

COMMUNITY USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities will be authorized by the superintendent 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 at the office of the superintendent within an appropriate time frame prior to the date of use.
2. Requests for school facilities must be cleared with the building principal or the superintendent or both, should the nature of the request so justify.
3. School-related groups will be permitted reasonable use of school facilities without charge.
4. All activities must be under competent adult supervision approved by the superintendent and the 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.
5. 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 superintendent.
6. Groups receiving permission are responsible at all times for the observance of fire and safety requirements.
7. Smoking within the building is not permitted. Permission for the possession and sale of alcoholic beverages may be granted to a nonprofit organization, which is properly licensed, only by the school committee.
8. Proper liability insurance will be required of all groups given permission to use school facilities.
9. The committee will approve and periodically review a fee schedule for the use of school facilities.
10. 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 or eliminated by the superintendent. In situations where extended usage for a long period of time is required and warranted, rates may be set at a contract price.
11. The school committee reserves the right to cancel any permission granted.

(Use of Outdoor Facilities and Fields)

School Playing Fields

1. Motor vehicles are forbidden to use unpaved areas.

2. Alcoholic beverages are forbidden, by state law.
3. Additional regulations govern the use of both the artificial turf football field and the Schilling baseball field. In addition to following other facility reservation procedures, the Athletic Director must be contacted by any group or individual seeking to use either of these facilities.

Tennis Courts

The regulations for use of school tennis courts are designed to be enforced by the players themselves, who must be residents of Medfield.

1. Sneakers or tennis shoes are required.
2. Courts may be used on a first-come, first-served basis, with a one-hour limit if others are waiting to play.
3. On weekends and holidays, doubles are to have preference over singles.
4. Alcohol is forbidden.

Revised: January 23, 2006
June 2, 2008

SOURCE: Medfield

COMMUNITY USE OF SCHOOL FACILITIES

The use of school buildings, grounds, equipment, and facilities will be authorized by the Superintendent 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 at the office of the Superintendent at least 14 days prior to the date of use.
2. School facilities may not be used for individual, private, or commercial purposes.
3. Requests for school facilities must be cleared with the building Principal or the Superintendent or both, should the nature of the request so justify.
4. School-related groups will be permitted reasonable use of school facilities without charge.
5. All activities must be under competent adult supervision approved by the Superintendent and the 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 Superintendent.
7. Groups receiving permission are responsible at all times for the observance of fire and safety requirements.
8. Smoking within the building is not permitted. Permission for the possession and sale of alcoholic beverages may be granted to a nonprofit organization, which is properly licensed, only by the School Committee.
9. Proper liability insurance will be required of all groups given permission to use school facilities.
10. The 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 district, or in situations where a mutual exchange of facilities is possible between the school district and the organization, rates may be modified or eliminated by the Superintendent. 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

NOTE: Although many regulations in this category include the fee schedule for use of various facilities, it is recommended that such schedules be included in the policy manual as an exhibit document coded KG-E because of their changing nature.

This is an area in which the School Committee needs to officially approve regulations. There may be additional procedural regulations that are purely administrative.

**COMMUNITY USE OF SCHOOL FACILITIES
(List of Available Facilities)**

A. Building Facilities:

1. High School

- a. Gymnasium, including locker room
- b. Auditorium
- c. Cafeteria (see below - All Schools)

2. Middle School

- a. Gymnasium, including locker room
- b. Auditorium
- c. IMC

3. Dale Street

- a. Gymnasium/Auditorium, NOT including stage area
- b. Cafeteria

4. Memorial

- a. Gymnasium/auditorium
- b. Cafeteria

5. Wheelock School

- a. Large gymnasium (tennis shoes/sneakers must be worn)
- b. Small gymnasium
- c. Cafetorium (NOT including stage area)

6. All Schools

- a. Use of cafeteria does NOT include kitchen areas. Arrangements may be made upon request to use kitchens; this will require cafeteria department personnel to supervise; their fees will be charged the user.

