



GUIDELINES FOR USE OF SOMERVILLE PUBLIC SCHOOL BUILDINGS

Permit Guidelines

- 1.** General Hours of operation: No school facility is available for use prior to 7:00 a.m. or after 10:00 p.m.
- 2.** Use of school shall be granted only within the limits prescribed in the Constitutions, General Laws of Massachusetts and the City of Somerville ordinances, and only to organizations with headquarters or branches located within the City of Somerville. See, for example, the following portion of General Laws Chapter 71, Section 71: “For the purpose of promoting the usefulness of public school property, the School Committee of any town may conduct such educational and recreational activities in or upon school property under its control, and, subject to such regulations as it may establish, and consistently and without interference with the use of the premises for school purposes, shall allow the use thereof by individuals and associations for such educational, recreational, social, civic, philanthropic and like purposes as it deems for the interest of the community.” The affiliation of an individual or association with a religious organization does not disqualify such individual or association from using school property for a permitted purpose. Use of school property to conduct religious services is not a permitted use. School buildings will not be rented to outside businesses or individuals for private use to promote said business.
- 3.** Groups wishing to use a school building during the aforementioned hours of operation must complete the on-line permit application at least three weeks in advance of the program date, or earlier, if School Committee approval is required.
- 4.** Permits are not transferrable. Any changes in organization, date or location must be pre-approved.
- 5.** Written confirmation from the School Department Finance Office (Finance Director) must be presented to the Building Custodian before entering the buildings.
- 6.** The School Committee reserves the right to reject any application if, in its judgment, such action is not suitable or proper.
- 7.** School and City events take precedence over all other events. Should a School or City event need to be scheduled on a specific date there is a chance that your event might be cancelled or relocated. You may either reschedule or a refund will be issued for any fees paid.
- 8.** The Somerville High School Field House is an educational facility constructed to support the needs of the students enrolled in academic and athletic programs at the school. All other uses, regardless of sponsor, are secondary to these educational needs.

The Field House is to be used for any community purpose only after all other School facilities are fully utilized. The intent is to schedule events into the smaller neighborhood facilities before any event is scheduled into the Field House.

The only activities to be scheduled in the Field House are:

- ❖ Programs presented by, or in support of, the Somerville Public School System and its educational and athletic programs.

- ❖ Public recreation programs sponsored by the Somerville Recreation Commission.
- ❖ Special programs in service to the community approved by special permit of the Somerville School Committee. These may include programs sponsored by non-profit community organizations providing unusual programs open to all residents of the city. These events will be scheduled into available hours not permanently assigned to the programs of the School Committee or the Somerville Recreation Commission.
- ❖ Programs provided by any “for-profit” organization are specifically excluded from use of the Field House, as are programs sponsored by non-profit organizations that are intended to raise money to support any program of the sponsoring organization.

General Use

1. An officer or recognized leader of such groups must file the application. Thereafter, that officer or leader assumes the responsibility for the group while using the facility. Such responsibility includes:
 - ❖ Checking with the Building Custodian upon entering and leaving the building.
 - ❖ The proper conduct of the group.
 - ❖ Clean-up of refreshments and area(s) used.
 - ❖ Cost and repair of any damaged property caused by the group or any group member.
 - ❖ Informing the group of fire drill procedures.
 - ❖ Orderly entrance and exit of the group from premises.
 - ❖ Periodic check of lavatory facilities, if used.
2. Meetings in the evening other than for school purposes shall not be open to children under 18 years of age unless supervised by adults at a ratio of 10 youngsters to 1 adult.
3. No smoking or alcohol shall be allowed in any school building under any circumstances, nor shall candy or refreshments of any kind be sold in or about the halls without permission. Absolutely no food or beverages shall be allowed in gymnasium areas. Food and beverages shall be allowed only in cafeteria or designated areas, as noted on permit.
4. No set up or rental of tables and chairs is available.

Fees

1. During the days and hours that buildings are not staffed with a regular custodial or building supervisor, applicant groups must assume the cost of custodial services, per fee schedule, unless otherwise decided by the School Committee. Additional fees apply for kitchen use.
2. The applicant group must assume the cost of SPS kitchen staff, if kitchen use is requested.
3. Use of the sound system at the SHS auditorium will require approval from the SPS Music Director. The applicant group must assume any fees associated with staff hired to operate the system.
4. The School Department may require the attendance of one or more policemen as in its judgment may be deemed necessary, the expense of the same to be paid by the applicant directly to the police, and such expense to be in addition to building use fees. See fee schedule attached.
5. Liability insurance in the amount of \$300,000 - \$1,000,000 may be required. This must be presented prior to occupancy.

