

## COMMUNITY USE OF SCHOOL FACILITIES

It is the policy of the Whitman-Hanson Regional School Committee to welcome the use of the school facilities by the community for purposes directly related to the educational, civic, cultural, recreational and social life of the community. The School Committee recognizes that the primary purpose of school facilities is to implement instructional, extracurricular, and school-sponsored programs and that other usage shall not interfere with these programs. While the Whitman-Hanson schools are established for the primary purpose of facilitating the instructional programs for our students, the buildings in the District are available for use after regular school hours and weekends for many types of activities.

Under the direction of the Superintendent and the Director of Facilities, the Building Use Coordinator will determine the eligibility and approve the use of all school district facilities. Programs and activities of users must be of a nature suitable for a public school, must be lawful, and must conform to all of the policies of the Whitman Hanson Regional School District. Organizations or institutions, serving 75% or more Whitman-Hanson legal residents, will have absolute preference in the rental of Whitman-Hanson Regional School District facilities with the regard to hours or rental and the locations to be rented. The Whitman-Hanson Regional School District will not accept any advance payments from any group, organization or institutions from outside the Towns of Whitman and/or Hanson in any attempt to circumvent the preference stated above.

The user of the facility will hold the Whitman-Hanson Regional School District and its agents and representatives harmless for any problem resulting from use of the premises. The user must have insurance to cover any personal/and/or property claims resulting from the event. The user agrees to indemnify the District for any damages that result from the use of the facility. The Whitman-Hanson Regional School District reserves the right to cancel any facility use agreement whenever such cancellation is advisable and in the best interest of students. The Superintendent of Schools is the final arbiter in regard to the fair and equitable implementation of this policy.

### REGULATIONS GOVERNING BUILDING USE

1. Individuals or organizations interested in the use of a school facility must complete all documents to process a building request which can be accessible through the WHRSD website.
2. No individuals or organizations will be able to rent any school facility without completing and filing all relevant documents.
3. Payment for the rental of school facilities must be made in alignment with district guidelines. Waivers of rental fees will be only be granted by the Regional School Committee upon the recommendation of the Superintendent or designee. This applies to in-kind contributions made in lieu of rental fees.
4. A Certificate of Liability Insurance must be provided at the time an application to rent is submitted. Liability agreements must meet current district guidelines. User is responsible for getting the appropriate insurance.
5. Adults are required to complete and sign the Voluntary School Release Form prior to participation in any adult athletic activities. The form must be completed and signed for each specific program annually. The person submitting the form for building use is required to sign a statement, acknowledging that all participants have signed and completed the Voluntary School Release Form.

6. Rental of a school facility does not imply automatic access to the school's equipment. Arrangements for the use of school equipment must be made at the time of submitting the application to rent. Use of this equipment request requires the direct supervision of school personnel and the approval of the Director of Facilities and the Building Use Coordinator.
7. No one will be admitted to a school building before the arrival of an adult supervisor from the organization, nor will anyone be allowed to remain in the building without such supervision. Principals and/or custodians will strictly enforce this regulation. The adult supervisor must be present at all times and is responsible for the actions of all participants and spectators.
8. Any damage caused to the school facility or school equipment during the period of the rental will be the direct responsibility of the renter. The Whitman-Hanson Regional School District will collect from the renter any monies to repair the damages.
9. Refreshments may be served and consumed in designated areas only and must be approved in advance by the Building Use Coordinator. Refreshments are never allowed in the gymnasium or auditorium. If serving refreshments results in extra custodial time, the renter will be billed accordingly. Failure to abide by these restrictions could result in the loss of the privilege to rent the facility.
10. Renters are only allowed to be in the area specified in their rental agreement. Individuals of the organization are not allowed to roam the school facility during the period of the rental.
11. The renter must at all times be respectful and work with the custodian on duty for the time renting the school facility.
12. All Whitman-Hanson Regional School District's schools, fields, and grounds are No Smoking facilities.
13. Facilities (buildings, rooms, and fields) will not be available for any outside use when there is a conflict with any school activity, including unanticipated, last minute changes.
14. Facilities (buildings, rooms, and fields) will not be available for any outside use when scheduling from outside groups creates an undue burden on the Facilities Department staff.
15. All building and fire codes must be strictly enforced.
16. On a "No School" day due to inclement weather, there will be no other activities in the school buildings.
17. Any group, organization or institution that falls behind in its rental payments will lose the opportunity to rent space.
18. All groups, organizations, and institutions requesting the use of school facilities are subject, without exception, to the above policy and regulations.

LEGAL REFS.: M.G.L. 71:71; 71:71B; 272:40A

Last Revision Date and Approval by the Whitman-Hanson Regional School Committee: October 14, 2015