THE BUILDING PRINCIPAL may give access to groups to use kitchens for school-sponsored activities, at which the Principal will be present, provided that:

- i. Advance notification be given the Food Services Director;
 - ii. Extent of use be described fully;
 - iii. No cafeteria supplies be used;
 - iv. Principal assumes responsibility for all appropriate sanitary and/or health codes & regulations.
 - v. No access be made to any areas where cafeteria foods are stored.
- b. Classroom and other spaces may be available to school sponsored or related activities and adult education.

B. Grounds Facilities

1. High School/Middle School Complex:
 - a. Schilling baseball and softball fields
 - b. high school tennis courts
 - c. high school track and field

2. Dale/Memorial Complex:
 - a. two softball fields; small baseball diamond

3. Wheelock School:
 - a. soccer fields; softball fields; lacrosse fields

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June 2, 2008

SOURCE: Medfield

**COMMUNITY USE OF SCHOOL FACILITIES
(Payment by using groups)**

1. Charges for use of school facilities are applicable to all users with the exception of regularly scheduled school activities.
2. Custodial rates shall be at current custodial pay scales, in accordance with the custodians' contract. (see #7., below).
3. An added service/rental charge will be levied according to the below schedule.
4. Users should note that an additional minimum one-half hour will be charged in order to secure the buildings after all users have left the building. Using groups shall be charged for all time required to clean and to secure the building after an activity has concluded.
5. Buildings will be opened for use at the time requested on the application for use. If users anticipate any time needed to set-up for an activity, allowances should be built into the estimated arrival time.
6. Application and rental fees must accompany each application before it can be processed. The Medfield Schools shall bill for personnel costs on a monthly schedule. Failure to make prompt payment may result in cancellation of any scheduled future use.
7. There shall be a minimum two (2) hour charge for custodial time for activities conducted outside of regular custodial hours and for activities requiring additional custodial service (in the sole discretion of the School Department). Custodial rates will be at rates according to the pertinent collective bargaining agreement. There shall also be a minimum two (2) hour charge for food service employee and/or media/technology employee time if required. An administrative fee of 10% as provided by law may be added to these charges for commercial uses and for uses by other organizations not comprised solely of Medfield residents.
8. In addition to charges incurred for custodial coverage, each user will pay \$25.00 per registration request. This payment will be made with the submission of the application.
9. Rental Rates:

	<u>Community</u>	<u>Commercial and non-profits not solely comprised of Medfield Residents</u>
Auditoriums (1):		
High School	\$50.00/hour	\$125.00/hour
Middle School	\$30.00/hour	\$75.00/hour
Cafeteria (2)	\$25.00/use	\$35.00/hour
Classrooms	\$25.00/use	\$25.00/hour

Grounds

Turf Field (3)	\$50.00/hour	\$500.00/day (6)
Schilling Baseball Field (3)	\$50.00/hour	\$500.00/day (6)
Other	\$25.00/use	\$25.00/hour (6)
Gymnasiums (4)	\$25.00/use	\$25.00/hour
Library/Media Centers (5)	\$25.00/use	\$35.00/hour

- (1) Only persons employed by the Medfield Public Schools are authorized to use audio/visual and other technology. Should the use of such equipment be desired an additional charge of \$50.00 per hour will be added to the applicable rental and custodial fees.
- (2) Use of cafeteria does NOT include kitchen areas. Arrangements may be made upon request to use kitchens; this will require cafeteria department personnel to supervise; their fees will be charged the user.
- (3) Additional fees will be required for any use of the lights at these facilities. As of December 2005, this additional fee is \$250.00 and is subject to change at the discretion of the Medfield Public Schools. Additional rules governing the use of the turf field and Schilling baseball field must be adhered to. In addition to following other facility reservation procedures, the Athletic Director shall be contacted by any group seeking to use these facilities.
- (4) Appropriate footwear must be worn.
- (5) Additional fees will be required in those instances where air conditioning is to be used.
- (6) Any unauthorized use of these facilities will be charged the full-day rate or for 10 hours.

