

ATTLEBORO PUBLIC SCHOOLS  
Attleboro, Massachusetts

File: KF

Community Use of School Facilities

It is the School Committee's desire that maximum use of school property be enjoyed by City residents. 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 only when a worthy educational, civic, or charitable purpose will be serviced; or a substantial group of citizens from the community will be benefited.

School facilities will be used per 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 Business Office. The Application for Use of Facilities Form is part of Policy Exhibit KF-E1: Procedures of Facility Rental Agreement and available online @ [www.attleboroschools.com/businessoffice](http://www.attleboroschools.com/businessoffice)

Eligibility:

School facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official City Public Hearings and political activities
4. Meetings and activities sponsored by the School Committee and School Personnel
5. Parks and playgrounds activities
6. Local non-profit and noncommercial organization activities
7. Metropolitan civic, educational, social, and religious organization activities if substantial portion of the members are residents of the city.
8. The activities of other organizations when approved by the School Committee.

School and City Preference:

1. School activities
2. City Meetings and elections over other community activities
3. Parks and playgrounds.

Source: MASC

Legal Reference:

- M.G.L. 71:71; 71:71B; 272:40A

Procedure of Facility Rental Agreement

Completion of this form with insurance documentation attached

Submittal to the School District at the Business Office (Buildings) or Athletic Office at Attleboro High School (Fields and Concession Stand)

Approval by Athletic Director (fields and gyms)

Approval by Food Service Director or designee (concession stand use)

Approval by Business Office (all schedules)

Activation of schedule once all documentation and information is approved

**\*\*CERTIFICATE OF INSURANCE\*\*** A Certificate of Insurance with \$1 Million Dollar liability coverage naming the Attleboro Public Schools, One Blue Pride Way, Attleboro, MA as insured **must** be submitted with your applications.

The attached Participant Release Form must also be completed and submitted with request.

All events within buildings require custodial presence (unless deemed otherwise by the district). Staff coverage hours begin one-half hour before organization shows up through the final custodial clean up and sanitization of all areas used. All staff requirements determined by Facility Supervisor.

Please note staff fees within document.

Due to contractual agreements a 4-hour minimum charge will apply when custodians are normally not on duty or as agreed at sole discretion of Attleboro School Department. In general, this is after 3:00 pm on weekdays and all hours on Saturdays, Sundays, school vacation weeks; and on holidays. Please discuss specific dates and time when making your request. Any change or cancellation in event **MUST** be given 48 hours in advance to allow district to make necessary adjustments.

Turf field and track rules & regulations:

- Track and field closed from 11PM till 6AM
- USE is by permit only
- NO pets allowed
- NO glass containers of any kind within the field/fence perimeter
- NO food or drinks beyond the gate (water in plastic bottles is permitted)
- NO gum or seeds inside fenced area
- NO tobacco products of any kind are allowed on school property
- NO unapproved vehicles or modes of individual transportation including but not limited to: bicycles, scooters, skateboards, hover-boards, etc.
- NO sharp objects beyond the gate (ex. tent stakes, arrows, corner flags, etc.)
- NO chairs inside the gate unless on the paved walkway
- NO shoveling, plowing or snow removal on the surface
- NO golf
- NO metal spikes are allowed on the turf field
- Only authorized personnel (i.e.: coaches, players, officials, medical personnel, etc.) are allowed on field

**The Attleboro Public Schools buildings and grounds are first and foremost for the education and enrichment of our students. Secondly, they serve as a valuable community asset for educational, governmental, civic,**

**cultural and recreational activities of the citizens of Attleboro. Non-school groups should recognize that the Attleboro Public Schools are not a private conference or recreational center and we are not staffed or equipped as such. The provisions and fees associated with the use of our facilities are intended to best maintain the facilities for the students and community.**

Submittal date for the seasonal use of the facilities (please submit **NO EARLIER** than these dates):

1. **Fall (Sept, Oct, Nov) July 1**
2. **Winter (Dec, Jan, Feb) Sept 1**
3. **Spring (March April, May) Jan 1**
4. **Summer (June, July, Aug) March 1**

School Department assigned personnel may be compensated for duties requested beyond their regular full-time assignment for services rendered to outside organizations. The School Department shall be reimbursed by the outside organizations for the actual costs incurred in accordance with current collective bargaining agreements.

