

COMMUNITY USE OF SCHOOL FACILITIES POLICY

It is the Cambridge School Committee's desire that the maximum use of school property be enjoyed by the citizens of Cambridge. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school use. Use of school buildings and other facilities by individuals, associations and organizations will be permitted only when a worthy educational, civic, recreational, social or charitable purpose will be served or a substantial group of citizens from the community will be benefited. Commercial use is prohibited.

All use of school facilities that occurs outside of the school day requires a permit, which must be obtained through the Office of the Superintendent or designated Cambridge Public Schools Department. Individuals, groups and organizations that are permitted to use school facilities must do so in accordance with School Committee policies, established rental fee schedules, and all applicable city, state and federal requirements or laws. Such use may not interfere with the use of the facility for school purposes.

The School Committee retains the right to deny the use of school facilities to any group or individual if it deems the use is detrimental to the interests of the community, interferes with the operation of the schools, and/or could cause extraordinary wear and tear to the existing building structure, its furnishings and/or the surrounding grounds. The School Committee reserves the right to make changes, deletions and/or additions to this Policy if deemed appropriate for School Department.

The Superintendent shall develop guidelines and procedures consistent with this Policy. Rental fee schedules for school facility use will be recommended by the Superintendent and approved by the School Committee. The Superintendent of Schools, or his/her designee, such as the Chief Operating Officer, is responsible for the implementation of this Policy and shall have the final decision in all scheduling, permit issuances and interpretation of the Policy, unless otherwise directed by the School Committee.

Rental Categories

The School Committee recognizes four categories of users and has established fee schedules and rental agreement terms for each category. All individuals and organizations who wish to use school facilities must submit a permit application, regardless of whether charges apply. School Committee approval shall be required for any exceptions to the rental fee schedules. The Chief Operating Officer shall determine the Category to which an individual, organization or activity requesting rentals should be assigned.

Category I: Cambridge Public Schools

Category I is limited to the schools and departments of the Cambridge Public Schools (CPS) and applies to events and activities that are a formal part of the CPS educational mission. These events and activities will take priority over events and activities permitted by other users described in Categories II, III and IV.

Category II: City Departments, CPS-related Organizations, and Cambridge Youth Organizations, State or Federal departments

This category includes any City of Cambridge Department (defined as a department, committee, or commission that is subject to appropriation by City Council or exists as a requirement of state statute). This category also includes recognized Parent/Guardian Groups, such as parents who formally organize as 501c3 organizations (e.g. Parent Teacher Organization (PTO) or "Friends of" organization), and groups that are formed by parents, guardians and/or other community members with a mission to support and fund enrichment for the **classroom students attending the Cambridge Public Schools**. This definition includes formally organized groups that are broad-based in their support of students attending the Cambridge Public Schools such as organizations that support specific co-curricular activities for CPS students (e.g., performing arts or sports), where the majority of the funds are used to support only that activity. Also included in this category are Cambridge Youth Organizations. A Cambridge Youth Organization is defined as a youth organization serving at least 50% Cambridge residents and explicitly recognized by CPS as such. A list of recognized Cambridge Youth organizations for the purpose of this policy will be maintained by the Cambridge Public Schools.

Category III: Cambridge Residents, Cambridge Community Organizations

This category includes individuals who live in Cambridge; Cambridge based 501c3 organizations; and non-commercial organizations, groups or clubs comprising at least 50% Cambridge residents. A signed residency affidavit will be required for any individual, organization or group requesting this designation.

Category IV: Non-Resident Individuals and Organizations, and For Profit Businesses

This category includes non-resident individuals and organizations, groups or clubs comprising of less than 50% Cambridge residents. This category also includes for profit businesses or other commercial organizations regardless of whether the business or organization has offices in Cambridge.

State Laws

Renters must follow all State Laws and regulations, including those that prohibit smoking, alcoholic beverages, and any other controlled substance on school property. Renters shall agree to indemnify and hold the School Department and the City of Cambridge harmless for any violation of such laws and regulations.

Federal Laws

Renters must comply with all applicable federal laws and regulations, including but not limited to those established by the Internal Revenue Service and/or the Treasury Department with respect to a) tax on admissions, b) sale of tickets for admission, c) use of signage, and any other applicable Federal **requirements**. Renters shall agree to indemnify and hold the School Department and the harmless for any violation of such laws and regulations.