Those organizations exempt from fees include CSAs for Dale, Memorial, Middle School, and Ralph Wheelock, Medfield Coalition, Medfield Music Boosters, Medfield School Boosters, The local Destination Imagination Groups, and any other support group or worthy organization as determined by the Director of Finance and Operations.

10. The Director of Finance and Operations is authorized to make final decisions regarding any teacher who might request a full or partial waiver of the rental use per day charge if requested for a program that, in his/her judgment, is an active extension of the regular educational programs.

The Director of Finance and Operations is authorized to accept contributions in the form of labor or materials from user groups in lieu of payment at his/her discretion.

11. AM. and P.M. Daycare, even by staff, must have a School Committee approved lease with a straight rental fee.

Revised: January 23, 2006
June 2, 2008

SOURCE: Medfield

**COMMUNITY USE OF SCHOOL FACILITIES
(Application for Use and Scheduling)**

A. Application

1. Written application for the use of school facilities must be submitted ten days prior to the proposed event.
2. Only fully completed applications shall be processed.
3. All application forms shall be submitted to the office of the Director of Finance and Operations, Medfield Public Schools, 459 Main St. 3rd Floor, Medfield MA 02052.
4. Application forms are available at the above address.

B. Scheduling

1. All scheduling shall be done in the priority established in the policy KG.
2. The Medfield Public Schools reserves the right to adjust scheduled events in order to provide for school-sponsored activities.
3. Every effort shall be made to schedule:
 - a. School activities for the year prior to October 1".
 - b. Requests of Town Boards prior to October 15th.
4. To provide for proper maintenance and cleaning, facilities at each school will not ordinarily be scheduled one night per week at the discretion of the approving administration.
5. Building use shall not regularly be scheduled after 10:15 PM.
6. No activities shall be scheduled in the Medfield Public Schools on any Medfield Town Meeting date. If Town Meeting dates are unknown at the time of scheduling, the user assumes the responsibility for notifying the members of the group when the dates are set.

Revised: January 23, 2006

SOURCE: Medfield

COMMUNITY USE OF SCHOOL FACILITIES

Guidelines for Users:

Any approval to use school facilities is subject to the following guidelines:

1. No alcoholic beverages are to be permitted.
2. The cost of any police security required by the School Department is the responsibility of the user group.
3. Smoking on any school property shall not be permitted.
4. At least one responsible adult supervisor, whose name shall appear on the application, shall be present at all times during use.
5. Permission to use any facility does not imply permission to use equipment. Any equipment request must be stated on the application, and arrangements must be made with the appropriate building administrator or the Media Content Specialist.
6. Users are responsible for cleanup and removal of all debris. This should be done immediately following the activity.
7. Time schedules are approved with the application forms and must be adhered to.
8. Conduct of all users is the responsibility of the supervisor designated on the application form.
9. Failure to follow any regulation can result in immediate cancellation of the activity.
10. All regulations of the Internal Revenue and Treasury Departments, the Commonwealth of Massachusetts and Town of Medfield shall be adhered to by the group and shall be their sole responsibility.
11. The Town of Medfield and its employees shall not be responsible for injury to persons or property pursuant to a permit issued to any user group or person.
12. School furniture or equipment shall not be taken from any building for non-school use nor shall be moved within any building, except by specific written permission of the Superintendent or his/her designee.
13. The Medfield Schools reserves the right to make special regulations, adjust charges, and to cancel any activity.
14. All School Committee Policies shall be complied with.

Special Guidelines on School Grounds:

1. No unregistered motor vehicles shall be permitted on school grounds.
2. Hitting golf balls or otherwise practicing golf is prohibited.
3. In the case of grounds, users not affiliated with the school system shall assume responsibility for contacting all abutters to the school property at the time the application is filed. Notification of abutters must occur at least sixty (60) days prior to the commencement of events. A copy of the letter to the abutters will accompany the Application for Use form.