If two or more groups are using the same facility at the same date and time and can be serviced by those same school department personnel, the actual cost will be shared between the groups.

The Administration reserves the right to cancel or review previously approved requests.

Use of facilities may be granted to recognize educational, governmental, civic, cultural or recreational organizations as well as local businesses. Groups will be requested to provide a Certificate of Insurance naming the City of Attleboro and the Attleboro Public Schools as a named insured on their insurance liability policy at amounts agreeable to the District.

Use of school facilities is intended for cultural, educational, recreational, and other civic uses. They are not intended to be used by profit-making organizations for purposes of commerce. Applications for the purpose of fundraising by an outside for profit group will be reviewed individually.

**APPLICATION FOR USE OF FACILITIES/Buildings**

For Athletic Facilities: Please fill in every space and send to AHS Athletic Office

Email: [mhoule@attleboroschools.com](mailto:mhoule@attleboroschools.com) Tel.# 508-222-5150 x20051

For Building Use: Please send to the Business Office

E-Mail: [afarnell@attleboroschools.com](mailto:afarnell@attleboroschools.com) Telephone: 508-222-0012 x10028

Date of Application \_\_\_\_\_

Facility	Turf Field_____	Track_____
Concession Stand	YES_____	NO_____
Ticket Booth	YES_____	NO_____
Press Box	YES_____	NO_____
Lights	YES_____	NO_____

Building: YES\_\_\_\_\_

Building Use: Name of Building: \_\_\_\_\_

What arrangement or other equipment will be needed \_\_\_\_\_

Date or Dates desired \_\_\_\_\_ From \_\_\_\_\_ A.M., P.M. to \_\_\_\_\_ A.M., P.M.

For what kind of gathering \_\_\_\_\_

Number of participants \_\_\_\_\_ Admission fee to be charged. \_\_\_\_\_ Number of spectators \_\_\_\_\_

Have you read the regulations relative to the use of stadium facilities? YES\_\_\_\_\_ NO\_\_\_\_\_

Name of Organization \_\_\_\_\_

For Profit\_\_\_\_\_ Non-Profit\_\_\_\_\_ (MUST INCLUDE COPY OF NON-PROFIT ID)

For Profit Groups are invited to use school facilities only for educational, recreational, civic and cultural activities.

Name of Contact Person \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Telephone \_\_\_\_\_

Signature \_\_\_\_\_

This form must be signed by an adult who agrees to be responsible for group's actions during time application is in effect. There is a Two Hundred Dollar Deposit Due at time of Booking. **Payment of rental charge is required in full two weeks prior to the date of the event.**

Approval YES\_\_\_\_\_ NO\_\_\_\_\_

**Must have:**

- 1. Stadium Supervisor. YES\_\_\_\_\_ NO\_\_\_\_\_
- 2. Custodial Staff: YES\_\_\_\_\_ NO\_\_\_\_\_
- 3. Grounds Keeper. YES\_\_\_\_\_ NO\_\_\_\_\_

Total Amount: \$ \_\_\_\_\_

Athletic Field Use: Bank Check or Money Order payable to AHS Athletic

Building Use: Bank Check or Money Order payable to Attleboro Public Schools

Principal or his/her designee: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR USE OF FACILITIES**

**PARTICIPANT RELEASE FORM**

In consideration of the said Attleboro Public Schools allowing the undersigned to participate in the use of a facility, I/we release the said Attleboro Public Schools, its representatives, agents, employees, principals, successors and assigns from all claims, demands, suits, damages, actions, causes of action and liabilities whatsoever of every name and nature, both in law and equity, on account of or in any way resulting from injuries sustained while present at or participating in any activity at the said School Department facilities except in the event such injuries are sustained due to the sole negligence of the said Attleboro Public Schools; and further, I/we release the said Attleboro Public Schools., its representatives, agents or employees from any and all duties and responsibilities for the care of our group members while at the School Department facilities.

Facility: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Group's Liability Insurance Coverage:

Company: \_\_\_\_\_

Policy #: \_\_\_\_\_

For profit-making organizations, the charges are listed in the Table below.

