

COMMUNITY USE OF SCHOOL FACILITIES

The School Committee may conduct educational and recreational activities on school property and shall allow the use thereof by individuals and associations and business for educational, recreational, social, civic, and philanthropic activities as it deems appropriate.

The affiliation of any such association with a religious organization shall not disqualify such association from being allowed such a use for such a purpose.

The use of such property as a place of assemblage for citizens to hear candidates for public office shall be considered a civic purpose within the meaning of this section.

The School Committee will establish rates (including custodial fees) for various classifications of eligible groups which desire to use school facilities.

The superintendent will issue such other rules and regulations for use of school facilities as are necessary.

Any group seeking to use school facilities shall comply with all state and federal laws.

PASSES FOR SENIOR CITIZENS

Upon application to the superintendent or his/her designee and upon producing proof of age or retirement, South Hadley residents 65 years or older or who are retired will be given free passes to South Hadley athletic events.

LEGAL REFS.: M.G.L. 71:71; 71:71B

Adoption date: January 10, 2006
Re-adoption date: July 8, 2014

South Hadley Public Schools

RULES AND REGULATIONS FOR FACILITIES USAGE
By Non-School Department Groups

- Applicants receiving permission to use school property shall be directly responsible for the proper conduct of persons in the occupied facility, and must provide sufficient adult supervision. Any damages to school property during the applied period of use will be the financial obligation of the applicant.
- Applicants are responsible for inspecting the facilities to determine their suitability for the purpose for which it is used. The South Hadley School Department makes no warranty regarding the suitability of any facility for non-school usage.
- School buildings may not be used without a custodian present in the facility, unless a waiver is granted by the School Committee.
- Any organizations not affiliated with the South Hadley Public Schools may be required to submit a certificate of liability insurance prior to facility use.
- Facility rental fees will be established by the School Committee. Payment of such will be required for any groups or organizations not affiliated with the South Hadley Public Schools. The same fee will apply to all profit-based organizations, unless a separate charge is approved by the School Committee.
- Any organization using school buildings outside of regular custodial work hours will be charged additional fees for custodial overtime.
- Food and beverages of any kind will not be permitted in auditoriums, gymnasiums, libraries, or pool areas.
- All groups are responsible for cleaning up after their program and arranging their area in the manner it existed prior to organization/group use.
- Use of tobacco products, to include electronic tobacco products or electronic cigarettes, and/or the presence or consumption of alcohol or illegal drugs within the building or on school grounds is not permitted.
- Applicants will inform participants (and the parents of participants under age 18) that the event for which the facility is being used is not run by or under the supervision of the school department, and that the applicant is solely responsible for the event and any harm arising out of such usage of school property.
- Applicants are responsible for providing adequate supervision for their program, and for not exceeding the allowed capacity of the space(s) being used. The School Department reserves the right to limit the number of people in any particular space (ex. pool or gym) for safety reasons.

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PROCEDURE FOR USE OF SCHOOL FACILITIES

Anyone wishing to use a school facility for any purpose must submit a Facilities Usage Application form. This form, as well as the rental rate sheet, is available at any school building or the Superintendent's Office.

The form must be submitted to the principal of the building being requested, at least two weeks in advance. Since there is often "competition" for use of key areas, and since the facilities are assigned on a first come basis, additional advance notice is beneficial to both the user and the school. School facilities are rarely available during the school day, but the School Committee may consider exceptions.

If the facility is available, the principal will sign the form and forward the application to the director of facilities for processing and approval. If the facility is not available, the form will be returned with the reason so noted. Anyone not receiving an approved or disapproved form back in approximately one week should contact the principal to see if the form has been processed.

Use of any school facility may involve building rental and/or custodial fees. Specific questions may be directed to the director of facilities.

A summary of the Rules and Regulations for using school facilities is printed on the back. A copy of the full School Committee Policy on the usage of school facilities is available upon request from the Superintendent's Office or any school office.

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No public function should be posted and/or advertised until the Facilities Usage Application is approved. Otherwise, the risk is taken that the space may not be available and the posting/advertisement will be incorrect.

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