Cancellations

The School Department reserves the right to cancel or move the location of any rental, as may be required, due to bad weather conditions or other emergencies, unavailable custodial staff, conflict with a school event, or due to unanticipated conditions. **All scheduled rentals will be canceled automatically when school is canceled due to weather or other circumstances beyond the control of the School Department.** There will be no charges to the renter when such cancellations occur. Since the school district is not open on weekends, weekend rentals may be cancelled on the day prior to the weekend or prior to school vacation if bad weather is forecasted. The School Department will make reasonable efforts to notify renters of changes and cancellations. In the event that a conflict occurs with a school program, every effort will be made to honor the rental agreement or to provide alternative arrangements for the rental.

Liability

The School Committee and the City of Cambridge assume no liability for injury to persons present in a school building or on school property pursuant to a rental permit issued to any organization and/or person. Furthermore, the School Committee and the City of Cambridge do not accept and assume no liability for injury or damage caused by use of equipment, and the rental permit holder agrees to accept all facilities and/or equipment "as is" and to be responsible and liable for damage to the building and the equipment therein and for all personal injuries sustained by persons present pursuant to said permit. Renters shall agree to indemnify and hold the School Department and the City of Cambridge harmless for any such claims for personal injuries or property damage.

LEGAL REFS.: M.G.L. c.71, §§71,71B; M.G.L.c. 272, §40A

Adopted:

File: KF

COMMUNITY USE OF SCHOOL FACILITIES

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

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.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the Office of the Superintendent of Schools, facilities and support services where applications are available for this purpose. Regulations for permitted use of schools and school facilities.

LEGAL REFS.: M.G.L.c. 71, §71, 71B; M.G.L.c. 272, §40A

Adopted: June 5, 2001

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CHAIRMAN
MAYOR ALICE K. WOLF

VICE CHAIRMAN
FRANCES H. COOPER

SCHOOL COMMITTEE
456 HROADWAY
CAMBRIDGE, MASSACHUSETTS 02138

OFFICE OF THE SECRETARY
(Tel. 349-6620)

MEMBERS
HENRIETTA DAVIS
ALFRED B. FANTINI
JAMES J. RAFFERTY
ALFRED E. VELLUGGI
LARRY WEINSTEIN

--IN SCHOOL COMMITTEE--

March 19, 1991

ORDERED:

That all the rental income that is derived from the use of the auditorium at G.R.L.S. be allocated to repair and/or replace the G.R.L.S. auditorium sound system. Further, that the Committee adhere to the rental policy established for all users, and, further, that the Committee not waive rental fees.

A true copy:

Attest: *Claire E. Rodley*
Claire E. Rodley
Secretary of the School Committee

cc School Committee Members
Superintendent
Executive Director of Management Services
Coordinator of Dramatic Art

COMMITTEE ACTION

ORDERED: That the Superintendent's Recommendation #96-202, Facilities Use of Policies, Recommended Changes be adopted as follows: that the School Committee receive and approve the changes to the Facilities Use Policies of the School Department and that such policy changes be put into effect immediately;

The following assumptions were used in preparing the revisions:

- Policy Changes shall not result in budget over expenditures
 - School Department programs shall have priority over all other programs, followed by programs operated by other City Departments, including Human Services, (Community Schools, etc.)
 - The policy shall attempt to facilitate either no-cost or low-cost use of school facilities by a variety of organizations serving Cambridge youth.
 - The policy shall attempt to foster community use of school facilities but School Department operating budget funds needed to support educational and support programs shall not be used to subsidize outside users.
1. Reduce the current three-month advance payment requirement to a one-month advance payment requirement. The original requirement was intended to reduce the need for additional paperwork, clerical support, and bill-collection follow-up, but it has become clear that this is unduly burdensome on many building users. The one month in advance requirement will significantly reduce the advance payment financial burden, without generating excessive additional work. Also, where financial hardship exists, allow payment for shorter time periods in advance, at the discretion of the Facilities Department, subject to the provision that a single instance of non-compliance would result in requirement for a security deposit of two weeks use. More than one instance of non-compliance would result in immediate withdrawal of this privilege and revocation of the permit if non-compliance continues.
 2. The Custodian Union, Local 1611, has offered to reduce the existing contractual requirement for a 3 hour minimum overtime detail to a two hour minimum for outside details, in recognition of the fact that many of the gymnasium users (basketball, volleyball, etc.) can realistically only go for two hours, and had in the past used gyms for only two hours. This offer was extended for outside details only through 6/30/97. The custodial fee rates would not change (\$75 for weekday & Saturday overtime, \$35 for Sunday and Holiday). We anticipate that further discussions regarding the two hour minimum would take place in the Spring, when we have experience on how it was worked and what problems have occurred.
 3. The current policy requires community groups to consist of at least 500 Cambridge residents to have rent-free use of a school building. (Note: Lower Utility User Fees and Custodial Fees still apply). It has become evident that some Cambridge-based organizations which provide a range of free programs to residents of Cambridge are not made up of at least 50% Cambridge residents, and are therefore required to pay a higher rental fee under the existing policy. An example of such an organization is the Cambridge Symphony Orchestra, which in past years has used the high school media cafeteria for practices during the week without charge. This organization has for a number of years provided free concerts to residents of Cambridge in a variety of settings, including nursing homes, youth activities, and the like. We suggest that the policy be revised to allow such organizations to be treated the same as those with 50% or more Cambridge residents and not be required to pay higher rental fees

subject to review on a case by case basis by the Executive Director of Management Services.