6. Any damages caused by a group beyond normal use will be charged to the group. Failure to pay such damages will be reason to deny any further request from the group to use school property.

Payment

All payments must be made prior to event. Payment must be made by check or money order; no cash payments are accepted. Non-sufficient returned checks are subject to a \$30.00 fee. Repeated submittal of non-sufficient returned checks forfeits an organization's right to future permits. Failure to pay fees in a timely fashion forfeits an organization's right to future permits.

Cancellation

1. This permit is not valid if the building is in unsuitable condition for any unforeseen reason. If school is cancelled due to snow on the day of the scheduled event or if there is a snow emergency in effect, the event will be cancelled and rescheduled. Snow emergency phone number is: (617) 628-SNOW.
2. Cancellation by permit holder must be done 24 hours prior to scheduled event. Without proper cancellation notification, all fees will be due and may forfeit an organization's right to future permits.

Rate Schedule

1. Custodial Rate
The cost of provision of custodial service will be in accordance with the current negotiated contract. This will be an hourly rate with a minimum of four hours on each permit. Beyond four hours, it becomes an actual hourly rate.
2. Standard Rates for School Facilities are as follows. Please note rooms that display "School Use Only" in the fee category are not available for rent by the public.

<u>School Building / Facility</u>	<u>Flat Rate Fees</u>
Dr. Albert F. Argenziano School at Lincoln Park	
Art Room	School Use Only
Cafeteria	\$25.00
Classroom	School Use Only
Conference Room	\$25.00
Gym	\$25.00
Library	\$25.00
Music Room	School Use Only
School Building	School Use Only

School Building / Facility**Flat Rate Fees****Benjamin G. Brown School**

Art / Music Room

Classroom

Kindergarten Rooms

Kitchen

Library

School Building

No evening events

School Use Only

School Use Only

School Use Only

School Use Only

School Use Only

School Use Only

Michael E. Capuano Early Childhood Center

Art Room

Cafeteria

Classroom

Conference Room

Gym

Library

Music Room

School Building

School Use Only

\$25.00

School Use Only

School Use Only

\$25.00

School Use Only

School Use Only

School Use Only

East Somerville Community School @ Cummings

Cafeteria

Classroom

Gym

Library

Parent Information Center

School Building

\$25.00

School Use Only

\$25.00

\$25.00

School Use Only

School Use Only

Edgerly Education Center

Art Room

Cafeteria

Classroom

Gym

Library

School Building

School Use Only

\$25.00

School Use Only

\$25.00

\$25.00

School Use Only

School Building / Facility**Flat Rate Fees****Arthur D. Healey School**

Art Room	School Use Only
Cafeteria	\$25.00
Classroom	School Use Only
Conference Room	\$25.00
Gym	\$25.00
Library	\$25.00
School Building	School Use Only

John F. Kennedy School

Cafeteria	\$25.00
Classroom	School Use Only
Faculty Room - 1st Floor	School Use Only
Gym	\$25.00
Library	\$25.00
Pool	School Use Only
School Building	School Use Only

Somerville High School

Art Room	School Use Only
Atrium	\$50.00
Auditorium	\$100.00
Auditorium (Rehearsal Only)	\$50.00
Auto Body Related Room	School Use Only
Auto Repair Related Room	School Use Only
Band Room	School Use Only
Cafeteria	\$50.00
Carpentry Related Room	School Use Only
Classroom	School Use Only
Culinary Arts - Highlander Café	\$50.00
Field House * Special Rules see #8 of Permit Guidelines	\$100.00/hr. 4 hours min.
Library	\$50.00
Locker Room	School Use Only
Machine Shop Related Room	School Use Only
Music Room	School Use Only
School Building	School Use Only

School Building / Facility**Flat Rate Fees****Winter Hill Community School**

Classroom	School Use Only
Cafeteria	\$25.00
Gym	\$25.00
Library	\$25.00
Music Room	School Use Only
School Building	School Use Only

West Somerville Neighborhood School

Art Room	School Use Only
Cafeteria	\$25.00
Classroom	School Use Only
Community Room #222	School Use Only
Gym	\$25.00
Library	\$25.00
Music Room	School Use Only
School Building	School Use Only