

Community Use of School Facilities

The use of school buildings, grounds, equipment, and facilities will be authorized by the superintendent in conformity with the following regulations, which have been approved by the School Committee.

1. Requests for the use of school facilities will be made at the office of the building principal at least 14 days prior to the date of use.
2. School facilities may not be used for individual, private, or commercial purposes, unless authorized by the School Committee.
3. Requests for school facilities must be cleared with the building principal or the superintendent or both, should the nature of the request so justify.
4. School-related groups will be permitted reasonable use of school facilities without charge.
5. All activities must be under competent adult supervision approved by the superintendent and the principal of the building involved. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
6. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the superintendent or building principal.
7. Groups receiving permission are responsible at all times for the observance of fire and safety requirements. All student sponsored events, such as dances, will require a police officer on duty as determined by Policy JJB-R. For all other events being held at the school, the building principal, acting in conformance with all state and local regulations, will determine those which require police and/or fire protection.
8. Use of tobacco and alcohol is not permitted.
9. Proper liability insurance may be required of all groups given permission to use school facilities.
10. The Committee will approve and annually review a fee schedule for the use of school facilities.
11. The School Committee reserves the right to cancel any permission granted or waive any stipulated fees.

ADOPTED: August 15, 1996

REVISED: January 31, 2008

Community Use of School Facilities

Fee Schedule

In conformance with Policy KF, Community Use of School Facilities, it is the District's desire to provide maximum access to use of school facilities by the Blackstone-Millville community, while maintaining safe conditions and preserving the property for the school program use. In support of that objective, the following fee schedule will apply to the use of school facilities.

For purposes of determining appropriate fees, users are categorized into one of the following three groups.

Group 1 includes (Please note that no charges will be applied to the following groups):

- School affiliated organizations such as:
 - Student extracurricular organizations
 - Parent organizations
 - Athletic and music Booster organizations
 - Civic organizations (such as Scouting)
 - Municipal functions (such as Town Meetings)

Group 2 includes:

- Sports organizations whose sole purpose is to benefit the youth of the Blackstone-Millville community. To qualify in this category the organization or event must be a not-for-profit activity and include no less than 85% of it's participants from the towns of Blackstone and/or Millville or students attending the district schools under a school choice program

Group 3 includes:

- All other community or business organizations such as sports camps or independent organizations.

All fees listed are for use of the facility and are listed on a per day basis (unless otherwise specified). No fees will be pro-rated for any period less than one day. In addition to the fees listed, **all** groups will be subject to additional charges, at current overtime rates, for custodial or kitchen supervisor services as needed. Kitchen use will always require a kitchen supervisor. Fees will be based on the specific custodian on duty and a four hour minimum is required. Such charges may not be applicable if required staff is on duty as part of their normal work schedule. If any extraordinary services such as excess cleaning or excessive trash disposal are required, additional charges may apply. All groups are responsible to conform to all public safety codes and bylaws. If additional security is required by public safety officials, the costs and payment for those services is the sole responsibility of the applicant organization.

Facility	Group 2 1-9 uses	Group 2 10-20 uses	Group 2 21+ uses	Group 3
Auditorium	\$50.00	\$50.00	\$50.00	\$100.00
Auditorium-Rehearsals	\$20.00	\$15.00	\$10.00	\$70.00
Gymnasium	\$20.00	\$15.00	\$10.00	\$70.00
Cafeteria	\$20.00	\$15.00	\$10.00	\$70.00
Kitchen	\$20.00	\$15.00	\$10.00	\$70.00
Classroom	\$20.00	\$15.00	\$10.00	\$50.00
Fields	No charge	No charge	No charge	\$50.00

All payment must be made in full prior to scheduled use of the facility. Refunds will be made in full to any group canceling their application at least 24 hours in advance of their intended use. Groups who do not show up for their intended use will also be granted refunds, less any costs incurred by the District.

The school committee reserves the right to waive any fees. It also reserves the right to deny any access when it determines that such access is not in the best interest of the community or school district.

REFS.: KF, KF-R

ADOPTED: February 12, 2009

BLACKSTONE-MILLVILLE REGIONAL SCHOOL DISTRICT
200 LINCOLN STREET, BLACKSTONE, MA 01504
Tel.: (508)883-4400 Fax: (508)883-9892

APPLICATION FOR USE OF SCHOOL FACILITIES

REQUESTING ORGANIZATION: _____

Event Type: _____

Description of Event:

REQUESTED FACILITY

- ☐ Blackstone-Millville Regional High School
- ☐ Frederick W. Hartnett Middle School
- ☐ John F. Kennedy Elementary School
- ☐ Augustine F. Maloney Elementary School
- ☐ Millville Elementary School

REQUESTED AREA(S)

- ☐ Auditorium
 - ☐ Gymnasium
 - ☐ Cafeteria
 - ☐ Kitchen
 - ☐ Music Room
 - ☐ Field/Tennis Courts
 - ☐ Classroom
 - ☐ Other
-

Date (s) Requesting	Day(s) of Week	Hours (AM or PM) Start time - End time

GROUP:

(See attached definitions and check appropriate group type)

- ☐ Group 1
- ☐ Group 2
- ☐ Group 3

PLEASE IDENTIFY SPECIFIC NEEDS:

Will refreshments be served?

School Equipment needed?

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Name of individual responsible for payments of bills and observance of rules/regulations of the school.

Contact Name: _____

Mailing Address: _____

PHONE NUMBER: _____ EMAIL ADDRESS: _____

OF PERSONS ATTENDING: _____ LIABILITY INS. CARRIER (attach copy): _____

☐ I have received a copy of Policy KF-R, *Community Use of Facilities*, and *Fee Schedule*.

Should there be charges for this event, the building administrative assistant will review those fees with the responsible party. Checks should be made payable to Blackstone Millville Regional School District and mailed to 200 Lincoln Street, Blackstone, MA 01504 Attn: Business Office.

POLICE DETAIL MUST BE PROVIDED AT THE DISCRETION OF THE BUILDING PRINCIPAL

Applicant/Employee Signature: _____ Date: _____

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Building Office Use Only

User Fee will be charged Yes ☐ No ☐

If yes,

Group 1 ☐ Group 2 ☐ Group 3 ☐

Fee Amount: _____

Yes No

Police _____ ☐ ☐

Fire _____ ☐ ☐

Custodian on duty ☐ or custodian to be scheduled ☐ Additional Fee: \$_____

Total charges/fees to the applicant/organization: \$

Yes No

The applicant/organization is charging admission. ☐ ☐

The applicant/organization is providing a copy of liability insurance. ☐ ☐

The applicant has been notified of any fee that will be assessed. ☐ ☐

The applicant has a copy of this completed form.

Approved: _____ Date: _____
(Principal)

Approved: _____ Date: _____
(Superintendent)

School Committee

Date of Meeting: _____

Fee Waived: Yes No N/A