

LPS School Facility Usage Policy

GUIDES FOR USE OF SCHOOL FACILITIES

It is the policy of the Lexington School Committee to permit responsible individuals or organizations (where the main purpose is to benefit the citizens of Lexington) the use of school buildings to the extent that there is no interference with the educational programs. The complete control of school buildings and equipment is by law vested in the School Committee and the administration of the Rules and Regulations governing the buildings is delegated to the Superintendent of Schools or his designee.

RULES AND REGULATIONS

1. There are certain restrictions upon the use of school property and the building. User is solely responsible for the fulfillment of the regulations of the following:
 - A. State Department of Public Safety.
 - B. State and Local Fire Laws.
 - C. State and Local Police Laws.
 - D. Internal Revenue Admission Laws.
 - E. State Laws Relating to Rental of School Facilities.
2. In addition, the building user is responsible for damage to the school property and may be required by the school authorities to provide police and/or fire protection at the building user's expense. The building user may be required to obtain liability insurance as a condition of the rental. (Neither the School Department nor its custodian on duty assumes any responsibility for liability.)
3. When school buildings are used for purpose other than for school use, a rental fee may be charged to offset additional expenses (including heating, lighting and wear and tear) incurred by the public school system.
4. The School Committee has determined the rates to be charged based upon the following classifications:

Class A:

For which there are no rental charges,
i.e. School or Town sponsored activities

and Scout Groups (as per specific vote of the Town Meeting- Article 42- 1956).

The organization or department must provide sufficient supervision of the group's participants while the event is taking place and until all participants leave the building and/or grounds.

Class B:

For which there are both rental and custodial charges.

Class C:

Exempt for both rental and custodial charges.

5. School property is available only when a regular school custodian is employed to supervise and to protect the building. The custodians are to be paid at the rate published in Section 20.
6. School kitchens are available only when proper lunchroom employees are employed (at an additional expense) to supervise
7. Long-term rentals will be billed at 50% of the total rental fee. At no time will custodial charges be waived or discounted. (Long-term rental is defined as three (3) or more consecutive days, weeks, or weekends.)
8. It is the policy of the Lexington Public Schools not to loan school materials and equipment to individuals or groups.
9. There is to be no smoking in the buildings or on the grounds of the Lexington Public Schools in accordance with the *Lexington Public Schools No Smoking Policy.
10. *Alcoholic beverages are not allowed on any school premises.
11. Soft drinks and food may be served and consumed only in those areas approved on the application form.
12. All auditorium rentals will include a stage manager supplied by the Department of Public Facilities. Additional staff may be required as determined by the stage manager.

13. Equipment of the building user, such as scenery and furniture, may not be moved into or out of the building during school hours.
14. On days when school has been cancelled because of emergency conditions, the school buildings may not be available.
15. The Lexington Public Schools will not be responsible for the cancellation of an application for the use of school property in case of an emergency which results in the closing of a school building.
16. In all cases where gymnasiums are used for athletic purposes, participants are required to wear athletic shoes.
17. Exceptions to these rules and regulations can be made only by the Superintendent or his/her designee.
18. These Rules and Regulations for Use of School Facilities cover all functions/events which are held in Lexington Public Schools after 4:00 PM Monday – Friday and anytime Saturdays, Sundays and Holidays.
19. Rental charges are as follows: (Per Night/Day)

	<u>High School</u>	<u>Middle Schools</u>	<u>Elementary Schools</u>
Auditorium	\$500	\$400	\$300
Science Lecture Hall	\$400		
Gymnasium	\$500	\$300	\$300
Field House	\$500		
Locker Rooms	\$200		
Classrooms	\$100 + \$25.00	\$100 + \$25.00	\$100 + \$25.00
Lobby/Hallway	\$100	\$100	\$100
Cafeteria	\$200	\$200	\$200
Library	\$100	\$100	\$100
Playground/Parking Lot	\$100	\$100	\$100 + \$25.00
Custodial Fees:	\$38.67/Hour weekdays and Saturday \$51.56/Hour Sundays, Holidays.		

20. Custodial Fees: The hourly rate for custodial services will be adjusted annually to coincide with the salary agreement between the Lexington Public Schools and the SEIU. The base rate effective July 1, 2013 will be \$38.67 per hour for weekday and Saturday use and \$51.56 per hour for Sundays and Holidays.

- Sound/Lighting Staff \$11.00 per hour.
- Event manager \$50.00 per hour.
- Administrative fee with accepted registration 3% of labor.

Payment for facilities along with estimated custodial and equipment fees must be made thirty (30) days in advance of the first use date. Checks must be made out to The Town of Lexington and forwarded to the Director of the Department of Public Facilities.

Additional charges will be billed to the requesting organization by the Rental Coordinator of the Department of Public Facilities as soon as possible after the final date of use. Payment is required within ten (10) days.

The minimum payment shall be for three (3) hours when it is necessary for a custodian to return to the building from his home in order to fulfill the assignment. If it is not necessary for a custodian to leave the building, then the hourly rate shall prevail with no minimum set. Custodians working overtime for more than one full hour, or a fractional part thereof, shall be paid to the next nearest quarter of an hour. Custodial fees shall include a minimum charge of one (1) hour before and one (1) hour after the event.

The custodian on duty shall be responsible for the supervision of the building and equipment, safety precautions in the building, cleaning of the building after its use, and for any services required by the renter in accordance with the use of the facilities approved.

It is the custodian's responsibility to the renter to make inquiries as to the type of service needed by the renter and to make his whereabouts known so that he will be available at any time his services are required. Depending upon the nature of the rental and the area being rented, the School Department may require the Renter to have two or more custodians on duty, in addition to police protection.

Updated July 1, 2013