Prior to the consideration of approval of the event, the user will submit to the Director of Finance and Operations a report reflecting any concerns expressed by the abutters. The Director of Finance and Operations is authorized to require the user to meet with the abutters. Every attempt shall be made by the user to meet the concerns expressed by the abutters.

Special Guidelines on Tennis Courts:

1. Regulations for the use of tennis courts shall be enforced by the players themselves. All players must be residents of Medfield.
2. Sneakers or tennis shoes are required.
3. Use is limited to one hour if others are waiting to play.
4. On weekends and holidays, doubles shall have preference over singles.

Special Guidelines on Calvin Fisher Field

1. Guidelines for use will be distributed to each renter upon application for usage.
2. No activity for non-school use will be allowed before 9:00 a.m. on Saturday and 10:00 a.m. on Sundays and holidays.
3. No activity for non-school use will be allowed after 10:00 p.m.
4. Unnecessary noise will be discouraged, i.e., warm up music.
5. S. Use of public address system is restricted to approved permits.
6. A goal of two (2) night activities per week shall include both school and non-school events. Said goal may be waived due to schedule requirements, weather and tournament play.
7. Residents upon request will be provided with facility use schedules.
8. The superintendent of schools or designee will be responsible for field use management.
9. School activities will generally be scheduled as required. Summer camp activities shall not begin on the field before 7:30 a.m.
10. Abutters to the property will be notified in advance of any significant changes in plans for the property.

LEGAL REFS.: M.G.L. 71:71; 71:71B; 272:40A

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SOURCE: Medfield

PUBLIC SOLICITATIONS/ADVERTISING IN SCHOOLS

We recognize that the schools have direct daily contact with more homes in the community than any other organization or institution. To prevent any misuse of the school organization, the following guidelines have been established concerning notices, other written matter, communications and solicitation.

1. Participation in any school sponsored fund or charity drive by students shall be entirely voluntary as far as each individual is concerned. There shall be no cause for embarrassment to those who do not choose or who are unable to participate or contribute to a fund or charity drive.
2. No solicitations may be made to students or through the student's information packets on behalf of commercial, for profit businesses unless sponsored by the school department. Camps, youth organizations, and workshops of an educational and athletic nature will require expressed approval of the superintendent. Sponsors of activities shall be so noted.
3. No employee may release name and address lists of students to persons outside the school unless authorized by the superintendent and in conformity with Commonwealth of Massachusetts Department of Education Regulations 603 CMR: 23:00 Student Records.
4. Students and the school organization shall not be used as a means of collecting data, information, or surveys without written approval of the superintendent. Any approved data collection and distribution of information must be pertinent to the conduct of the school program or school business.
5. Except for distribution of the information relative to the Medfield Public Schools and school authorized groups (High School Boosters, CSA's Coalition for Public Education and Medfield Music Association), students and the school organization shall not be used as a means of disseminating advertising, information, political, or promotional materials without the expressed permission of the superintendent. When an unusual or questionable request is made, the superintendent may seek the opinion of the School Committee.

All solicitations/advertising within the school **MUST HAVE PRIOR APPROVAL** of the superintendent.

Note: Pertinent policies of the School Committee are included in this manual as follows:

GBEBC Staff Gifts and Solicitations
JP Student Gifts and Solicitations

SOURCE: Medfield

PUBLIC SOLICITATIONS IN THE SCHOOLS

The School Committee will place limits on commercial activities and fund-raising activities in the schools for the following reasons:

1. The school district should provide students, parents/guardians, and employees some measure of protection from exploitation by commercial and charitable fund-raising organizations.
2. The school district should not give the public the impression of generally endorsing or sanctioning commercial and fund-raising activities.
3. Commercial and fund-raising activities may disrupt school routine and cause loss of instructional time.