	<u>Non-Profit Organizations</u>	<u>For-Profit Organizations</u>	<u>Professional Organization</u>
<u>Elementary Schools</u>			
Gymnasium	85.00	200.00	
Pavilion	110.00	350.00	
Auditorium	85.00	200.00	
Cafeteria	85.00	200.00	
Kitchen	110.00	175.00	
Classroom	85.00	150.00	
<u>Middle Schools</u>			
Gymnasium	100.00	225.00	
Auditorium	110.00	225.00	
Cafeteria	100.00	225.00	
Kitchen	110.00	175.00	
Classroom	85.00	150.00	
Resource Center	100.00	200.00	
Cafetorium	100.00	225.00	
<u>Senior High School</u>			
Gymnasium A (Large)	285.00	600.00	
Gymnasium B (Small)	260.00	500.00	
Auditorium	235.00	510.00	
Cafeteria B1	110.00	275.00	
Cafeteria B2	110.00	200.00	
Kitchen	110.00	175.00	
Classrooms	85.00	150.00	
Mini Auditorium	135.00	300.00	
Resource Center	110.00	300.00	
Tennis Courts – per participant	5.00	5.00	
Tennis Courts – Group Rate	200.00	200.00	
Turf Field – per hour	75.00	250.00	700.00
Track – per hour	75.00	250.00	700.00
Turf Field – one time	-----	300.00	800.00
Track – one time	-----	300.00	800.00

The School Committee reserves the right to grant free use of its facilities to educational, charitable, or governmental agencies, at its discretion, and to deny any application that interferes with use of school facilities for school purposes, causes undue difficulties in policing the premises, or is considered to be an inappropriate activity to be held on school premises.

School-sanctioned parent groups, such as: Parent Teachers Organizations, Special Education Parent Advisory Committee, and booster clubs, etc. shall generally be exempt from Attleboro school building space fees.

Cross References: KF: Community Use of School Facilities  
 KF-E2: Use of AHS Track  
 KF-E3: Use of AHS Concession Stand

\*User Fees are negotiated and charged on an individual group basis. The School Committee reserves the right to revise any and all fees that are included on the above-referenced Fee Table.

Policy and Personnel Reviewed: 01-05-2021  
 School Committee Reviewed/Finalized: 01-11-2021

Community Use of the AHS Track

The track will not be available for public use during the school day or during any athletic/school event, or during events that the facility has been rented. This includes: games, scrimmages, practices, graduation, and events at the discretion of AHS administration.

Availability for Community Use:

- April 1 – Last Day of School: The track is available outside of school use until sunset.
- First Day of Summer Vacation – the second Sunday in August: The track is available from 7:00 a.m. to sunset.
- After the second Sunday in August–November 30: The track is available outside of school use until sunset.
- Dec. 1 – March 31: The track is closed for community use.
- State and Federal Holidays: The track is closed.

The following RULES must be followed at all times. Failure to comply with these rules can result in loss of scheduled time in this facility.

- Turf Field/Bleachers/surrounding grounds inside the stadium is OFF LIMITS (these areas are available by PERMIT only).
- NO food of any kind, including sunflower seeds, gum chewing, etc. are permitted inside the track area.
- No glass bottles are allowed inside the track area.
- Water is the only beverage allowed on the track. All other beverages, including sports drinks, are prohibited.
- Use of alcohol, tobacco, marijuana, and/or any other controlled substance use is prohibited.
- Pets are not permitted inside the facility.
- No metal spikes or metal tip cleats are permitted inside the facility.
- No chairs, tents, or folding team benches are permitted inside the facility.
- No golfing is permitted inside the facility.
- No bicycles, skateboards, roller blades, or other recreational equipment are allowed in the facility.
- Appropriate litter and recycling receptacles must be used at all times.
- No personal or professional businesses may operate on the track under this community-use policy.
- Video surveillance cameras are in use.
- Restrooms will not be available to the public during open community use.

In consideration of the said Attleboro Public Schools allowing said person(s) to participate in the use of the AHS Track, said person(s) release the said Attleboro Public Schools, its representatives, agents, employees, principals, successors and assigns from all claims, demands, suits, damages, actions, causes of action and liabilities whatsoever of every name and nature, both in law and equity, on account of or in any way resulting from injuries sustained while present at or participating in any activity at the said AHS Track except in the event such injuries are sustained due to the sole negligence of the said Attleboro Public Schools; and further, They release the said Attleboro Public Schools., its representatives, agents or employees from any and all duties and responsibilities for the care of our group members while at the Attleboro High School Track.

