

# Whitman-Hanson Regional School District

## Building Use Regulations

### Who May Use the Facilities?

Established organizations within and outside of the District (PTO and PAC, booster groups, governmental and quasi-governmental public service bodies, religious, business/industrial organizations) may apply to use school facilities provided the use is for an educational, civic, cultural, recreational, social or other legitimate purpose of the organization.

### Process to Obtain a Building Use Reservation

- All documents to process a building request are accessible through the WHRSD website [www.whrsd.org/eventmanagement](http://www.whrsd.org/eventmanagement) and are located in the directory at Events Management/Use of Facilities.
- All requests with paperwork (building use application and certificate of liability insurance) must be submitted to the Building Use Coordinator no later than three weeks prior to the event. Applications received less than three weeks in advance of the event will not be honored.

Applications will be accepted, no later than:

July 1-July 15<sup>th</sup> for fall usage for fields, turf and buildings

September 1 – September 15 for winter building usage

February 1 – February 15 for spring usage, fields, turf and buildings

May 1 - May 15 for summer usage of fields, turf and buildings

Please note: Requests will be processed per season, not in advance. As the new school year and each season begins, all outside scheduling and requests will not be processed until after all WHRSD events schedules have been completed.

Emergency requests will be evaluated on a case by case basis.

- The Building Use Coordinator will not “hold” space for any organization.
- A Certificate of Liability Insurance must be provided at the time an application to rent is submitted. Liability limits are required to be a minimum of \$1,000,000 per occurrence/\$2,000,000 per aggregate. The Whitman-Hanson Regional School District needs to be listed as an additional insured. User is responsible for getting the insurance.
- Rooms are rented and reserved on a first come, first serve basis within each season. In the event that simultaneous requests are received, Class I has the highest or greatest priority for building use scheduling and Class IV the least. (link to Classification of Users document) Approved youth groups will receive precedence over adult groups. With regards to youth groups renting the gym space for sports, we will take into consideration the season we are in and that sport will take priority. Additionally, we will take into consideration groups that have rented prior years, will also take precedence.
- Buildings and facilities will not be available on the evenings of Whitman-Hanson Regional School District Annual Graduation ceremony, Parent Conferences, Open Houses and regular Town Meetings: General and Regular Elections, in March, October, and May.
- The application must be submitted by a designated person who will be responsible for the event. This person must be at least 18 years of age. The signing party may be either an authorized signatory of the applying organization or a private individual. In either case, the signatory will become the party responsible to the District for the facilities’ use and the compliance with all district rules and regulations.

- Once the application is received, the Building Use Coordinator will ensure no conflicts exist and send an approved schedule to the applicant. Once the applicant signs and returns the form, the form becomes the contract between the applicant and the District. This contract must be signed and returned to the Building Use Coordinator at least three weeks prior to the scheduling.
- Representatives who have been granted permission to use facilities shall not reassign, transfer, sublet or charge a fee to others for the use of school property.
- Without a reservation confirmation, use will be denied.
- Facilities may be rented to groups during school vacations or holidays, providing the event does not conflict with facility cleaning and renovating programs and providing there is building service personnel available for supervision.
- The District reserves the right to deny or withdraw facility use privileges at any time. Privileges of the use of the school facilities may be permanently revoked should any group or organization violate the regulations of the District's facilities.

### **Cancellations**

- For Class III, Class IV, and Class V, a down payment of 25% is expected, with a minimum of \$1000.00 and due when the event is scheduled. If the activity is cancelled at least 72 hours in advance of the scheduled event, the permit holder will receive a full refund of their payment less any related expenses incurred by the School District. If the event is cancelled less than 72 hours prior to the event, the permit holder will receive a half refund minus the non-refundable administrative fee, less any related expenses.
- School events may result and override any previously requested reserved space. The Building Use Coordinator will do everything possible to accommodate your group when this occurs with as much notice as possible.
- If the District is closed due to inclement weather or any other unexpected reason, every effort will be made to reschedule the event at a mutually agreeable date and time. If this is not possible, a full refund will be given. Notice of cancellation will be announced over radio stations WBZ, WHDH, WBET, on Channel 98 or via a School Messenger message.

### **Liability and Insurance**

- **A copy of the Certificate is due when application is submitted.** Liability limits are required to be a minimum of \$1,000,000 per occurrence/\$2,000,000 per aggregate. The Whitman-Hanson Regional School District needs to be listed as an additional insured. User is responsible for getting the insurance
- Failure to present proof of insurance voids all agreements.
- Events without the proper insurance on file will be cancelled.
- The permit holder will be fully responsible for all loss, damage, or abuse of school property, including property of students and employees during the time the building is in use.
- For Class II, a Whitman-Hanson Community Adult Group, all participants are required to complete and sign the Voluntary School Release Form prior to participation in any adult athletic activities. A form must be completed and signed for each specific program, annually. The person submitting the application will be required to sign acknowledgement letter stating all participants completed a signature voluntary school release form.

## Payment

- The individual(s) who signed the application and agreement are responsible for payment—cost per hour charged for the use of the facility and per staff member required, in addition to any other incurred costs.
- For Class III, Class IV, and Class V, a down payment of 25% is expected, with a minimum of \$1000.00 within 7 days after scheduling.

