

KF**COMMUNITY USE OF SCHOOL FACILITIES**

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted for worthy educational, civic, or charitable purposes; when a substantial group of citizens from the community will be benefited; and when the Superintendent believes it to be in the best interest of the District.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the office of the Superintendent of Schools, utilizing a process designated by the Superintendent of Schools. You must also submit a completed Leicester Public Schools Application (page two (2) of policy KF).

Eligibility

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Parks and recreation activities
6. Local nonprofit and noncommercial organization activities
7. Metropolitan civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town
8. The activities of other organizations when approved by the Superintendent or designee
9. No event will be scheduled until all paperwork has been submitted or approved.
10. The School Committee reserves the right to cancel any permission granted.

SOURCE: MASC (adapted)

REVISED: November 13, 2018

Restrictions on Use:

No facility or field of the school system shall be used for any purpose which could result in picketing, rioting, disturbing of the peace, damage to property, or the content of which in any manner would cast any reflection upon the race, color, or creed of any individual.

Custodial staff shall be on duty whenever a school building is in use by any group other than the administrative staff. Specifically, the purpose of this policy is to clarify the responsibility for building security before and after the regular instructional day. Any exception to this policy must have the written approval of the Superintendent or his designee.

School buildings shall not be used for:

Parties or celebrations which are private in nature, i.e., weddings, birthdays, anniversaries, etc.

Gambling, lotteries, raffles, the playing of bingo or other games of chance.

By School Committee policy and state law, no alcoholic beverages nor the use of tobacco products are permitted in school buildings or on school grounds.

Master Calendar:

The building principals shall maintain a master calendar for use of all school facilities in the system. This shall indicate the nature of the facility, its period of usage for school purposes and/or non-school purposes and time of its availability for other activities in accordance with School Committee policy. The Superintendent will maintain a master calendar for use of athletic fields. This master calendar shall be the basis upon which the availability of a school facility is determined.

Fees, Wages, and Other Charges:

1. Fees for use of the school facilities will not be charged to the following groups/activities*:
 1. School sponsored clubs, class or grade activities, etc.
 2. Teacher/parent groups meeting for a school sponsored activity.
 3. Organizations whose primary purpose is to raise monies for the schools.
 4. Activities whose sole purpose is to raise monies for the schools.
 5. Meetings of former graduating classes and other such directly related school groups.
 6. Meetings of official town groups or organizations such as selectmen, police department, etc.
 7. Activities directed by Leicester Parks and Recreation with the provision that all such activities take place at a time when additional coverage is not necessary and that the high school facilities not be used unless for major functions. The Leicester School Committee reserves the right to review and ask for additional information on any for Profit Organizations sponsored by the Parks and Recreation Department and assign fees to those activities in accordance with its fee schedule.

*However, if the activities take place at a time when custodial services are not present, the group will be required to reimburse the School Department for the amount spent for this service.

2. All other groups or activities will be charged a fee as per the attached schedule.
3. All rental fee schedules shall be reviewed periodically by the School Committee.

4. All custodial and cafeteria fees shall be established by the School Committee.
5. Custodial charges will be based on current custodial rates (4 hr. min/2 hr. increments).
6. Whenever the use of kitchen facilities is permitted, a cafeteria fee and labor charges shall be assessed.
7. The administration may require that any group using school facilities employ additional custodial, cafeteria, police, or other service personnel if he/she determines it necessary for reasons of safety, security, or other good cause.

ADOPTED: November 13, 2014

RESVIDE: November 13, 2018

KF-E

FEE SCHEDULE FOR FACILITIES USE

The fees for use of school facilities shall be deposited to an account for use to make repairs and/or augment the school facilities.

No building use fees shall be charged to student organizations that are recognized by the District, town committees, nor to school organizations that support the schools, such as the Booster Club and Mother’s Club and for nonprofit organizations serving Leicester youth, including Boy Scouts, Girl Scouts, and Leicester/Spencer Raiders Football & Cheerleading Program. Building use fees shall be reduced for organizations with partnership agreements with the Leicester School District. Organizations eligible for partnership agreements include all nonprofit organizations as well as other organizations recognized by the Superintendent as providing a significant service to residents of the town. Such partnership agreements may be revoked at any time by the Superintendent.

The Superintendent or designee may reduce the total fee paid by organizations using multiple areas or requesting space over extended time periods.

Organizations utilizing school facilities shall observe all School Committee policies.

Excluding facilities use by recognized school athletic teams and student organizations, all organizations utilizing school facilities shall pay custodial costs when applicable. Organizations using school kitchens shall be required to pay a food services employee, in accordance with the Food Services Contract, to supervise activities taking place in the kitchens.

Facility Partnership Organizations (per hr.)		Other Organizations (per hr.)
Middle Auditorium	\$25.00	\$ 40.00
H.S. Fine Arts Center	\$50.00	\$ 80.00
H.S. FAC./Dining	\$70.00	\$110.00
H.S. Dining Comm.	\$30.00	\$ 50.00
H.S. Dining & Kitchen	\$40.00	\$ 60.00
MS Cafeteria	\$25.00	\$ 40.00
MS Cafe & Kitchen	\$35.00	\$ 55.00
Classrooms	\$10.00	\$ 15.00
Primary School Gym	\$30.00	\$ 50.00
Memorial School Gym	\$30.00	\$ 50.00
MS Gym	\$35.00	\$ 55.00
HS Gym	\$50.00	\$ 80.00

Fields TBD on individual basis

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