

WESTFIELD PUBLIC SCHOOLS
22 ASHLEY STREET
WESTFIELD, MASSACHUSETTS

USE OF BUILDING AND GROUNDS

WHO IS ELIGIBLE TO USE SCHOOL FACILITIES

School facilities shall be available for the organizations listed below, subject to rules, regulations and rental fees recommend by the superintendent of schools and approved by the school committee.

1. Westfield public school activities.
2. Westfield parent/teacher activities.
3. Official city public hearings and political activities.
4. Meetings and activities sponsored by the school committee and school personnel.
5. Meetings and activities sponsored by the city and city personnel.
6. City sponsored Park and Recreation activities.
7. Local non-profit and non-commercial organizations.
8. Other organizations when approved by the school committee.
9. Use of school buildings and other facilities at the school department by any organization will be permitted only when:
 - a. A worthy educational, civic or charitable purpose will be served.
 - b. A substantial group in the community will be benefited.

SCHOOL AND CITY PREFERENCE

1. School activities have first priority for the use of all facilities.
2. City meetings and elections have second priority over other activities.
3. Other city activities have third priority.
4. Scout groups that have been regularly scheduled for the use of school facilities during one school year may have the use of the same facilities during the next school year, subject to review and approval by the building principal and the superintendent of schools and his designee.

GENERAL RULES AND REGULATIONS

The applicant organization is held responsible for knowing and carrying out the rules governing building use.

1. Building use applicants may be obtained at the principal's office.
2. Outside bookings cannot be made until activities schedule for the school is submitted.
3. On school days, space will be normally not available until after 3:30 P.M.
4. No reservations will be confirmed until the official application blank is completed and approved by a principal, the Superintendent of Schools, or his designee. Such application should be submitted no later than 14 days prior to the anticipated use.
5. Any activity that requires a license shall be referred to and acted upon by the proper licensing authority before a building use application is approved.
6. No facility shall be used without a custodian being present. He must be on duty for the activity for which engaged and paid for by the organization using the facilities except for parent-school groups. Custodial rates will be established on the form for rental. Custodians assigned to rental functions will devote full time to preparation of the area involved, assisting renters, controlling lighting, heating, ventilation, and guarding against unauthorized use of facilities and equipment. They will clean and restore all used areas to proper condition for the next school use. They will also be responsible for the reporting all loss or damage to facilities or equipment.
7. The charge for custodial services may be waived by the superintendent or his designee for events concluding by 4:30 P.M. provided the activity is sponsored by a non-profit making organization and admission fees are not charged.
8. Applications will be reviewed by the Police Department and Fire Department to determine the number of police officers or firefighters required for all events. Parking supervision is required for all events. If parking does not conform to regulations, the event will be cancelled. At the beginning of each event, an announcement prepared by the school department must be read. The announcement will give information regarding fire exits, lavatories and other matters concerned with public safety and convenience.
9. A certificate of Insurance indicating personal injury and property damage coverage will be required from parties seeking to use buildings or grounds at liability limits established based on the nature and extent of the use, unless waived by the Superintendent of Schools or his designee. The applicant will be responsible for all costs of this premium and a certificate in the established amount showing the City of Westfield and the Westfield School Committee as named insured must be received by the Superintendent of Schools or his designee at least two weeks before the event is scheduled.
10. Park and Recreation groups using the building will be required to coordinate activities with their adult supervisor and coaches, and with the building custodian. The adult supervisor and coaches shall maintain control over all participants of that activity. The School Department, in working with Park and Recreation Department, will insure that adequate funding is included in the school department budget in order to pay for custodial services.

PLEASE NOTE: This item (#10) is waived for the 1990/1991 school year and the 1991/1992 school year.

11. The applicant shall be responsible for any damage to school buildings, grounds, or equipment, or for any personal injuries incurred.
12. The applicant is responsible at all times for not exceeding the legal posted capacity of the area being used. The superintendent of schools or his designee reserves the right not to allow entrance to persons in excess of these legal limits even though tickets have been sold.
13. The use of school facilities for dances is restricted to areas having movable furniture and tile floors.
14. All decorations, scenery, and special equipment considered to be hazardous must meet the specifications of the Fire Department.
15. The possession, consumption or use of alcoholic beverages or drugs on the premises is prohibited.
16. Food and drink may not be sold unless the Westfield Board of Health has approved the same, together with written permission from the Superintendent of Schools or his designee at the time of application. Food and drink will be distributed and consumed only in designated areas.
17. Smoking by adults is permitted only in designated areas when requested by the organization. Special containers shall be provided.
18. Permission for use of special equipment, such as, stage, light control panel, public address system, protectors, screens, scenery pianos, etc., must be obtained from the concerned principal. This equipment must be operated either by approved personnel or under the supervision of approved personnel. A usage charge may be applied.
19. When a group requires a major change in the arrangement of furniture, the group will be required to furnish help to make the change and to put the room back in order for the next day of school, under the supervision of a custodian.
20. Arrangements for moving school pianos from the stage to the audience floor, or vice versa, shall be made in advance so as to prevent interference with a schools scheduled activity.
21. Arrangement for bringing in special equipment must be approved in advance by the school principal.
22. Requests for the use of facilities by established groups for regularly scheduled activities shall be submitted annually by October 1.
23. School authorities reserve the right to reassign facilities when, in their judgment, alternate facilities to those requested are more suitable.
24. Notify the superintendent of schools or his designee of cancellation at the earliest possible date. Failure to do so will require payment of custodian and possibly other fees.
25. The Superintendent of Schools or his designee reserves the right to approve or deny any applications and the school committee may amend or change these regulations or vote an exception to any or all of these regulations.
26. All applications must indicate whether or not an admission fee is to be charged.

