

**MEDWAY SCHOOL BOARD POLICY  
COMMUNITY USE OF SCHOOL FACILITIES**

Definition: "School Facilities" are buildings and grounds, parking lots, playing fields and fixed equipment.

It is the Board's desire that the local taxpayers who provide the school should be able to obtain maximum use of the facilities, to the extent consistent with the primary educational function of the school. It is intended that community uses for educational, recreational, social, civic, philanthropic and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule approved annually by this Board.

The Superintendent is responsible for developing administrative regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the public school students; preference to local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

**The Medway School Department encourages the responsible use of school facilities and athletic fields in accordance with the following procedures:**

A. All requests for use of facilities\* and/or fields will be made to the building principal. School use will always take priority over any other use.

\*When the kitchen is used, a school employee must be present. Steamers, mixers and the dishwasher are not to be used unless by a trained kitchen/staff member.

B. A custodial fee may be charged for use that occurs any time a custodian is not on regularly scheduled duty.

C. When there is a multiple use of the facility, rental and custodial fees may be adjusted at the discretion of the building principal, with prior approval of the Superintendent.

D. Outside organizations will be responsible for adhering to all fire and safety code regulations.

E. The outside organization will be responsible for providing police coverage when the building principal determines that police presence is appropriate.

F. The group using the facility/field will be responsible for any damage to property, theft of property or injury to any person(s) resulting from use of the facility/field.

Liability insurance coverage will be the responsibility of the using group. Proof of this insurance may be required.

- G. The person or group using the facility/field shall report any damage to property, theft of property, or injury to any person(s) immediately to the custodian on duty and the building principal.
- H. No group will have access to school facilities or equipment unless previously approved by the building principal.
- I. Possession and use of alcoholic beverages are prohibited on school property, including athletic fields.
- J. Smoking is prohibited on school property, including athletic fields.

These factors are to further guide community use:

- A. A certificate of insurance shall be required as appropriate to the particular use;
- B. School facilities may not be used for illegal purposes;
- C. Community adults and children are free to use outdoor grounds and facilities for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups;
- D. Any approval of the use of school facilities is to require the signing of a Facility Request Form setting forth the conditions of use;
- E. Application for use is to be made through the Principal, and
- F. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.

Facility use may be granted without rental charge, as follows:

- A. Not-for-profit educational, recreational, cultural and fraternal organizations having a significant number of members who are community residents;
- B. Not-for-profit groups which present programs that are designed to be educationally, recreationally or culturally beneficial to local citizens, ~~and~~
- C. Municipal-sponsored groups and organizations; and

- D. For-profit groups that provide a direct service to the community or students at Medway Middle School. The fee may be waived by prior approval of the Principal.

Other groups shall pay rent (in advance) on a multi-increment scale, which reflects highest amounts for groups engaging in a profit-making enterprise on school grounds.

The following may be requested of any group:

- A. Reimbursement for incidental expenses (utilities, etc.);
- B. A deposit with the application, refundable after leaving the facility in satisfactory condition;
- C. Reimbursement for property damage and any cleaning and repair costs;
- D. Reimbursement for custodian or other staff costs when necessary to the use of the facility; and
- E. Fees for rental of equipment.
- F. The Superintendent/designee shall develop procedures for implementing this policy.

Adopted: September 13, 2001

Revised: October 5, 2004

**Revised: March 6, 2012**