



ASHLAND PUBLIC SCHOOLS
FACILITIES USAGE HANDBOOK

Effective November 13, 2014

Striking the right balance between making school facilities and grounds available to the community and properly regarding the safety of the participants and respect for the preservation of the property for school programs is of the utmost importance. All authorized persons or organizations must therefore comply with the following rules and regulations for use of school buildings in the Town of Ashland.

The Ashland Public Schools reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of the school buildings.

I. Scheduling Priorities:

Requests for use of school facilities will be considered in the following order of priority:

1. Ashland 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
11. All other requests. (dance recitals, train shows, etc.)

II. User Fee Categories:

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 (i.e. Boosters; Ashland Education Foundation; Ashland Community Education Program)
- 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

- 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, and registered public charities.

III. Building Rental Hours:

Listed below are the available rental hours for school year use, excluding holidays, weekends and school vacations. These hours may change at the discretion of the Superintendent or his/her designee.

| Available Rental Hours: | | | |
|--------------------------------|-----------------------|----------------------|------------------------|
| Building | Address: | Monday-Friday | Saturday-Sunday |
| High School | 165 East Union Street | 3:00 PM - 10:00 PM | 7:00 AM - 10:00 PM |
| Middle School | 87 West Union Street | 3:00 PM - 10:00 PM | 7:00 AM - 10:00 PM |
| Mindess School | 90 Concord Street | 3:30 PM - 10:00 PM | 7:00 AM - 10:00 PM |
| Warren School | 73 Fruit Street | 3:30 PM - 10:00 PM | N/A |
| Pittaway School | 5 Central Ave | 3:30 PM - 6:30 PM | N/A |

IV. Use Restrictions:

- School facilities are not available for use during the regularly scheduled school day.
- School facilities are not available for use on Holidays and certain eves of Holidays as follows: New Year’s Eve and Day; Martin Luther King, Jr. Day; President’s Day; Good Friday, Easter Sunday; Patriot’s Day; Memorial Day; Independence Day; Labor Day; Rosh Hashanah; Yom Kippur; Columbus Day; Veterans’ Day; Thanksgiving Eve, Day, and the day following; and Christmas Eve and Day.
- School facilities are not available for use as back up rain sites.
- Summer requests for use are rarely granted so that all schools can be cleaned and repaired for fall use. No use will be permitted in August.

NOTE: The Director of Public Facilities may waive the above, if he/she deems the request to be an extraordinary event.

V. Permit Application and Approval Process

- Reservations for Category I and II groups must be submitted through the Community Use calendar, which can be found on the Ashland Public School’s website: <http://www.ashland.k12.ma.us/>. New user groups must first establish a rental account in order to have access to the community use calendar. In order to establish a new account, please contact the Facilities Department at 508-881-0170.
- **All Category III rentals must complete a paper application, which can be found on the Facilities Department website at <http://www.ashland.k12.ma.us/facilities> or by contacting the Facilities Department at 508-881-0170.**

- **Processing of requests cannot be guaranteed if applications are received less than twenty-one (21) days prior to the event.** The Director Public Facilities may waive this requirement if he/she deems the request to be an extraordinary event.
- Requests may not be made through custodians or other school personnel.
- Applications are required by all user groups for all events, functions, and uses. The application must be completed by the individual responsible for the supervision and execution of the event. This individual shall be responsible for the conduct of all attendees.
- Sign up periods have been established to allow for prioritized scheduling of facilities. Any organization requesting on-going, regular use of school facilities must apply during these times in order to ensure consideration of its request in accordance with the priority order described above. After these sign-up periods, use of facilities will be granted on a first-come first-served basis.
- Please be advised that due to the heavy use of the buildings by the School Department, previously scheduled events may be bumped in order to accommodate school activities.
- Until rental approval is received from the Facilities Department Office, there is no executable agreement with the Ashland Public Schools.

| SCHOOL USAGE SIGN UP PERIODS | | |
|--|---------------------|------------------------------|
| REQUESTED RENTAL DATE | LOCATION | EARLIEST SIGN UP DATE |
| September through October | Gyms | August 1st |
| November through March | Gyms | October 1st |
| April through last day of school | Gyms | February 15th |
| Last day of school through July | Gyms | March 15th |
| September through last day of school | All Interior Spaces | August 1st |
| Last day of school through end of June | All Interior Spaces | March 15th |

VI. Insurance Requirements:

- Rental groups will be required to provide liability insurance documentation. Applications submitted to the Facilities Department Office must include a certificate of Comprehensive Form General Liability insurance, which provides coverage in the amount of \$1,000,000 for each occurrence and \$3,000,000 aggregate, bodily injury and property damage combined, naming the Ashland Public Schools as an additional insured.

