



**West Bridgewater School Committee
West Bridgewater, Massachusetts**

Policy Manual

WBSC No. 7500 7 Pages

Referenced Material

School Property Use

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This Policy has been approved by the West Bridgewater School Committee on _____

I. Mission Statement:

The Mission of the West Bridgewater Public Schools is to work together with home and community to provide our students a safe environment in which to acquire the knowledge, skills and values needed for success in a diverse and global society of the 21st Century.

II. Purpose:

Establish procedures to monitor the use of school property. 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.

III. Organizations:

- a. **School-Affiliated Organizations:** Organizations include: Parent-Teacher Organization, Booster Clubs, West Bridgewater Education Association, School Committee, Community Education, Summer School, School Athletic Teams, School Plays, Gridiron Club, Parent Advisory Committees, School Councils, School Building Committee.
- b. **Civic and Youth Organizations:** Organizations include: Boy Scouts, Girl Scouts, Cub Scouts, Brownies, Lions Club, Kiwanis, Citizen Scholarship Foundation, Board of Selectmen, Finance Committee, Town Departments, Recreation Department, Town Athletic Teams, and Town Committees.
- c. **West Bridgewater Community Organizations:** Organizations include: Business Groups, Jaycees, Basketball Groups, Softball Groups, Grange, Matfield Woods, Athletic Groups.
- d. **Out of Town Organizations:** Organizations include: Outside Business Groups, Basketball Groups, Softball Groups, Hockomock Association, Unions, Clubs, Athletic Groups.

IV. Private Gain:

School properties shall not be used for private gain, except in certain activities; those exceptions must receive specific sanction by the Committee. Performances sponsored by promoters with an agreement to share the profit may be given in school auditoriums or gymnasiums.

V. Permit Issuing Authority:

- a. Permit:

Applications for permits for use of school buildings and grounds are available on the school website and must be submitted to and approved by the Superintendent of Schools two weeks prior to the event. The School Committee reserves the right to make

special regulations as the occasion may require. The Superintendent may issue permits to any groups under Section III for the use of any school property. A responsible officer of the organization seeking the permit must sign applications for use of school building and grounds under Section 1. In all cases, application blanks must be filled out before definite reservations may be made. See Attachment B.

b. Order of Preference:

School related organizations will be given preference. Next preference will be given to organizations composed of pupils in the schools of school age.

Permissible Times for Use: Ordinarily public use of school property shall be permitted only when classes are not in session. The Committee will sanction their use only in unusual circumstances and by special vote when classes are in session. Buildings will not be available for outside use when there is a conflict with any school activity. School Facilities are not available during school vacations unless prior approval is given and custodial staff available.

c. School Kitchen:

Permission to use a school kitchen must be specifically granted in the permit. When an organization uses a school kitchen, a school cafeteria employee must be in attendance to supervise its proper care. Cost of such services will be paid directly to the West Bridgewater Public Schools.

d. Gymnasiums:

The requesting party shall require that participants in athletic contests or games wear gymnasium shoes and that all school equipment be properly used. The custodian shall check locker and shower room and a report made of any improper use. Children must not be allowed in locker rooms without adult supervision.

e. Fields:

FIELD PLAYABILITY WILL BE DETERMINED BY THE ATHLETIC DIRECTOR

General Regulations:

1. There shall be no alcoholic beverages brought to, or consumed on the school grounds.
2. Nothing shall be sold, given, exhibited, or displayed without permission. This includes fundraising activities, concessions, etc.
3. The applicant is responsible for the preservation of order.
4. The School Committee or its representatives must have free access to playing fields at all times.
5. The right to revoke a permit at any time is reserved by the School Committee.
6. The fields will be examined carefully after use and the Applicant agrees to make good promptly for any loss or damage during the applicant's use.

Turf Field Requirements:

The following rental requirements are applicable to the turf fields at the West Bridgewater Middle-Senior High School:

1. Long-Term Rental – There shall be no long term rental agreements for the field.
2. Restroom Facilities – Use of the restrooms within the school will incur a separate rental charge for custodial services.
3. Grounds – Support for field grooming and trash pick-up is required for rental of turf field depending upon the rental duration or if deemed necessary by the School Department.
4. Turf Field – Only players. Coaches, officials and WBPS Staff are allowed on the turf field
5. Limitations
 - a. No bikes, rollerblades, skateboards, baby carriages, motor vehicles, animals, sports drinks, soda, gum, seeds or chewing tobacco are allowed on the field. Only water is allowed on the turf field.
 - b. No glass containers of any kind.
 - c. No high heeled shoes.
 - d. No spitting on the turf field
 - e. Only turf shoes, sneakers or rubber cleats allowed on the turf field.
 - f. No littering! Please pick up all trash after games/practices and put in trash receptacles.