4. Similar to the above there are some gymnasium users consisting of employees of Cambridge businesses who do not consist of 500 or more Cambridge residents. They also are now required to pay a higher rental fee under the existing policy. We suggest that any such groups which are employees of companies that are members of the Cambridge Partnership for Public Education be treated the same as the 50% or more Cambridge resident groups, and not be required to pay higher rental fees. They would still be required to pay custodial fees and utility user fees.

5. Non-Profit Charitable Fundraising Activities - we recommend that Cambridge community organizations which wish to utilize school facilities for charitable fundraising activities (non-commercial), including charities which are not Cambridge-based, be allowed to use facilities on a rent-free basis, and pay only the lower utility user fees and custodial fees charged to Cambridge residents.

6. Shared use of facilities - we recommend that whenever possible, shared use of facilities be encouraged to reduce custodial fee costs, and that the Facilities Department maintain a computerized record-keeping system to facilitate such scheduling. Cost sharing shall be calculated on a pro-rata basis according to scheduled shared and non-shared hours of usage for each organization, using the standard fee schedules, except in the case of youth organizations as described in item 7A below.

7. Youth Activities Special Permits - we recommend the following modifications be approved relative to use of schools by youth organizations serving at least 50% Cambridge residents:

A. Whenever a youth organization is able to schedule shared use of a school that is already scheduled for a paid detail by an outside permit holder that is not a youth organization, the youth program will have free use of the building space.

Example: a church group has a permit for 9:00 a.m. to 12:00 p.m. in a school auditorium on a Saturday, and a Cambridge youth group wished to use the gym at the same time. The custodial detail is being paid by the church group. The youth group will be allowed free use of the gym for the same time period.

B. The \$10,000 allocated in the School Department budget for youth program special permit fee reductions will no longer be used to offset costs of specific organizations who request (SOQA) fee reductions up to \$1,000 each, but instead will be used as follows:

- 1) A regularly scheduled Saturday work shift, from 9:00 a.m. to 1:00 p.m. will be scheduled at two schools at different ends of the city, paid for from the \$10,000 allocation. For school year 1996-97, the schools will be the Harrington and the Tobin. Youth groups will be allowed to use those schools free of charge during those hours. (Adult groups will pay the normal fees.) For 1997-98 the Saturday shift will be expanded to a third school (King). (Note: expansion in 1996-97 would exceed remaining budget).
- 2) No individual youth organization will be allowed to monopolize these Saturday times for more than four weeks during the year, unless no other group requests the use of the facility.
- 3) The special reduced fee permits that have already been issued for 1996-97 will be honored (2 groups). Such permits will be eliminated beginning in July 1997.

C. During the week, three elementary schools have two custodians assigned to night shifts; the Harrington, King and Tobin. When a youth group is able to schedule an activity during the week in one of those three schools, the School Department will add one hour of overtime to the existing staffing, rather than require a two hour separate detail, to provide from normal shift duties and additional cleanup. The youth group will be required to pay for the additional hour custodial fee (\$25) unless another permit holder is using the facility and share use is possible. Note: No other change is recommended. Coverage of this cost by School Department would exceed budget.

Option: Reduce the Saturday shift coverage to three (3) hours for each school, and utilize this funding to cover cost of the one additional hour, as required, during the week for youth organizations.

D. If youth groups are unable to schedule their activity in any of the above options and require a paid detail; they will be responsible for only the full custodial fee. No utility user fee or renting fee will be charged.

E. All youth groups using school facilities will provide adequate adult supervision and will leave spaces in the condition they found them. Failure to comply may result in cancellation or withholding of future permits, or requirement for a paid custodial detail, at the discretion of the School Department.

In addition to the above, we have contacted City officials to begin discussions with Human Services staff to determine where there are areas of cooperation that can provide better access to schools beyond the regular school day. This also coincides with efforts to look at extended school days as part of the statewide education reform efforts.

Adopted: June 5, 2001