VII. Fees for Use/Rates

- Fees for use of the Ashland Public School facilities are established by the School Committee. Fees for use shall be made and billed in one hour increments. Portions of hours will be rounded to the next hour for billing purposes.
- Events held Monday through Friday after school until 10:00 PM will not be charged Custodial fees. However, if a Custodian is taken away from his/her regular cleaning responsibilities to assist the rental group, a \$52 an hour charge will be applied.
- If a custodian is required to open/close or clean up beyond the regularly scheduled custodial shift, then overtime rate of \$52 will apply and will be billed to the renter for the additional time worked.
- All fees for categories II or III events requiring custodial oversight are published per person, per hour. Invoicing will reflect actual personnel hours worked to support the rental request, when applicable. Invoicing for rental requests not requiring personnel support will be based on actual rental hours.
- Final invoices will be based upon the hours of usage reported by the School Department Custodian assigned to work the event.
- In some cases, a 50% deposit may be required. For all Category III rentals, a deposit will be required. Any deposits received will be applied against the final billing. Deposits are due within 72 hours of the receipt of deposit invoice notice.

- Billing for your event will occur within a month following your rental and is payable within 30 days.
- Any outstanding account balances past 30 days will result in the denial of future rentals until the balance is paid.
- If an event goes beyond the end time which was provided on the application, a fee will be charged as follows:
 - Category I event: No Charge
 - Category II event: \$20.00 fee for every fifteen additional minutes
 - Category III event: \$50.00 fee for every fifteen additional minutes
- The Superintendent or his/her designee may waive selected fees when he/she determines that the request to be an extraordinary event. The Superintendent or his/her designee may also negotiate a lease arrangement for any extended use request.

VIII. Cancellation of and Changes to Approved Permits:

School Cancellation and Emergency Information is displayed on the school district homepage (www.ashland.k12.ma.us). If the schools are closed due to an emergency situation, or other weather-related event, that information will be displayed on the district website and all activities and programs will be canceled for that date and rescheduled. Permit holders will not be assessed any additional fees due to these circumstances and will be contacted by the Facilities Department Office to discuss rescheduling.

For instances where an approved permit holder requests cancellation of, or changes to, an approved permit, **written notification** must be received at the Facilities Department Office no later than 9 a.m., per the following schedule:

Day to Be Changed/Cancelled Written notice must be received by 9 a.m. on:

- Saturday, Sunday, or Monday usage..... Wednesday prior
- Tuesday usage..... Thursday prior
- Wednesday usage..... Friday prior
- Thursday usage..... Monday prior
- Friday usage..... Tuesday prior

- For weather-related last-minute cancelations, organizations must notify the Facilities Department in writing within 72 hours following the canceled program in order for fees to not be applied.
- Failure to provide written notice using the timeline will require full payment for all hours requested on the approved application.
- Written notifications may be sent via the postal service or via email. Written notification will be accepted at the following addresses:
 - Post Service Mail - Address: Facilities Department 87 West Union Street, Ashland, MA 01721. Email notification is an acceptable form of written notification.
 - Email addresses: Use both addresses when emailing Eric Heideman (eheideman@ashland.k12.ma.us) and Roberta Tessicini (rtessicini@ashland.k12.ma.us).
 - To verify receipt of written or email notification by Facilities Department Office, applicants are instructed to call 508-881-0170.

IX. Provisions for Use:

- Ashland Public Schools reserves the right to terminate any permit having given twelve (12) hours notice. Should such termination take place, Ashland Public Schools shall not be held liable for any lost income, losses incurred, or otherwise any damages as a result of the termination.
- Violations of usage policies or any misrepresentations in any materials submitted in connection with an application for facilities use may result in cancellation or termination of approved facilities use; the loss of any deposit paid; rejection of future applications; and/or cancellation of existing permit(s).
- An approval cannot be transferred to another person or group.
- Ashland Public Schools reserves the right to stop any event going past its time as stated on the permit issued.

- Keys will not be given any individual or group using school facilities. All facilities must be secured by school personnel.
- Signs shall not be posted on school property by individuals or organization not associated with the school district.
- No school facility shall be rented to minors.
- No permit shall be granted which will allow for the selling, dispensing or consuming of alcoholic beverages, illegal substances or tobacco. The use of tobacco, alcohol, and illegal substances is prohibited within school facilities and on school grounds.
- Groups using a facility or space without an approved permit will be charged the maximum amount for that space. In some circumstances, this may also be considered a violation of provisions for use, with additional consequences.
- Permit holders are responsible for proper use of facilities, supervision of activities, payment to the school district of the costs associated with damage to facilities or equipment, payment of police and fire protection when required, and are responsible for any and all permits which are necessary for holding the event.
- It is the obligation of the permit holder to provide appropriate levels of supervision of adults and minors for all events and programs. Adequate and responsible adult (ages 21+) supervision shall be provided at all activities involving youth, and said supervision must be present throughout the program. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last youth has safely left school property. For every 10 children (18 and younger) there must be 1 adult (21+) present and accountable for the group. Daycare type operations are not authorized at any of the Ashland Public Schools by outside renters.
- Employees are not allowed to “donate” time to the renting organization in order to circumvent this policy.
- A 15 minute interval may be required between all permit requests when renters are from different organizations.
- Balloons made of any material are not permitted in the buildings.

