

File: KF

## USE OF SCHOOL BUILDINGS

### Philosophy

The Lincoln School Committee supports the use of school facilities by community groups and believes that such use enriches the quality of life in Lincoln for everyone – students and adults alike. Accordingly, the School Committee encourages the use of school facilities for educational, recreational, cultural and civic purposes by recognized organizations within the town. Such use, in the judgment of the Committee, must be requested, approved and cannot interfere with school programs, which always have first priority.

The fees associated with the use of facilities will vary contingent upon the nature of the sponsoring group and the activity. It is not the intent of the Committee that for-profit and non-Lincoln groups be subsidized by public funds. Such groups shall incur additional charges for the use of school buildings. The Committee authorizes the Superintendent to modify or waive fees when, in their judgment, exceptional circumstances so warrant.

### Implementation

1. ▾
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3. All Fees are set by the School Committee and the fee schedule shall be published on the district website. ▾
4. The categories of groups shall be available on the district website. Fees will be assigned according to the following groups:
  - A. Group A: Lincoln Community Non-profit Organization. Recognized school or civic groups based in Lincoln operating as but not necessarily established as non-profit organizations, with a majority of the participants either Lincoln Public Schools students or residents of Lincoln. Such groups would include, but are not limited to, the following:
    - a. Town Departments including Parks & Recreation programs
    - b. School-Parent Organizations
      - PTO
      - SEPAC
      - METCO Parent Board
      - METCO Coordinating Committee
      - Lincoln School Foundation
    - c. Lincoln Community Groups
      - Scouts
      - LEAP
      - Magic Garden
      - Bemis Lecture Series
      - Garden club
    - d. Lincoln Youth Sports Groups
      - Lincoln Youth Soccer ▾

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**Deleted:** race, religion, age, sex, sexual orientation, creed, national origin or disability conditions. This policy does not disqualify the use of school facilities by religious organizations. However, religious organizations will not be permitted to establish their primary place of worship at school facilities.

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- Lincoln-Sudbury Youth Baseball
- Lincoln-Sudbury Youth Lacrosse
- Sudbury Youth Softball

B. Group B: Lincoln Community For-profit. For-profit groups with a majority of the participants residing in Lincoln.

a.

C. Group C: Non-Lincoln Community Non-profit. Recognized non-profit groups (via registration with the a Massachusetts Public Charities Division) in which there is not a majority of the participants residing in Lincoln, and Lincoln residents sponsoring privately-organized functions or activities.

D. Group D: Non-Lincoln Community For-profit. For-profit groups with less than a majority of the participants residing in Lincoln. Organizations must be registered with Massachusetts Corporation Division or in their own state of incorporation.

E. For entities that are not registered with the Commonwealth of Massachusetts or their state of incorporation and require an interpretation of what category they belong, the Superintendent/School Business Administrator shall make the final determination.

5. The School Committee requires that adequate Lincoln Public Schools staff be scheduled to ensure the security of the building and to provide for expedient cleaning. The terms of existing labor contracts will be followed.

6. All user groups shall save and hold harmless the Lincoln Public School Committee, Lincoln Public Schools and its officers and employees and assume responsibility for all liabilities arising from incidents as a result of use of the activity. The School Committee working through its Superintendent shall require a certificate of insurance with the Town of Lincoln and/or Lincoln Public Schools as Named Insured. Anyone wishing to use the School Facilities are required to provide the necessary proof of insurance. A minimum of \$1,000,000 general liability, and if vehicles are necessary, \$1,000,000 auto liability are required. The Town of Lincoln or Lincoln Public Schools needs to be listed as an additional insured on the insurance policy submitted for all rentals.

7. The School District reserves the right to schedule events in the facility that is most appropriate, given the size of the group and nature of the activity. Special requests may be considered by the Superintendent.

### Facility Scheduling and Priorities of Use

All use of the School Buildings will be approved by the Facilities Director. Requests must be placed in advance through a system established by the School District and documented on the district website. The facilities director will consult with school principals and the Superintendent for approvals on an as needed basis. Every reasonable effort will be made to accommodate all requests for the use of Lincoln School Buildings at all times, but in the event of scheduling conflicts, building use shall be determined by the priorities of use outlined below.