Following these guiding statements, the Superintendent and Principals may permit occasional commercial or fund-raising activities related to the objectives of the schools with the following exceptions:

1. No direct solicitation of students or employees may take place without School Committee permission.
2. No general or class distribution of commercial or fund-raising literature may take place without School Committee permission.

For the purposes of this policy, local PTA and PTO groups and groups representing school district employees will be considered "school groups" and will be governed by the Committee's policy on staff solicitations.

SOURCE: MASC

LEGAL REF.: M.G.L. 44:53A

CROSS REFS.: GBEB, Staff Gifts and Solicitations
JJE, Student Fund-Raising Activities
KHB, Advertising in the Schools

NOTE: The cross references are to related categories in the NEPN classification system.

ADVERTISING IN THE SCHOOLS

Pre-approved advertising of commercial products or services will be permitted in school buildings and on school grounds and properties. Publications of the school system will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school system to promote any product will not be permitted by the committee.

CROSS REFS.: JP, Student Gifts and Solicitations
 KHA, Public Solicitations In the Schools

SOURCE: Medfield

ADVERTISING IN THE SCHOOLS

The School Committee may grant permission for advertising of commercial products or services in school buildings or on school property under guidelines or regulations it may approve. Otherwise, no advertising of commercial products or services will be permitted in school buildings or on school property. Publications of the school district will not contain any advertising. However, this will not prevent advertising in student publications that are published by student organizations, subject to administration controls, or the use of commercially-sponsored, free teaching aids if the content is approved by the administration.

Solicitation of sales or use of the name of the school district to promote any product will not be permitted by the Committee.

SOURCE: MASC October 2016

CROSS REF.: KHA, Public Solicitations in the Schools

VISITORS TO THE SCHOOLS

The school committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals.

Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the school district's policy of assigning a student to a particular class is the sole responsibility of the building principal in consultation with the staff of that school.

The following guidelines to classroom and school visits should be followed:

1. Parental requests for classroom visitations will be welcomed as long as the educational process is not disrupted. To this end we request that such requests be made at least forty- eight hours in advance to allow for proper arrangements to be made.
2. The building principal has the authority to determine the number, times, and dates of observations by visitors. This will be done in consultation with staff members so as to give adequate notice to the staff members of the impending visits.
3. For security purposes it is requested that all visitors report to the principal's office upon entering and leaving the building and sign a guest log showing arrival and departure times. Teachers are encouraged to ask visitors if they have registered in the principal's office.
4. Under ordinary circumstances classroom observations will be strongly discouraged during the first three weeks of school in September and during the month of June.
5. Any student who wishes to have a guest in school MUST ask permission of one of the administrative staff 24 HOURS in advance of the proposed visit. If permission is granted, the guest is expected to follow the standards of behavior expected of all students. Upon arrival the guest must register in the office. Any guest who fails to comply with student regulations will be asked to leave the school building and grounds immediately.

Note: The MASC Reference Manual replaces "encourages" with "welcomes", "parents" with "parents/guardians" and "Parental requests" with "Requests by parents/guardians". It also adds the following cross refence

CROSS REF.: IHBA, Observations of Special Education Programs

SOURCE: Medfield

File: KIAA

ADVOCATE VISITATION POLICY

Under Chapter 766 Regulations, parent/child advocates have the right to visit classrooms. Such visitors will be asked to complete and sign a form (see following exhibit) and submit said form no later than 3 days prior to the anticipated visit.

SOURCE: Medfield

RELATIONS WITH SCHOOL SUPPORT ORGANIZATIONS

The Medfield School Committee recognizes and appreciates the value of school support and booster organizations in helping to achieve Committee goals.

The Committee shall officially recognize any school support group which requests this after reviewing its organizational plans and rules of operation. Committee policies regarding fund raising on school premises, fund raising by students and personnel, and gifts to schools, shall pertain to these organizations.

