



ASHLAND SCHOOL COMMITTEE POLICY

COMMUNITY USE OF SCHOOL FACILITIES

Effective November 13, 2014

It is the School Committee's desire that Ashland residents enjoy the use of school property and that such use take place with proper regard to safety and the preservation of the property.

School buildings and other school facilities, including fields, may be used only with permission of the Superintendent or his/her designee and in accordance with the *Facilities Usage Handbook*. Such permission will be granted for a period of time no longer than one school year and with the understanding that use shall be subject to cancellation for school activities, school related functions, Ashland town meetings and elections, or breach of user agreement. Permission to use school facilities does not constitute an endorsement by the school district of any person, organization or religion, nor of any ideas or beliefs that the person or organization represents.

School facilities shall not be available for community use prior to school opening each day. The Town of Ashland may use the School facilities during school hours for the purpose of local, state and federal elections, votes and referenda questions. The Superintendent or his/her designee may allow school support groups to use unoccupied spaces before or during the school day if such use does not constitute a disruption to regular school activities and when an educational, recreational, social, civic, or philanthropic purpose will be served .

Use of school buildings and other school facilities or property after school hours may be permitted when an educational, recreational, social, civic, or philanthropic purpose will be served, and when such use will not interfere with the use of such buildings or facilities for school purposes. During the summer months when school is not in session, use of school facilities is limited to educational and recreational activities organized for Ashland youth and adults, and to exceptional rentals approved by the Superintendent. All such activities must be requested and scheduled in accordance with the *Facilities Usage Handbook*. No access to elementary classrooms by non-school or school support groups will be allowed at any time.

With the permission of the Principal and following the guidelines of the *Facilities Usage Handbook*, staff may use the school facilities on weekdays during the school year to provide activities such as private tutoring, athletic practice, or instrumental music lessons exclusively for Ashland residents. All staff providing private tutoring or lessons are expected to report income earned in Ashland Public School facilities to the IRS and Massachusetts Department of Revenue.

The Superintendent or his/her designee will establish and maintain administrative procedures and regulations (including a *User Permit Application and Agreement* and *Facilities Usage Handbook*) to implement this policy. The Superintendent will recommend a fee schedule to the School Committee for approval annually in June. If the agreement is not followed by the user(s) or fees not paid, the district reserves the right to withdraw the permits for a time period determined by the Superintendent or his designee. Requests for use of school facilities will be considered in the following order of priority:

1. Ashland Annual Town Meetings and elections;
2. Ashland public school activities and school-related functions;
3. Events sponsored by school support groups;
4. Meetings of Town Boards and Committees;
5. Events sponsored by organized recreational leagues that are open to all Ashland youth;
6. Events sponsored by organized recreational leagues that include teams comprised solely of Ashland youth selected on a try-out basis;
7. Events sponsored by organized recreational leagues that are open to Ashland youth on a try-out basis;
8. Events sponsored by organized recreational leagues that are open to all Ashland adults;

9. Events of an educational, recreational, social, civic or philanthropic purpose sponsored by Ashland-based organizations where at least 75% of the organization's members are Ashland residents;
10. Any event with an educational, recreational, social, civic or philanthropic purpose open to Ashland residents

The following three program Categories have been established for the purpose of defining user fees.

Category I – Programs That Will Not Be Charged for Facilities Use

- Ashland Public School events and activities
- Town Meeting, Town Elections, and Town Department and Board meetings
- Non-revenue generating programs run by organizations with a special affiliation to the Ashland Public Schools, so-recognized by the School Committee

Category II –Programs run by Town Departments and Ashland Public Schools-Affiliated Groups

- Recreation Department or Town Department revenue-generating programs.
- Revenue-generating programs run by organizations with a special affiliation to the Ashland Public Schools, so recognized by the School Committee
- Programs of any youth/adult group, community, philanthropic, artistic, or recreational nonprofit organization, whose principal office or official business address is located within the geographical boundaries of the Town of Ashland and whose membership/participants consists of at least 75% Ashland residents. Rosters may be requested by Ashland Public Schools for the verification of the percentage of residents.

Category III – Programs Sponsored by All Other Groups and Organizations

- Category III rates will apply to programs of all groups, organizations, or activities which do not meet the requirements of Categories I or II, including individuals, private and commercial groups, societies, religious organizations, non-profits not based in Ashland, and registered public charities.