## Prohibited Use

- School facilities are not available for private parties or family reunions.
- School facilities cannot be used for political gain.
- Facility use is limited to the function and area described on the Building Use Application. Changes in plans or usage will constitute a separate request and charge. There shall be no third party use of the facilities.
- Activity that promotes commercial gains cannot be conducted without the consent of the Superintendent.

## On-Site Rules

- User groups are expected to leave all rooms and furniture in the condition and arrangement in which they were found. Any User Group if responsible for any fees incurred to additional custodial services which are necessary to return the facility to the condition in which it was found shall be compensated by the using group.
- Alcoholic beverages of any nature shall NOT be served or consumed on school property. Smoking is NOT permitted on school property in accordance with state law.
- The user is not entitled to use areas or equipment not specifically requested and approved in the Building Use Application Form.
- All activities must be under competent adult supervision approved by the Building Use Coordinator. Children attending this event must be supervised by an adult at all times, including trips to the restroom and drinking fountain.
- If security or police detail is required, the applicant shall make such arrangements at his/her expense. The applicant shall inform the Principal of the building/facility, Facilities Manager and the Building Use Coordinator of the details of the security arrangement. Use of the facility may be denied if, in the opinion of the Director of Facilities, there is insufficient supervision or the event exceeds the capacity of the facility.
- User groups must take reasonable steps to insure orderly behavior. The use of the school facilities will require that a WHRSD designated personnel be present when the building is open.
- All Class Groups will be responsible for paying for all damage incurred by their use of the facility or equipment, including property of pupils and employees. In the event that property loss or damage is incurred during use or occupancy of district facilities, the amount of damage shall be determined by the Facilities Manager and approved by the Superintendent, and a bill for damages will be presented to the group using the facilities. Payment for damage must be made within two weeks of receipt of the bill. The Whitman-Hanson Regional School District will not be responsible for any loss of valuables or personal property.
- Approved users are restricted to the dates and hours approved and to the building area and facilities specified. Buildings will normally be opened one-half hour before the scheduled program time and

closed one-half hour after the scheduled program time, at the renter's expense. This does not include set-up and clean-up fees

- Approved users are responsible for the observance of county and state fire and safety regulations at all times. Corridors, exits and stairways shall be kept free of obstructions. Members of an audience or spectators must never stand or sit to block exits, aisle ways or stairways. Facility capacities, as determined by the Fire Marshall, shall be observed.
- Decorations must be used in such a manner not destructive to school property and must adhere to Fire Safety regulations. Decorations are subject to the approval of the designated representative. Approval may be denied based on content as well as structure of the decorations, including banners and pennants.
- The use of materials (including tape) on floors or other parts of the building is strictly prohibited without specific written approval from the Director of Facilities.

### **Set up/Clean up:**

The District will designate personnel to be on duty whenever a facility is being used except as exempted by the Director of Facilities. They will provide assistance in handling furniture and equipment and assessment of the facility's conditions post-use. The user will reimburse the District at a rate determined by Class listed on rental sheet. The rental charges will be based upon the start/end time hours approved. The Building Use Coordinator, in coordination with the Director of Facilities, will assess the amount of time needed to open the facilities, to set up/clean-up of the event and to close the facilities, and to determine any additional charges to be added to start/end time. A minimum of two hours will be charged for maintenance fees. During the week, custodial use beyond the normal eight (8) hour shift shall be paid at time and a half. Class II Groups will pay fees if additional time is required beyond the normal work day or work week (M-F) and if any set-up or clean-up is required. All groups are requested to leave the space/area it was prior to use. No charge will be assessed for use of school facilities during the normal workday or work week by a designated teacher or school personnel groups or student organizations.

- Only Whitman-Hanson Regional School District personnel may move or direct movement of equipment, furniture, etc. No person, staff included, may operate any stage equipment or other electrical or mechanical equipment without approval from the Director of Facilities. If stage curtains, projection equipment, lighting, and PA systems are to be used, arrangements will be made with the Building Use Coordinator to provide technically qualified personnel to perform the tasks at the user's expense.
- No piano is to be moved from its present location at any time without prior approval.
- Only in the case of a documented emergency are offices to be opened and/or telephones used.
- **NO FOOD or DRINK** of any type is to be used in District Facilities without the prior knowledge and consent of the Building Use Coordinator. Should a kitchen area be desired for use of food preparation, it is understood that an approved member of the WHRSD cafeteria staff will be necessary at user expense to supervise the kitchen. The District shall be reimbursed for these services at time and a half per hour of regular salary. No kitchen supplies, dishes/utensils should be used when renting the Cafeteria/Kitchen area.
- Applicant must have their approved Facility Use Schedule.
- Behavior and discipline of those in attendance, including guests, are the responsibility of the organization or personal obtaining the permission to use the facility or field. Security personnel have full authority to eject any or all persons disregarding any of the above regulations.
- Any infraction of the above rules, or violations of common behavior decorum consistent with the approved event, may be grounds for immediate dismissal of the groups or organization for refusing to grant subsequent requests for use of school facilities.