CAFETERIA AND KITCHEN RENTAL

1. Use of cafeteria equipment is not available during the summer months.
2. A regularly employed cafeteria employee must be on duty when the kitchen is used.
3. This employee must be secured through the cafeteria supervisor and paid for by the organization prior to final approval of the rental application.
4. No machine-operated equipment may be used except under the direct supervision of a regularly employed cafeteria worker. Neither the custodian on duty for groups serving refreshments only, nor the cafeteria worker, in the case of regular meals, is expected to wash dishes or do the major work in the kitchen. They will show how to run the equipment and where other equipment is located, but the actual washing of dishes, clean up, etc., must be done by the renting group.
5. When organizations rent a dining room and employ a caterer, the caterer shall be expected to furnish all necessary supplies.

GYMNASIUM RENTAL

1. Elementary school all-purpose rooms shall be reserved for school use until 4:30 P.M., and the Middle School, Westfield High School, and Westfield Vocational High School gymnasiums shall be reserved for school use until 7:00 P.M. on school days unless waived by the school principal.
2. Competent adult leadership must be provided.
3. Non-school athletic teams using Westfield Middle, Westfield High, and Vocational High gymnasiums and locker room facilities shall furnish their own soap and towels.
4. Priority for the use of gymnasiums will be given to the following:
 - a. To the school for their own varsity or intramural teams.
 - b. To other school functions.
 - c. To city wide recreational activities open to all.
5. Gymnastic equipment may not be used without a qualified adult supervisor.
6. Non-scratching and non-marking sneakers are to be worn on gymnasium floors.

POOL RENTAL

1. All groups must be accompanied by a designated adult leader(s) from the organization.
2. Qualified lifeguards will be assigned to oversee all pool activities.
3. Minimum rental time will be two hours, but additional time for any one group can be purchased on a half-hour basis.
4. The rental hour shall include time needed for changing clothes and taking showers.

RATES – PERSONNEL (Contractual)

1. Hourly rates for services rendered – minimum two (2) hours.

<u>Category</u>	<u>Rate per hr*</u>	<u>No. of hrs.</u>	<u>Total approx.cost</u>
Custodian	\$ _____	\$ _____	\$ _____
Cafeteria Supervisor	\$ _____	\$ _____	\$ _____
Cafeteria Worker	\$ _____	\$ _____	\$ _____
Police Officer	\$ _____	\$ _____	\$ _____
Public address & lighting Technician	\$ _____	\$ _____	\$ _____
Projector operator	\$ _____	\$ _____	\$ _____
Lifeguard	\$ _____	\$ _____	\$ _____
Grounds attendant	\$ _____	\$ _____	\$ _____
Other	\$ _____	\$ _____	\$ _____

2. The hourly rate is based on time of required arrival until the area is cleaned and ready for school use.

3. All employee services offered by the Westfield Public Schools will be reimbursed by check payable to the City of Westfield and forwarded to the Superintendent of Schools or his designee. Please indicate, with the check, the building you are renting and the event you are paying for.

***Because there are various rate levels within each category, the building principal will call the Director of Maintenance, Director of School Food Services, supervisor of the pool area and/or supervisor of the Instructional Resource Center for applicable rates for the employees who will be assigned.**

REGULATIONS CONCERNING FEES

- 1. The Superintendent of Schools or his designee may, in his discretion, waive rental fees to non-profit community organizations even though admission may be charged.**
- 2. Rental fees will be charged to profit-making groups or individuals if charging admissions or soliciting donations.**
- 3. Non-school sponsors of activities open to all students and primarily for the benefit of students may be granted special rates by the school committee even though fees are charged.**
- 4. Building custodians, cafeteria workers, lifeguards, police officers, firefighters, and other employees will be paid after the Westfield Public Schools receives a check from the organization using the facility, payable to the City of Westfield, for services rendered.**
- 5. Fees may be charged for moving heavy equipment.**
- 6. Payments will be mailed or paid directly to the Superintendent of Schools or his designee, 22 Ashley Street, Westfield, MA 01085.**
 - Make checks payable to the City of Westfield.**
 - Separate checks should be made out for:**
 - a. Rental fees**
 - b. Fees for school personnel services provided**

Approved: June 26, 1990

Revised: December 10, 1991 (Waiver continued #10, Pg.2)