Custodial:

- It is illegal, under Massachusetts State Law, to provide any public employees, including Custodians, any “tips” or “gratuities” for the services they are providing while performing the regular functions of their job.
- Under no circumstances shall a custodian, either on regular duty or assigned for a specific program, be responsible for supervision of participants before, during, or after an activity.
- The responsibility of a regularly scheduled custodian will be limited to opening/closing the facility. A custodian on regular duty will not be available for service during the time of the rental, except in cases of emergency or general cleaning and trash removal.
- For events that require the services of a custodian for set-up, break-down and/or support during the event, whatever time of day the event occurs, the number of custodians assigned shall be determined by the Director of Public Facilities on the basis of the information provided by the organization. At any time that additional custodial services are required, users will pay the custodial overtime rate. If a custodian is called in or scheduled specially for the event, the applicant is responsible for a minimum of 4 hours of custodial overtime, per the custodial collective bargaining agreement.

X. Specific Area Requirements:

Gyms:

- Food and beverages are not permitted in gymnasiums. Water is permitted.
- For the protection of walls, lighting fixtures, and floor surfaces, hardball sports are not permitted in gymnasiums.
- No tape may be added to the gymnasium floors or walls without the approval of the Director of Public Facilities.
- Appropriate athletic footwear is required on gymnasium floors. Black-soled shoes, cleats, certain “street or dress shoes” and spiked heels can damage the floor surfaces. Care should be taken to remove sand and grit from the soles of shoes to lessen damage to floor surfaces.

Auditoriums:

- Food and beverages are not permitted in auditoriums. Water is permitted.

XI. Specific Equipment Requirements:

- Use of school equipment located in the auditorium must be requested when completing the Application for Use of School Facilities.
- If the schools' sound and/or lighting equipment are requested, approval must also be given by the Director of Public Facilities. A school department staff member or an approved student operator must be hired by the user group to operate the school's equipment. In exceptional circumstances, a private operator may be hired. In such circumstances, the user group must provide the name of the company/operator along with proof that the operator is trained to operate the equipment. Any damage to school department equipment as a result of misuse will be billed to the applicant. In the event that the user group is unable to secure a trained professional, equipment usage will not be permitted.
- User group organizations wishing to bring equipment into buildings or on to grounds must make arrangements with the Facilities Department Office during the initial application. Equipment brought onto the property must be removed immediately after the event. Ashland Public Schools are not responsible for any property left on premises, either after the completion of an event, or during the period of an extended rental of the facilities. Those groups bringing in equipment that require additional electrical services must have any and all wiring done by a licensed electrician. Ashland Public Schools reserves the right to have its own electrical contractor examine or install any such equipment, at the cost of the organization, and, reserves the right to refuse an organization's privilege to use any equipment that it deems may pose an unnecessary distraction, health and safety hazard, or cause damage or loss to either. Equipment and/or wiring must meet the current National Electric Code.
- Audio Visual equipment is only provided for school, school-related and town department usage. If needed, Category III group renters will need to provide their own A/V equipment, computers, extension cords, etc.

XII. Board of Health Regulations:

- Smoking is not permitted in any school building or on any school grounds, in accordance with MGL Chapter 71; Section 37H of the Education Reform Act of 1993.
- A temporary food permit and license fee is required for any event that involves the sale or distribution of food. Applicants are responsible for contacting the Board of Health at 508-881-0114 to obtain the required permit when food is being served.
- Beverages and/or food will not be sold or served on school premises unless permission is granted through the application process, in which case specific areas will be designated for serving, selling and consumption. All health regulations, and permits, local or otherwise, must be adhered to at all times.

