Weapons, including knives and firearms, are prohibited in all school buildings and on all school property.
  - 10.3.5 **Food and Drinks:** Food and drinks are permitted only when indicated on an approved Rental Application form, and only in approved areas.
  - 10.3.6 **Attire:** Proper dress and attire shall be worn at all times. Shirts and shoes shall be worn at all times, and appropriate athletic shoes shall be used on athletic floors.

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- 10.4 **Arrival and Departure Times:** The school's facilities shall only be made available for the hours shown on approved application (open and close times). Renters must abide by these times and the Facility Use Coordinator may stop any event that has gone past the allotted time.
- 10.5 **Access:** School Department representatives shall have access to all school areas during rentals.
- 10.6 **Gambling:** No applications will be issued when the primary purpose of the event is to conduct games of chance (e.g., Las Vegas Nights or Casino Nights). Renters must be in compliance with MGL Chapter 271 Section 7a.
- 10.7 **Hardball Sports:** For the protection of walls, lights, fixtures and floor surfaces, hardball sports will not be permitted in any school facilities. Rubberized baseballs/softballs will be considered acceptable for use on a limited basis, except at the High School, and subject to approval of the Facility Use Coordinator. Repeated damage caused by these sports may result in future application revocation.
- 10.8 **Equipment Use:** No equipment shall be used by renters unless it is specifically listed on the approved rental application. Organizations wishing to bring equipment into schools as part of rentals shall make arrangements at the time of the rental application, and such equipment shall be removed by the end of the rental period. The School Department takes no responsibility for any equipment brought into the schools.
- 10.9 **As-Is Conditions:** School buildings, facilities and equipment shall be accepted by renters in their existing "as-is" condition. Reasonable accommodations and repair attempts will be made where possible to facilitate rentals.
- 10.10 **High School Turf Field Requirements:** A trained operator is needed to restore Turf Fields back to a playable condition. A Groundskeeper will be provided by the School Department at an additional cost.

### 10.10.1 Turf Field Requirements

The following rental requirements are applicable to the turf field:

- **Long-Term Rental** - There shall be no long-term rental agreements for the field.
- **Restroom Facilities** - Use of the restrooms within the school may incur a separate rental charge and may also incur custodial charges.
- **Grounds** - Support for field grooming, trash pickup, and irrigation control is required for rental of turf field depending upon the rental duration or if deemed to be required by the Facilities Office or Facility Use Coordinator.
- **Site Supervisor** - A Site Supervisor may be required for all turf field use and will be provided by the School Department at an additional cost.
- **Turf Field** – Only players, coaches, officials and High School staff are allowed on the Turf Field.

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### 10.10.2 Turf Field Limitations

- No bikes, rollerblades, skateboards, baby carriages, motor vehicles, animals, sports drinks, soda, gum, seeds or chewing tobacco. Only water is allowed on the turf field.
- No glass containers of any kind.
- No high heeled shoes.
- No spitting on turf field.
- Only turf shoes, sneakers or rubber cleats allowed on turf field.
- No littering! Please pick up all trash after games/practice and put in trash receptacles.

10.11 **Performing Arts Center/Stage Requirements:** A trained operator is needed for stage lighting, curtains, scenery, sound and/or audio-visual equipment. A Technologist will be provided by the School Department at an additional cost. The Performing Arts Center is a four (4) hour minimal rental.

10.12 **Summer Requests:** Summer rental requests are rarely granted, so that all schools can be cleaned and repaired for fall use.

10.13 **Decorations:** Decorations are permitted only if they conform to State and Town of Plymouth Fire Department regulations and they do not interfere with the regular school program. Nothing should be pinned to curtains or drapes; nothing can be nailed to floors or walls; and nothing can be tacked or stapled. Tape must be completely removed. Items are not allowed to be taped to any of the building's painted or wood surfaces.

### 11.0 OTHER RENTERS

The School Department may rent separate space within a school building to more than one group at any one time. Each renter shall abide by their authorizations and shall share common space such as hallways and bathrooms as necessary.

**Legal References: M.G.L. Chapter 71, Section 71  
M.G.L. Chapter 271, Section 7a**



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	<u>Elementary</u>	<u>Regional</u>
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