In preparation of using the athletic fields, please contact the Athletic Director or Facilities Department, where necessary:

Athletic Director.....	508-894-1220
Director of Grounds & Maintenance:	508-894-1222

Schedule of Fees for Athletic Fields – Attachment B

f. School Equipment:

Use of any school equipment must have prior approval of the Superintendent of Schools. Equipment includes the following, but is not limited to: Audio-visual equipment, speakers, sound and light systems may not be used without the approval of the Superintendent of Schools.

g. Electrical Apparatus:

All apparatus using electricity may be subject to inspection and approval by the Wiring Inspector before being connected to the school electrical system.

h. Decorations:

All stage and other decorations may be subject to approval of the Chief of the Fire Department. The licensee shall not permit the use of nails, tacks, screws, or similar

fastenings in any part of a building. Adhesive tapes and rope must receive specific approval from the custodian before being used for fastening materials to the building.

i. Custodial Services:

A school custodian must be on duty at all times when buildings are in use. The licensee will pay costs of such services to the West Bridgewater Public Schools. Custodians shall not be requested for special privileges not designated on the permit. Normal custodial assignment will be one-half hour before the activity and one-half hour after the activity. In the cases of a special use, such as gymnasium or cafeteria set-up, one hour is usually required before and after the activity. If any activity creates a clean-up problem, the restoring of the facility to normal condition for school use will be charged to the renting organization. Assigned employees shall be responsible to see that all areas used outside school hours are clean and ready for use the next morning. In addition, custodians shall be particularly careful to insure the cleanliness of all toilet fixtures.

VI. Duties and Responsibility:

a. Supervision:

No one will be admitted to a school building before the arrival of an adult supervisor, who must be at least 18 years of age, nor to remain in the building without such supervision. Custodians have been given special instructions to enforce this regulation strictly.

b. Police Supervision & Fire Supervision:

Police and/or Fire supervision may be required by the Superintendent of Schools at all public gatherings on school property. Arrangements for police will be made directly by the Applicant. All costs will be borne by the lessee.

c. Spectators:

Spectators shall not be allowed to enter the buildings unless approved as part of the permit. Only those building areas specified in the permit shall be used.

d. Alcohol and Tobacco:

The use of alcohol or tobacco, which includes but is not limited to, cigarettes, ecigs, vapors, chewing tobacco, in any part of a school building, or on school grounds, is forbidden.

e. Cancellation:

When school property will not be used on an evening or evenings scheduled, the office of the Superintendent of Schools should be notified 24 hours in advance, or custodial fees and building use fees will be charged.

f. Inclement Weather:

In case of inclement weather, notice of cancellation of activities in school buildings will be announced over local television stations, radio stations, web page and Connect-Ed. On a "No School" day because of inclement weather there will be no other activities in the school building unless specifically arranged with the Office of the Superintendent of Schools.

g. Duties of Licensees:

Licensees shall bear the ultimate responsibility for the proper and legal use of school property, the supervision of their activities and the proper observance of these policies. They shall also carefully follow any specific regulations that may be devised to implement these policies.

h. Liability:

Neither the West Bridgewater Public Schools nor the Town of West Bridgewater shall assume any liability for injury to any person or persons present in school buildings or on school property as a result of a permit issued to any organization or person. The licensees shall be liable for any damage to school property or equipment that may occur while they are using the buildings or equipment even though persons who are not members of their organizations may cause such damage. Any group or organization renting school property and charging admission should secure liability insurance covering the renter's liability for any possible accidents on the property and filed with the Superintendent's Office before the event date. Liability limits are required to be a minimum of \$1,000,000 per occurrence/\$2,000,000 per aggregate and the West Bridgewater Public Schools must be listed as the additional insured. The organization is responsible for any vandalism to the school.

VII. Charges:

a. Fees:

Bills itemizing the rental and custodial fees will be sent by the School Department and payment must be made to the West Bridgewater Public Schools and returned to the Office of the Superintendent of Schools. . This money will be deposited with the Town Treasurer in a special account required by law from which payment will be made to the custodian.

Field use fees will be deposited with the Town Treasurer in a special account required by law which payment will be made to maintain fields.

b. Custodial Fees:

It is necessary to charge all lessees the cost of custodians, and clean up details where deemed necessary, in addition to the rental fees as listed above. Groups whose sole purpose is to support the schools (Category A, School Affiliated Organizations) shall not be charged custodial fees. It is necessary to charge all others custodial fees. The custodian's fee shall be time and one-half the regular rate as required by law, and shall be a minimum of two hours per evening and time and one-half beyond a two hour period. If it is necessary for the

custodian to spend time prior to and after the event, a minimum fee must be paid. If 24 hours' notice has not been received prior to a cancellation, an additional fee will be charged.

c. House Manager Fees:

House Manager charges are additional to the rental and custodial fees and are applicable when the Auditorium is requested for rent, or when technology equipment is requested. House Managers are responsible for the care

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

d. Waiver:

Extenuating circumstances may warrant a waiver of the posted fees/charges by the Superintendent of Schools when a written explanation accompanies the application form.

VIII. Restrictions:

a. Refreshments:

No refreshments may be sold or served in the school auditoriums and gymnasiums. Food must not be taken into the gymnasium or auditorium. It is the responsibility of the organization serving refreshments to see that this does not occur.

b. Caterers:

Caterers may use the kitchen, but not the dishes or utensils. At least one member of the cafeteria staff must supervise.

c. Showers:

Use of school gymnasium does not include use of showers. **Showers May Not Be Used.**

IX. Authority:

The School Committee shall authorize the Superintendent to establish a Building Use Form (attachment A), schedule of Fees (attachment B), use statement (attachment C).

The Superintendent may make additional rules to enact this policy.

The School Committee will revoke permanently the privilege of the use of the schools to any group or organization for violation of any of these regulations.

X. Applicability:

This policy will be reviewed and re-adopted every year in June.

Please remove and replace the listed Policy with the attached copy, which was approved by the School Committee.

Effective immediately, the policy with attachments with the above date will be the School Committee policy, all prior documents identified as WBSC 7500 will be destroyed.

This policy WBSC 7500 has been adopted by the School Committee on _____.