

**HADLEY SCHOOLS
COMMUNITY USE OF FACILITIES/FIELDS**

Introduction

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople of Hadley. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

The policy of the School Committee is to encourage the use of the schools as community centers within the limits of good management and practical considerations. The School Committee feels that is incumbent upon all users to manage their activities as effectively as possible; first, because of the investment involved and, secondly, because of civic pride.

All activities will be governed by the provisions of M.G.L. Chapter 71, Section 71 and according to the policies and regulations adopted by the Hadley School Committee.

Permission and Priority of Use

Permission for the use of facilities must be obtained through the respective building administrator's office, by obtaining a "Request for Building Use" form (See KF-E). The administrator, or his or her designee, is the only person authorized to approve and schedule the use of a school facility.

Use of school buildings and other facilities by organizations will be permitted only when a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited. Other use of the building will be approved at the discretion of the Superintendent.

It is assumed that most conflicting uses can be avoided by use of a district-wide calendar. In the event of conflicting use requests, building administrators will make decisions about school use by considering the following prioritization of users:

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Priority	Description of User or Use	Example of User or Use
1	Public school activities. All activities under direct sponsorship of the schools or approved related functions, including meetings and activities sponsored by the School Committee and school personnel.	<ul style="list-style-type: none"> • All after-school extra-curricular activities • Special events such as concerts, school-sponsored fundraisers, etc.
2	All activities that are under the jurisdiction of the Parks and Recreation Department of the Town of Hadley and Hadley Kids, Inc.	<ul style="list-style-type: none"> • Parks and Recreation Department youth development activities • Hadley Kids, Inc. after school program at HES
3	Activities of the Parent-Teacher Organization	<ul style="list-style-type: none"> • PTO meetings and special events
4	Other non-profit Hadley youth organizations, parent-school groups, and other youth activities	<ul style="list-style-type: none"> • Hopkins Sports and Music Booster Clubs • Hadley Mothers' Club • Helping Hearts for Hadley Schools • Catholic Youth Organization Basketball • Pioneer Valley Summer Soccer League Pre-Season • Scouts • HES 6th Grade Celebration
5	Official town public hearings and town political activities.	<ul style="list-style-type: none"> • Town wide or town committee public meetings. This does not include use of Hopkins for town elections and Town Meeting, which is a prioritized use arranged outside of this policy.
6	Civic, educational, social organization activities that are not related to Hadley youth or the schools and/or religious organization activities if a substantial portion of the members are residents of the Town of Hadley.	<ul style="list-style-type: none"> • Young Life • Hadley adult sports leagues or clubs

Conditions of Use

1. Approval for the use of school facilities is contingent upon sponsorship by an adult resident of Hadley, or by an established community group or non-profit group, which serves the needs of the Town of Hadley.
2. The attached form must be filled out and signed by the adult that will be responsible for ensuring safe and sound use of the facilities.

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3. The form must be turned in to the building office at least two weeks prior to the scheduled event.
4. Approval for facility use which includes recurring usage on a weekly, monthly and/or seasonal basis will be made by the building principal in conjunction with the Superintendent of Schools and separate conditions will be established.
5. In the event of any dispute regarding use, rental, or fee structure associated with building use, an appeal, in writing, can be sent to the Superintendent of Schools, whose decision will be final.
6. Local guidelines regarding safety, security, and traffic control will be enforced during all events. Principals will consult with the Superintendent of Schools and Public Safety personnel regarding any event that could have significant impact regarding capacity of facilities, including parking lots, and/or welfare issues and concerns associated with them. The Principal or Superintendent may require additional custodial or police personnel if appropriate.
7. Please note that a custodian/attendant is required to be at the school while groups use the buildings. In general, and whenever possible, use of the buildings will be limited to times when one or more custodians are scheduled on duty (school calendar year M-F, 7a.m-9p.m.). In all cases, an assigned employee will be present. If the group will be using the facility other than during normal custodial hours (weekends, holidays, school vacation periods and before or after regular custodial hours), they will be required to pay for custodial coverage at contractual rates.
8. The custodian will always be the person to lock and unlock the building. No keys will be distributed. The custodian will turn on the lights and arm/disarm the security system.
9. The custodian in charge should not be expected to assist in cleaning or set up of special activities although they can voluntarily choose to assist. Groups are responsible for cleaning up after their program.
10. Special state regulations govern the use of the kitchen facilities. A licensed food handler employed by the Hadley Public School is required to oversee the preparation and delivery of all food.
 - a. Food purchased and/or prepared off site cannot be stored in the school storage areas that also contain foods used in the preparation of school lunches. However, auxiliary refrigerators are available for use at both schools if ample advance notice is provided to the Food Services Director.
 - b. Food for special events can be purchased by the Food Service Director with ample advance notice. If purchased by the Food Service Director, food can be stored in the school food storage area.

- c. When licensed school personnel are required to oversee kitchen use, a fee will be charged at the contractual rate. The role of school personnel will be to oversee activities to ensure safe food handling practices and to inspect the kitchen for cleanliness and cleanup.
11. The group using the facilities will be held financially responsible for any damage to the building, grounds, or equipment incurred during their time of usage. School facilities are not to be abused and must be left in substantially the same conditions. In the event that employees must spend time cleaning, repairing, or replacing damaged equipment or facilities, the organization responsible must reimburse the school department for its additional labor cost at a rate of 1.5 times the hourly rate for those employed to correct the problem. Groups will also be charged for damaged materials/equipment as appropriate. These charges will be billed to the applicant by the School Department. *Users may want to conduct a walk through prior to and after use to inspect and document conditions.*
 12. The School Department reserves the right to cancel any permission previously granted for good cause. When school is cancelled all activities for that day are cancelled.

