

Chelmsford Public Schools
230 North Road
Chelmsford, MA 01824

Policy Handbook
For Use of the

Chelmsford Public School Facilities

Including:

Gym
Classrooms/Library
Parking Lot
Cafeteria

Approved by the Chelmsford School Committee August 28, 2007
Updated May 16, 2023

Chelmsford School District

Use of Facilities

PROCEDURES AND REGULATIONS

The Chelmsford School Committee allows the use of school facilities by responsible and properly organized groups and organizations for worthwhile educational, recreational, social and cultural purposes. The following guidelines and procedures must be followed.

On-site Contacts

The renter must designate an onsite contact person who will be available to manage any problems or situations that arise. This contact person should not be a coach or active participant in the activity and must remain on site for the duration of the event. The MPFT (maintenance staff) person will be the District's contact person.

1. The rental contact person must check in with the district contact person upon their arrival. They will need to provide a cell phone number in order to contact the district contact person in the event of an emergency or other problem.
2. The rental and district contact persons, together, will review the facility that will be used and ensure that it is in ready condition for the event. The District contact person will indicate what other facilities may or may not be used (hallways, bathrooms, exterior doors, etc.).
3. In the event the rental contact person does not appropriately address any problem or issue during an event, the District contact person will end the event and require all attendees and guests to vacate.
4. At the conclusion of the event, the rental contact person will contact the District contact person to inspect the facilities to ensure that it is returned in substantially the same condition as it was when the group arrived. They will also review any problems or issues that may have occurred.
5. A checklist/exit form will be completed and signed by the rental contact person and submitted to the District contact person.

Rates and Insurance

1. The facility will not be reserved until the facilities rental coordinator has received 50% payment of the fees. Payment must be paid by check, payable to the Chelmsford Public Schools.
2. In addition to the rental rates, set-up and breakdown charges will be assessed for each use of the facilities based on the needs of the group. Additional clean-up fees will be charged if the space is not left in the same condition as upon arrival.
3. The School Committee establishes facility rental rates annually. All other groups will be charged market rates. Current rates are attached.
4. Full liability for any damages to District property or injuries to persons, whether in District building or on the grounds, shall be assumed by the renter. Employees of the District, or its representatives, shall be held free from any and all liabilities which might result from the renter's use of the buildings and/or grounds. The renter agrees to take the utmost care in the use of school property and to make good on any damage or loss to District property. In the event the renter requires excessive clean-up, set-up or breakdown, additional fees may be assessed.
5. For all events, a minimum \$1,000,000 insurance binder naming Chelmsford Public Schools as an additional insured must be submitted to the District prior to final approval.

Facilities Use Regulations

1. The school administration will, at their discretion, require Police Officer coverage at the cost of the renter. Any event expecting greater than 500 attendees will require police coverage. Police coverage will be charged at the current Police Department rates with a 4-hour minimum per officer.
2. Members of the School Administration or their representatives must be permitted to attend the event and be present on District property at any time during the event.
3. The renter is granted access to, and use of, only the areas and date/times specified on the application. Additional space may not be used, including hallways or public areas.
4. Failure to vacate the premises by the appointed time or unauthorized use of other areas may result in additional fees. If the renter refuses to leave when requested by District staff, the local Police will be called.
5. Decorations, posters and other items may not be affixed to any part of the building. Exceptions to this policy must be requested at the time of the application.
6. No storage facilities are available. All equipment must be delivered after school hours on the day of use and removed not later than after school hours the following day. The District is not responsible for any property left on the premises.
7. The use of school supplies, apparatus, or equipment is not included in the use of the facility, unless specifically noted on the application.
8. The buildings and grounds must be left in substantially the same condition as before their use. Any damage must be reported to the onsite District contact person.
9. District staff will be responsible for supervision of lights, curtains, computer labs and other equipment. Only authorized personnel shall use equipment that requires special knowledge or skill. The renter will be responsible for any additional required personnel costs.
10. In the case of school cancellation or early dismissal, the facilities will not be available for use.
11. The renter contact person must check out with the District contact person at the end of the event (or each day for multiple day events) to review any problems/issues that may have occurred and to verify the space is returned to its original condition. Failure to check out as described above will result in the loss of the right to dispute or appeal District decisions regarding additional cleaning fees or other fees charged related to damages or facilities use.
12. The school administration expressly reserves the right to revoke for any good and sufficient reason permission for use previously granted and shall not be responsible either directly or indirectly for any, or all, loss or expenditures incurred by the applicant.
13. No subletting or splitting rental space between two parties/activities in the same area is permitted. Extenuating circumstances may be considered by the Administration.