XIII. Raffles/Bazaars/Auctions

- A raffle is defined as "an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes." A bazaar is defined as "a place maintained by the sponsoring organization for disposal by means of chance or one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed twenty-five dollars each." A request for a permit must be submitted to the Ashland Town Manager's Office in order to hold a raffle or bazaar according to MGL, Chapter 271. There is a permit fee charged at the time of application.
- Any person wishing to hold an auction must apply for a permit through the Ashland Town Manager's Office, in accordance with MGL, Chapter 100. There is a permit fee charge at time of application. Auctions held or conducted by any resident member of a charitable, educational (PTO/PTA/etc.), religious, or other non-profit organization within the commonwealth are exempt. However, if any of the organizations listed hires an Auctioneer, the Auctioneer would have to be licensed with the Commonwealth of MA and they would also be required to apply for a local license from the office of the Town Clerk.

- Please call the Town Manager's office for additional information at 508-881-0100.

XIV. Police and Fire Safety Regulations:

- Whenever police are required for parking, traffic, security, etc., the user group is required to arrange for that service. A police detail, a minimum of 1 officer, is required if attendance to event is expected to be over 400. The Police Department must be consulted to determine the number of police officers needed. Some special events may require more officers. This would be subject to the nature of the event. Ashland Police can be reached by calling (508) 881-1212. User groups will be billed for these services directly by the Police Department.
- Any vehicle parked in a fire lane, no parking zone, or in front of a private driveway will be towed at the owner's expense.
- Open flames/smoke are not permitted in any school location without a permit from the Ashland Fire Department. Use of matches, candles, incense, and pyrotechnics are strictly prohibited.
- Individuals and/or groups using any facility are responsible at all times for the observance of fire and safety requirements. *As a part of these requirements, individuals and/or groups are responsible for providing their own first aid equipment and/or supplies.*

XV. Accidents and Damage to Buildings/Equipment:

- Decorations, posters, etc. will not be affixed to any part of a building unless specific approval is authorized on the permit. Said decorations must be affixed in such a way as to not cause permanent damage, alteration, or loss to the building.
- All equipment, furniture, accessories, decorations and other materials brought into the facility by a user group is used at the group's own risk and the Ashland Public Schools accept no responsibility for the security, care or integrity of such items. Any such items shall be removed from the facility immediately upon the completion of the use and all affected areas shall be returned to pre-use condition.
- The user group is responsible for the cost of repairs or replacement resulting from damage which has occurred during that group's use including damage resulting from authorized or unauthorized usage of Ashland Public School equipment and/or facilities. Failure to pay will lead to denial of future permits for that individual or organization

XVI. Rental Charges:

Custodial charges: \$52.00 per hour additional. Amount is subject to change, per the Custodial collective bargaining agreement. (4) Four hour minimum rental is required on all reservations.

| Building | Space | Maximum Occupancy | Category I | Category II | Category III |
|---|--------------|--------------------------|-------------------|--------------------|---------------------|
| High School | Cafeteria | 450 | No Charge | \$30.00 | \$56.00 |
| High School | Gym | 600 | No Charge | \$33.00 | \$100.00 |
| High School | Classroom | 30 | No Charge | \$20.00 | \$40.00 |
| High School | Library | 150 | No Charge | \$25.00 | \$50.00 |
| High School | Theatre | 575 | No Charge | \$33.00 | \$100.00 |
| Middle School | Large Gym | 750 | No Charge | \$28.00 | \$70.00 |
| Middle School | Small Gym | 300 | No Charge | \$20.00 | \$45.00 |
| Middle School | Cafeteria | 400 | No Charge | \$28.00 | \$50.00 |
| Middle School | Library | 75 | No Charge | \$25.00 | \$50.00 |
| Middle School | Classroom | 30 | No Charge | \$20.00 | \$30.00 |
| Middle School | Theatre | 150 | No Charge | \$25.00 | \$50.00 |
| Mindess School | Auditorium | 600 | No Charge | \$25.00 | \$55.00 |
| Mindess School | Cafeteria | 300 | No Charge | \$26.00 | \$45.00 |
| Mindess School | Gym | 300 | No Charge | \$26.00 | \$50.00 |
| Mindess School | Classroom | 30 | N/A | N/A | N/A |
| Warren School | Library | 50 | No Charge | \$20.00 | \$50.00 |
| Warren School | Cafeteria | 250 | No Charge | \$25.00 | \$50.00 |
| Warren School | Gym | 250 | No Charge | \$20.00 | \$50.00 |
| Warren School | Classroom | 30 | N/A | N/A | N/A |
| Pittaway School | Cafeteria | 110 | No Charge | \$20.00 | \$40.00 |
| Pittaway School | Gym | 200 | No Charge | \$20.00 | \$45.00 |
| Pittaway School | Classroom | 30 | N/A | N/A | N/A |
| PRICES ABOVE REFLECT THE PER HOUR PRICING PER CATEGORY TYPE 4 HOUR MINIMUM RENTAL REQUIRED FOR ALL LOCATIONS | | | | | |