Additional Use Guidelines

- Use of tobacco products, and/or the presence or consumption of alcohol within the building or on school grounds is not permitted. Persons possessing, using or under the influence of alcoholic beverages or illegal drugs shall not be admitted on school property or permitted to supervise or participate in activities or events.
- User groups must provide sufficient adult supervision. (The School Committee policy recommends a ratio of one (1) adult to ten (10) students for indoor activities.)
- Proper liability insurance will be required of all groups given permission to use school facilities.
- Young children should be accompanied to the bathrooms by an adult.
- Street shoes, food and drink will not be permitted on the gymnasium floor at any time.
- Children and others should stay in the area designated on the use form.
- Leaders are responsible for maintaining order at all times, and for keeping their group in the room(s) or area(s) assigned.
- No one is allowed on the stage unless that area has been specifically requested on the Building Use Form.

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- No pets, other than service animals, are allowed on school grounds or in school buildings.
- Unless specifically granted, use of the school grounds is not permitted from dusk to dawn unless such use has been authorized in advance by the building administrator.

Field and Parking Lot Use

Fields and parking lots are available for use. All appropriate guidelines above apply with the following changes and additional considerations.

1. Use of the fields will be approved by building principals in consultation with the Hopkins Athletic Director and field maintenance personnel. Use of the fields will be based on current and long-term considerations of condition and safety.
2. Approval for recurring usage of the fields on a weekly, monthly and/or seasonal basis will be made by the building principal in conjunction with the Hopkins Athletic Director and Superintendent of Schools and separate conditions will be established. Other special conditions, such as provisioning of a portable toilet, must be approved by the Superintendent of Schools in advance.
3. If building facilities are required during outdoor use for rest rooms and/or kitchen facilities, the guidelines above concerning custodian oversight, damage responsibility and fees will apply. *The custodian in charge will not be responsible for user behavior in the building during an outdoor event. Adult supervision and monitoring is encouraged.*
4. Approval for use of parking lots will be contingent on safety considerations. Principals will consult with the Superintendent of Schools and public safety personnel when required and will determine if additional safety precautions are necessary.
5. There is no fee for one-time or occasional use of fields or parking lots.
6. All vehicles are prohibited from the playground and the gated and signed section of the HES parking lot on school days until after 5:30p.m.. Coaches using the HES fields may not drive into this area to drop off equipment or players. Any violation of this rule can result in immediate loss of use of the fields.

Building Fee Schedule

The School Committee welcomes use of the Hadley school facilities for civic use. However, there are costs when facilities are used during non-standard operating hours and/or are used on a recurring basis. The fee schedule below is designed to cover a portion of unbudgeted costs while recognizing the civic benefit to the schools and residents of Hadley.

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Hadley School Committee: July 21, 2014

User	Custodial Fee	Kitchen Use Fee (only applied when licensed food handler is required)
Public School Activities	None but use contingent on evaluation and assessment by school Principal	None but use contingent on evaluation and assessment by school Principal
Youth-Related Non-Profit and Civic Groups and Activities	During normal staffed hours (school calendar M-F 7 a.m. – 9p.m.): No charge	Contracted rates of Hadley food service personnel
	Unstaffed hours (weekends, holidays, school vacations or events extending beyond normal staffed hours):	
	Custodial contracted rates	
Non-Youth Related Civic, Educational, Social Organization Activities	During normal staffed hours (M-F 7 a.m. – 9p.m.): \$16/hour	Contracted rates of Hadley food service personnel
	Unstaffed hours (weekends or events extending beyond normal staffed hours):	
	\$16/hour plus custodial contracted rates	
Commercial and For Profit Groups	During normal staffed hours (M-F 7 a.m. – 9p.m.): \$25/hour	\$100 use fee plus contracted rates of Hadley food service personnel
	Unstaffed hours (weekends or events extending beyond normal staffed hours):	
	\$25/hour plus custodial contracted rates	
Recurring usage by any group on a weekly or monthly basis.	Conditions and/or fee assigned by the Superintendent.	Fees assigned by the Superintendent.

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Field and Parking Lot Fee Schedule

User	Custodial Fee	Kitchen Use Fee (only applied when licensed food handler is required)
Public School Activities	None but use contingent on evaluation and assessment by school Principal and Hopkins Athletic Director	None but use contingent on evaluation and assessment by school Principal
Youth-Related Non-Profit and Civic Groups and Activities	No charge (If buildings are used for rest rooms, fees above apply.)	Contracted rates of Hadley food service personnel
Non-Youth Related Civic, Educational, Social Organization Activities	No charge (If buildings are used for rest rooms, fees above apply.)	Contracted rates of Hadley food service personnel
Commercial and For Profit Groups	Fee to be determined by Superintendent of Schools	\$100 use fee plus contracted rates of Hadley food service personnel
Recurring usage by any group on a weekly or monthly basis.	Conditions and/or fee assigned by the Superintendent.	Fees assigned by the Superintendent.

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