Participant Requirements

1. The applicant assumes full responsibility for control and supervision of all participants and visitors in conjunction with the event. This includes control of behavior and actions within the rental space, all adjoining space (hallways, bathrooms, etc.), and the exterior of the building.
2. Participants or guests may not use any wheeled equipment inside or in the immediate vicinity of the building. This includes, but is not limited to, skateboards, wheelie shoes, or scooters.
3. Participants and guests must remain in the rented space and the immediate vicinity. They may not be in other areas of the building.
4. The entrance/exit closest to the rented area must be used at all times.
5. Based on state law, smoking or the use of any tobacco product is prohibited in all school buildings and on school property.
6. Use of drugs or alcohol is not permitted in all school buildings or on school property. No person under the influence of alcohol or other intoxicants is permitted on school property.
7. Beverages or food (including candy) may not be sold or served on school property without prior written permission by the Administration.
8. Prior to the event, the renter must distribute the attached "Participant Notice" to all participants and guests who may attend.

Application Procedure

Any group or organization wishing to use Chelmsford Public School facilities must abide by the following requirements.

1. Preference for facilities, in the event there is a scheduling conflict, will be given in the following order:
 - a. Chelmsford Public School activities.
 - b. Town endorsed groups or organizations serving Chelmsford students.
 - c. Community-based groups or organizations serving Chelmsford adults.
 - d. Chelmsford individuals.
 - e. Organizations or groups outside of Chelmsford.
2. Applications will be accepted and acted upon based on the schedule listed below. Applications submitted after the published deadline date will be acted upon as quickly as possible. Applicants will be notified no later than the notification date of the status of their application, including the facilities and dates/times for which they have been approved.

Classrooms, and Cafeteria's

<u>Season</u>	<u>Application Deadline</u>	<u>Notification</u>
September 1 – June 15	August 15	Sept. 7
June 15–August 30	March 15	April 15

Gym

<u>Season</u>	<u>Application Deadline</u>	<u>Notification</u>
September 1 – November 30	August 15	Sept. 7
December 1 – March 15	October 1	October 20
March 15–June 30	December 15	January 15

3. Copies of the required insurance binder and, if applicable, evidence of Chelmsford non-profit status must be included with the application.
4. The renter must not publicize the event prior to notification of approval.
5. For events that take place in more than one season, a new application must be submitted for each season.
6. Chelmsford Public School retains the right to bump a scheduled activity. When possible, Chelmsford will provide two days' notice.
7. In the event a renter does not follow the established procedures, a written warning will be issued. If they continue to disregard procedures, approval for use of the space will be revoked indefinitely.
8. Applications and all questions regarding facility use should be addressed to Jane McDonald at mcdonaldj@chelmsford.k12.ma.us or 978-251-5100, ext. 6901.

Use of Facilities Rates*

<u>Chelmsford, Community, Non-Profit Rates</u>		<u>Rental Rates, All Others</u>	
Gym	\$35.00/Hr.	Gym	\$125.00/Hr.
Classroom/Library	\$35.00/Hr.	Classroom/Library	\$75.00/Hr.
Parking Lot	\$35.00/Hr.	Parking Lot	\$75.00/Hr.
Cafeteria	\$45.00/Hr.	Cafeteria	\$100.00/Hr.
Custodian	\$40.00/Hr.	Custodian	\$40.00/Hr.

