

## LEICESTER PUBLIC SCHOOLS COMMUNITY USE OF SCHOOL FACILITIES

The Leicester School Committee may make such facilities available for community use consistent with applicable laws. The School Committee encourages the use of the school facilities by groups that serve the citizens of Leicester.

Community use of school facilities shall be contingent upon a signed [Application/Agreement for Community Use of School Facilities](#).

Facilities shall be used in accordance with the Application/Agreement for Community Use of School Facilities, the Regulations and Procedures for Community Use of School Facilities, and the Fee Schedule approved by the School Committee.

The Application/Agreement for Community Use of School Facilities, the Regulations and Procedures for Community Use of School Facilities, and the Fee Schedule are on the LPS website.

## LEICESTER PUBLIC SCHOOLS COMMUNITY USE OF SCHOOL FACILITIES FEE SCHEDULE USER CATEGORIES

Recognizing that school facilities should primarily serve School District educational purposes, the School Committee has established the following Fee Schedule User Categories. Consistent with the Superintendent/Principal's general responsibility to execute School District policy, the Superintendent/Principal has exclusive and final authority to determine the appropriate User Category for any particular use.

Fees (on attached page) are based on user classifications as follows:

### **Category I - School Related Groups**

- Adult Education Programs
- Events related to Leicester sports/activities by school-related groups (e.g., Leicester team banquets, Class dances)
- Recognized school-related organizations (e.g., )
- Leicester Town Boards/Committees (including Town Meeting)
- Leicester Park and Recreation Official Groups

**Category II - Community Service Organizations / Not For Profit Organizations**

This category represents groups/individuals from Leicester whose main purpose is social, educational, cultural or recreational and NOT business-related. Events that do not require significant custodial or other labor support during school hours fall under this category. Examples include youth and adult sport groups, community education programs, Town of Leicester Official groups, senior citizens, and Park & Recreation.

**Category III - Events whose main purpose is business related, personal, or commercial.**

Groups in this category include businesses, private tutors, and all others utilizing the facilities for personal or commercial benefit.

The Superintendent or designee will have the authority to negotiate contracts with Category I, II and III.

## **LEICESTER PUBLIC SCHOOLS (LPS) REGULATIONS AND PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES**

1. School facilities may be made available for community use in accordance with School District policy and with these Regulations and Procedures.
2. School grounds, buildings and equipment may be used for educational, recreational, social, civic, philanthropic and Commercial purposes as provided by law.
3. Community use shall not be permitted for activities which may jeopardize the safety of any individuals or property, which may compromise the use of the facilities for school program use, or which may interfere with the normal conduct of education in the District.
4. Advance written approval must be requested and secured in a written Application/Agreement signed by an authorized and responsible adult representative of the Community User and by LPS. The required Application/Agreement form is available at [LPS Application Agreement](#). The Community User shall be responsible for the safety and protection of people and property as set forth in the Application/Agreement. Applications must be made in writing to LPS at least two (2) weeks prior to the intended date of use unless that requirement is waived by LPS.

5. An authorized and responsible adult representative of the group using the school facilities, and a school custodian, must be present for the entire period of the program or activity. The custodial fees shall be in accordance with the Fee Schedule. If additional cleaning is required, a charge therefore will be added to the fees.
6. A Certificate of Liability Insurance, naming the School District as an additional insured, is required unless waived by the Superintendent/Principal or the Director of Finance/Treasurer.
7. Unless waived by the Superintendent/Principal or the Director of Finance/Treasurer, a check for the full amount must accompany all Applications in order to hold the date requested. The full amount on the Estimated Fee Calculation Worksheet, prepared by the School District, must be paid at the time of booking. A final bill will be sent for any additional charges within one week after the event.
8. The Superintendent/Principal or the Director of Finance may waive security deposit fees, rental fees, custodial and other labor fees and equipment fees for School Related Groups and Community Service Organizations as defined in the Fee Schedule, a copy of which is attached. The Superintendent/Principal or the Director of Finance may waive or modify the insurance certificate requirement for School Related Groups and Community Service Organizations as defined in the Fee Schedule. The Superintendent/Principal or Director of Finance may collect a per student fee for long term use rentals of facilities for non-profit organizations.
9. The Superintendent/Principal or the Director of Finance may decide when police and/or fire protection is required. It is the responsibility of the user to arrange it at the user's expense with the School Security, Police Chief and/or Fire Chief.
10. Use of any tobacco products within the school building, within school facilities or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times, pursuant to MGL and the District's Tobacco Policy. This prohibition applies to the general public as well; signs shall be posted in all school buildings informing the general public of the requirements of state law.
11. No alcoholic beverages may be taken onto school property.
12. VAPING POLICY: Vaping, or possession of any vaping materials or devices, is forbidden on school property or at any school-sponsored activities
13. No signs, posters, or banners of any kind may be affixed to any wall other than the designated bulletin board areas.

14. All persons taking part in athletic activities shall wear appropriate gym shoes. No cleats shall be worn in the building at anytime.
15. No gifts or gratuities shall be given to or accepted by school personnel assigned to supervise activities in the school.
16. Keys/key codes will not be issued to any group/individual. A custodian will be assigned to open and secure the facilities when necessary.
17. Whenever special school equipment such as, but not limited to, stage lighting, audio-visual or computer equipment and kitchen equipment is to be used by Community Users, they are required to utilize, and be charged fees for, school personnel skilled in the use and maintenance of this special equipment.
18. The Superintendent-Principal or Director of Finance/Treasurer may assess additional fees in the event of any further requests or requirements in connection with the Community user's use of the Facility.
19. All Community Users shall be subject to the direction of designated school personnel in connection with the Community User's use of the Facility.
20. All rates are subject to change.
21. During winter months you must schedule a snow date.
22. The applicant MUST fill out the Estimated Attendance portion of the application.
23. Violations of any of these regulations may result in termination of your event, a penalty fee , or the denial of future use of school facilities.