1. School District activities
2. After-school student programs approved by the School Committee

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- 3. Recreation Department programs
- 4. School-parent organizations
- 5. Lincoln community organizations – student-centered
- 6. Lincoln community organizations – adult-centered
- 7. Non-Lincoln community organizations – non-profit
- 8. Non-Lincoln community organizations – for profit

This system is designed to preserve the School District's primary commitment to the children of Lincoln, Hanscom, and Boston. Final authority for all matters relating to school building use will ultimately rest with the Superintendent of Schools or their designated representative.

Regulations and Fee Schedule

All user groups will adhere to KF-R Regulations Governing Use of School Facilities and Fee Schedule” which will be published from time to time by the School District. The School Committee reserves the right to limit or exclude the use of the School facilities by any group that violates one or more of the regulations.

School facilities will be used in a manner that does not violate any building codes, fire codes, ADA code, or other regulations or laws. Failure to conform to rules and regulations, such as but not limited to, occupancy limits, mandatory minimum lighting requirements, altering egress routes or doors will result in immediate cancellation with no refund of an event.

Use of Funds

Funds received in connection with the rental of school facilities will be deposited into a separate revolving account. Such funds will be used to pay associated costs of the activity, including custodial and maintenance craftsmen wages, building repairs, replacing worn equipment, or offsetting the costs of energy and custodial supplies.

Review

The School Committee will review the fee structure for the use of school facilities on an annual basis.

CROSS REF: EDC, Use of School Equipment  
KF-R, Regulations Governing Use of School Facilities and Fee Schedule  
AC, Nondiscrimination

Voted at May 6, 1996 School Committee Meeting  
Revised and Voted at June 8, 2004 School Committee Meeting  
Revised and Voted at March 27, 2008 School Committee Meeting  
Revised at School Committee Meeting of March 22, 2018

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## REGULATIONS GOVERNING USE OF SCHOOL FACILITIES AND FEE SCHEDULE

In accordance with School Committee Policy on Building Use (KF) , and to provide for the efficient and judicious use of school facilities, the following regulations will apply to all users, who shall agree and ensure that:

1. Buildings and facilities used by students are not available for community use when schools are in session or when they are otherwise engaged for school purposes. School activities will always have priority use of space.
2. No non-Lincoln School entity shall be granted permission to use the facility or any portion thereof without prior approval from the Facilities Director.
3. School facilities may or may not be available during vacation recess.
4. By State law, the consumption, sale or use of alcoholic beverages or tobacco is prohibited on all school property. Smoking is not permitted in any area of the school grounds. The Lincoln Public Schools are a Drug Free Zone.
5. The Lincoln Public Schools makes its facilities and programs available without discrimination on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law. The applicant shall comply with all federal, state and local laws, regulations and license requirements, including but not limited to the Americans with Disabilities Act. Persons and organizations seeking or obtaining permits to use the school property shall be responsible for:
  - a. Compliance with the Department of Internal Revenue in cases where admission is charged.
  - b. Compliance with the Acts of the Commonwealth which apply to the use of public school property and any other State or local regulations applicable to this use.
  - c. Compliance with all applicable laws and regulations including those requiring additional permits, licenses, personnel, and payment of applicable taxes and fees.
6. The district's JICFA Anti-Hazing policy seeks to prevent hazing and to ensure a response to those students impacted by hazing is addressed. Persons or organizations obtaining permits to use school property must make all students aware that hazing is prohibited by law.
7. Open flames of any kind (candles, cooking stoves, etc.) at any time are prohibited.
8. Participants shall be restricted to assigned areas, and food and drink shall be consumed only in authorized areas.
9. The number of attendees shall not exceed the authorized capacity of the facility.
10. Children or minors shall NOT have access or use of facilities unless accompanied by adult supervisors. At least one chaperone will be provided for every 15 children.
11. Decorations, scenery, lighting, and exhibits shall conform to the rules and regulations of the Lincoln Fire Department and shall be installed under school supervision in such a way as not to deface any part of the school property.
12. The applicant (i.e., the person who reserves the space):
  - a. Shall be the user representative and shall be present at the scheduled event/function.
  - b. Is held responsible for the preservation of order and the protection of school property.The School Department reserves the right to request public safety details to ensure

public/property safety. Charges associated with police details will be assessed to the organization using the School facilities.

- c. Is responsible for ensuring that all decorations, flyers, handouts or other material used during the event/function are removed from the space when the event/function is finished.
- d. Understands that abuse of the facilities and violations of the terms of the permit will prohibit the organization and/or individual from further use of school property.