Resolutions from these groups shall be accepted by the Committee for consideration only when forwarded by an administrator.

When such groups are formed on a system-wide basis, the Superintendent shall establish a liaison between them and the school system. When they are formed on a school basis, the principal shall be responsible for establishing the liaison. The School Committee and the building administrator/director are to be kept fully informed of the activities of all groups in order to assure that the special interests of these groups do not result in an imbalance in the school program.

Any distribution to be carried home by students **MUST HAVE PRIOR APPROVAL** of the Superintendent and building principal.

CROSS REFS.: GBEBC, Staff Gifts and Solicitations
 JL, Student Gifts and Solicitations
 KH, Public Gifts to the Schools

SOURCE: Medfield

**RELATIONS WITH SCHOOL SUPPORT ORGANIZATIONS
(Medfield Committee Outreach Worker)**

Access to School Personnel and Information. The Outreach Worker is free to approach school employees--administrators, special needs services personnel, including guidance, and teachers--through the principal. This process is reciprocal in the same manner, i.e., teachers must work through the principal. However, such sharing of information may be done orally and informally only. Formal sharing of pupil records with the Outreach Worker must include notification to the parents and student (or only the student if he/she is 18 years of age and so requests).

Outreach Worker's Role. The Outreach Worker may be expected to come into contact with issues which youth may not share with the school system or at home. It is clearly the job of the Outreach Worker to deal with these issues, including services, systems, and parents, as is appropriate. At no time should the schools' cooperation with the Outreach Worker place a school employee or the system in a position of violating school policy. Clearly the Outreach Worker has wider latitude and flexibility to assist the student than does the public-school system in certain instances.

Regarding Policy. The Outreach Worker will be encouraged to meet with the School Committee regarding school policy as it affects the Outreach Worker's services. Such meetings may be necessary from time to time.

Regarding Public Relations. A written brochure regarding the Outreach Worker's services and programs will be placed and displayed in the guidance departments of the school system. The Outreach Worker and others associated with the program will be invited to make their services known to voluntary student audiences through assemblies, released study hall appearances, and after-school sessions. In these ways students will be aware of services that can be provided by the Outreach Worker.

Regarding Referrals. Students and parents, because of the above public relations efforts, may self-refer. Special services personnel, administrators, and teachers--through the principal--may encourage the student to consider self-referral as one option. Direct referral from the school to the Outreach Worker must be formalized in writing with parental and student notification (except in the case of the 18-year-old who has requested his/her parents not be notified).

SOURCE: Medfield

RELATIONS WITH POLICE AUTHORITIES

Cooperation with law enforcement agencies is essential for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property.

Relationships between the schools and officials of law enforcement agencies in investigative matters concerning pupils will take into consideration the respective roles of the schools and law enforcement agencies in assisting and protecting the interests of the community, and ensuring the rights of all concerned.

The school committee also recognizes the potential enrichment that law enforcement agencies can make in the educational program.

Efforts should be made to develop and maintain a healthy attitude toward law enforcement agencies and personnel to promote better understanding and communication.

SOURCE: Medfield/MASC

RELATIONS WITH PLANNING AUTHORITIES

The Medfield School Committee will participate in local and state planning functions that could directly affect District schools and their immediate environment.

The Superintendent or designee will keep the school committee informed of planning matters bearing directly on the operation of District schools or school-sponsored programs, and will undertake action on behalf of the Medfield School Committee to influence matters in the best interests of the students, the schools and the District.

SOURCE: Medfield/MASC

RELATIONS WITH LOCAL GOVERNMENTAL AUTHORITIES

The Medfield School Committee and its administrative officers welcome all who seek to serve the residents of the community and will participate with them in the planning and execution of such projects as will be mutually beneficial for students.

It is Medfield School Committee policy that administration inform elected and appointed officials of the local and county government of the desire to work cooperatively for improved services.

SOURCE: Medfield/MASC