*Take PRIDE in our facility. Please report any vandalism to 508-222-5150 ext. 20051.*

USE OF ATTLEBORO HIGH SCHOOL CONCESSION STAND

The exercise of this policy will be consistent with state and federal regulations on the sale of concessions, which shall not take place while school is in session.

Organizations may request to utilize the concession stand to either:

- A. Sell pre-packaged foods and beverages only, or
- B. Prepare food and utilize the cooking equipment.

Eligibility for Option (B) to prepare food and utilize the cooking equipment requires that the following conditions be met:

1. At least one (1) person, age of 18 or older, must hold ServSafe food handler certification, and this individual must be present for entire event.
  - a. The course and exam may be completed online:  
<http://www.servsafe.com/access/SS/Catalog/ProductDetail/SSECT5>
2. The person holding ServSafe certification and the organization renting the facility is solely responsible for ensuring the proper handling of food during the event.
3. A copy of the ServSafe certificate must be submitted with the application for approval when reserving the facility and must be displayed in the concession stand throughout the event.
4. Food must be prepared and served in accordance with ServSafe guidelines and requirements.
5. Concession stand and all equipment must be left clean and disinfected according to ServSafe guidelines.
6. Custodial fees apply in accordance with the Use of Facilities Policies KFB and KFB-R1.
7. At least one (1) person who will be present at the event must be trained on the appropriate use of concession stand equipment. Training will be offered during the fall, winter, and spring seasons, and is valid for one year

All users must adhere to the following conditions:

1. All food sold and paper products/supplies used must be purchased by the organization using the concession stand
2. Organizations are encouraged to sell foods consistent with the district's School Wellness Policy.
3. No GUM or any products containing gum may be sold.
4. No food or other organizational belongings may be stored before or after the event.
5. The organization using the concession stand also takes responsibility for providing adequate supervision to ensure that no food or beverage items are brought into the track/turf area.
6. All organizations will be required to sign a concession stand User Agreement prior to the event. The organization using the concession stand assumes all responsibility and liability for food and beverages sold.

Concession stand rental can be "half day," defined as four (4) hours or less, or "full day," which is defined as greater than four (4) hours. Rates are as follows:

	Option (A) No Food Prep	Option (B) Food Prep and Equipment
Half Day	\$50.00	\$200.00
Full Day	\$100.00	\$400.00

Available equipment in the concession stand consists of the following:

- Pretzel Warmer
- Fryer and Grill
- Popcorn Machines
- Hot Dog Warmer
- Magic Chef Oven
- Ice Machine
- Hot Chocolate Machine
- Coffee Maker
- \*Refrigerators
- \*Freezers

**\*availability cannot be guaranteed**



ATTLEBORO PUBLIC SCHOOLS  
Attleboro, Massachusetts

File: KF-R1

Community Use of School Facilities  
Regulations

The use of school buildings, grounds, equipment, and facilities will be authorized by the Director of Finance/Controller in conformity with the following Regulations, which have been approved by the School Committee.

1. Requests for the use of school facilities will be made through the Business Office at least fourteen (14) days prior to the date of use.
2. School facilities may not be used for individual, private, or commercial purposes.
3. Request for school facilities must be cleared with the Building Principal, and/or the Business Office and/or both should the nature of the request so justify.
4. School-related groups will be permitted reasonable use of school facilities without charge. **(Custodial Fees May Apply)**
5. All activities must be under competent adult supervision approved by the Business Office and Principal of the building involved. In all cases, an assigned school employee will be present. The group using the facilities will be responsible for any damage to the building or equipment.
6. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Business Office.
7. Groups receiving permission are responsible, at all-times, for the observance of fire and safety requirements.
8. Smoking in the buildings and/or on school grounds is not permitted.
9. Proper liability insurance will be required of all groups given permission to use school facilities.
10. The School Committee will approve and periodically review a fee schedule for the use of school facilities.
11. In situations where there is no cost factor to the school system or in situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be modified and/or eliminated by the Director of Finance/Controller. In situations where extended usage for a long period-of-time is required, rates may be set at a contract price.
12. The School Committee reserves the right to cancel any permission granted.

Source: MASC