#### Insurance Requirements for Use

- 1. Anyone wishing to use the School Facilities are required to provide the necessary proof of insurance. A minimum of \$1,000,000 general liability, and if vehicles are necessary, \$1,000,000 auto liability are required. The Town of Lincoln or Lincoln Public Schools must be listed as an additional insured on the insurance policy submitted for all rentals.

#### Fee Schedule for Use of School Facilities and Service Fees

- 1. Custodial Services: During building use a custodian must be present to safeguard school property and to clean the facilities used. Charges for custodial services are incurred unless waived by the School Superintendent or his/her designee. Custodial charges will be \$60/per hour per assigned employee.

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- a. On school days, a charge is incurred if the use and/or clean up time extends beyond the normal duty hours of custodians or if the event prevents the custodial staff from completing regular duties. If previous arrangements have not been made to work overtime and a custodian is required to work beyond his/her normal hours, he/she will be paid a minimum four (4) hours overtime.
- b. On weekends and holidays, charges begin when the building is opened and include a reasonable period for set up before and clean up after the function is over and everyone has left the building. There is a four (4) hour minimum overtime charge when services are required on weekends and/or holidays.
- c. On weekends and holidays, the custodian will be compensated for the full number of hours agreed to at the time reservations are made, as indicated on the building use form. If events continue longer than originally scheduled, charges will be added for additional custodial time as well as rental fees. No adjustments will be made for cancellations or reduced hours.

- 2. Kitchen Facility Rentals: Kitchen facilities require food service personnel to oversee food safety and use of equipment. Charges for food service are incurred unless waived by the School Superintendent or his/her designee. Food Service workers must be present to oversee and assist with the use of professional kitchen equipment, security of stored Food Service Program food, and ensure the kitchen is ready for preparing the next school day meal.

- a. An application for temporary food service establishments (Form G) from the Concord Board of Health (which also serves the Town of Lincoln) must be obtained.
- b. Food Service Worker: Food Service charges will be up to \$40/per hour per assigned employee. All charges will include 30 minutes for opening before the event, the entire event period, supervision of clean up by event staff/volunteers, and 30 minutes to secure

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the kitchen facility. A different rate may apply if Food Service employee(s) are expected to perform cooking or serving.

3. A-V Technician: An Audio-Visual Technician will be required if the Auditorium light board or sound board will be used, if equipment that requires setup or break-down outside of normal school hours will be used, or if on-site support during an event is needed. The fee for A-V Technician service is \$60 per hour for Groups A and B, and \$75 per hour for Groups C and D. All charges will include one (1) hour for set-up before and break-down afterwards, in addition to a two (2) hour event minimum.

#### Rental Fees

1. Rental fees are in addition to service fees. Rental and service fees may be waived by the Superintendent of Schools or his/her designee. Groups or individuals who seek to have rental fees waived must submit a request in writing to the Superintendent of Schools, explaining why the waiver should be granted.
2. All room rates are hourly with a two (2) hour minimum.
3. The School Department reserves the right to request a 50% deposit on all rentals, to be received prior to the scheduled event. The deposit will be deducted from the total fee.
4. Rental rates are approved by the School Committee and are currently set at:

	<u>Group A</u> <u>Lincoln Community</u> <u>Non-Profit</u>	<u>Group B</u> <u>Lincoln Community</u> <u>Profit</u>	<u>Group C</u> <u>Non-Community</u> <u>Non-profit</u>	<u>Group D</u> <u>Non-Community</u> <u>Profit</u>
<u>Auditorium</u>	<u>0</u>	<u>\$100</u>	<u>\$150</u>	<u>\$250</u>
<u>Learning Commons</u>	<u>0</u>	<u>\$100</u>	<u>\$150</u>	<u>\$250</u>
<u>Gyms</u>	<u>0</u>	<u>\$75</u>	<u>\$100</u>	<u>\$250</u>
<u>Kitchen Facilities</u>	<u>0</u>	<u>\$50</u>	<u>\$75</u>	<u>\$100</u>
<u>Dining Commons</u>	<u>0</u>	<u>\$100</u>	<u>\$150</u>	<u>\$250</u>
<u>Library</u>	<u>0</u>	<u>\$30</u>	<u>Not available</u>	<u>Not available</u>

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#### Application for Use of a School Building

All use of the School Buildings will be approved by the Facilities Director. Requests must be placed in advance through a system established by the School District and documented on the district website at <https://www.lincnet.org/rental>. The Facilities Director will consult with school principals and the Superintendent for approvals on an as needed basis.

CROSS REF: \_\_\_\_\_ KF, Use of School Buildings

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