Approved May 2, 2023 by School Committee rates in effect July 1, 2023

All applications are online at <https://chelmsfordschools.org/departments/business/facilities-rentals/>
 (SEE BELOW FOR EXAMPLES)

REQUEST FACILITY USE FOR PUBLIC

Title of the Event:	<input type="text"/>			
Organization Name:	<input type="text"/>			
Type of Organization:	<input type="text"/>			
Organization Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Street	City or Town	State	Zip
Mailing Address (if different):	<input type="text"/>			
Organization Telephone Number:	<input type="text"/>	-	<input type="text"/>	- <input type="text"/>
Representative Filing this Application:	<input type="text"/>			
Email:	<input type="text"/>			
Representative Telephone Number:	<input type="text"/>	-	<input type="text"/>	- <input type="text"/>

Select a facility in **South Row Elementary**

School

Date:
Start

Time

Time

Will this event occur on multiple dates? ☐ Yes ☒ No

If yes is selected, you will be asked for additional date information at completion of this form

The facility will be used for the following purpose(s):

Number of people using the facility:

Is extra custodial service needed?

☐ Yes ☐ No

Will admission be charged?

☐ Yes ☐ No

Will food and/or beverages be served?

☐ Yes ☐ No

List any special arrangements or equipment you are requesting (lighting, score board, speakers, kitchen facilities, etc.):

Liability Insurance of not less than \$1,000,000 is required.

Do you have coverage in force?

☒ Yes ☐ No

Name of Insurance Broker:

Policy Limit:

☐ By checking this box, the applicant agrees to all terms and conditions contained in the **Regulations Governing the Use of School Facilities** and agrees to be fully responsible for all damage to persons, property and/or theft resulting from the use of the school department facilities.

REQUEST FACILITY USE FOR SCHOOL STAFF

Title of the Event:	<input type="text"/>			
Organization Name:	<input type="text"/>			
Organization Address:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Street	City or Town	State	Zip
Representative Filing this Application:	<input type="text"/>			
Email:	<input type="text"/>			
Representative Telephone Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Select a facility in **Parker Middle**

School

Date:
Start

05/0

Time

Time

Will this event occur on multiple dates? ☐ Yes ☒ No

If yes is selected, you will be asked for additional date information at completion of this form

The facility will be used for the following purpose(s):

Number of people using the facility:

Is extra custodial service needed?

☐

Yes

☐

No

Will admission be charged?

☐

Yes

☐

No

Will food and/or beverages be served?

☐

Yes

☐

No

List any special arrangements or equipment you are requesting (lighting, score board, speakers, kitchen facilities, etc.):

☐

By checking this box, the applicant agrees to all terms and conditions contained in the **Regulations Governing the Use of School Facilities** and agrees to be fully responsible for all damage to persons, property and/or theft resulting from the use of the school department facilities.

Chelmsford School District Available Facilities for Rental

Secondary Schools

- Gym at C.H.S.
 - Full size basketball court, or two smaller courts
 - Bleachers
 - Volleyball Court
 - Wrestling
- Gyms at McCarthy & Parker Middle Schools
 - Full size basketball court, or two smaller courts
 - Bleachers
 - Volleyball Court
- Selected Classrooms
 - 5 available located in the music/cafeteria area
 - White board
 - Wireless Internet Access
- Cafeterias at C.H.S.
 - Wireless Internet Access
 - Two dining halls available at C.H.S.
- Cafeterias at McCarthy and Parker Middle Schools
 - Wireless Internet Access
 - One cafeteria available at each middle school

All Spaces can be equipped with any of the following portable audio-visual equipment:

- Microphones
- TV with VCR
- Laptop w/LCD projector
- Overhead projectors
- Podium

Desks, tables, and chairs are also available and can be configured in rented space as needed.

Elementary Schools

- Elementary School Gymnasiums
- Cafeterias at Elementary Schools
- Playgrounds/Fields