



## **Bedford Public Schools Community Use of School Facilities Procedures and Regulations**

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the 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 an appropriate educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited. The fees associated with the use of facilities will vary contingent upon the nature of the sponsoring group and the activity. It is not the intent of the Committee that for-profit and non-Bedford groups be subsidized by public funds. Such groups shall incur additional charges for the use of school buildings.

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 Facilities Department, where applications are available for this purpose.

School facilities are available for the following:

- Public-school activities
- Parent-teacher activities
- Meetings and activities sponsored by the School Committee and School Personnel
- Official town public hearings, meetings, and political activities (elections)
- Recreation Department activities
- Local nonprofit and noncommercial organization activities
- Local civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town
- The activities of other organizations when approved by the School Committee and Business Office

Preference for Booking:

- School activities (BTSN; Parent/Teacher; Open House; Dept. Meetings; Class Events, etc.)
- Town Meetings/Elections
- Athletics activities
- Recreation Dept. activities
- All other community activities

Implementation

- For non-school related activities, appropriate costs shall be borne by the user group. Fees will include the direct costs associated with the activity and overhead, as appropriate.
- The Bedford Public Schools makes its facilities and programs available without discrimination on the basis of race, religion, age, sex, sexual orientation, creed, national origin or disability conditions. This policy does not disqualify the use of school facilities by religious organizations. However, religious organizations will not be permitted to establish their primary place of worship at school facilities.
- The categories of groups and the fee schedule shall be published by the Facilities Department. Fees will be assigned according to the following groups:

## **CLASSIFICATIONS**

Rental fees are based on user classification as follows:

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### Group A – School Sponsored Groups

- Events authorized and signed by a school faculty member
- Events for varsity sports and parent booster groups
- Recognized school-related organizations such as POMs/Destination Imagination, etc.
- Meetings by official town groups and boards

FEES: Custodial fees (on weekends) and appropriate kitchen detail fees will be charged when required.

EXCEPTIONS: There may be custodial charges assessed on large, school-sponsored fundraisers that generate custodial work. This will be determined on a case by case basis as outlined in the Custodial Maintenance Bargaining Agreement.

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### Group B – Town Departments

- Groups in this category are Town of Bedford Departments such as BOH/DPW/Rec. Dept./Town Clerk /Town Manager

FEES: Fees will be charged for all events requiring custodial coverage. Kitchen detail fees will be charged as applicable. Rental fees will be charged for fundraising events.

EXCEPTIONS: Rec. Dept. is only charged for custodial details required for weekend use and kitchen worker details required for cooking classes.

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### Group C – Community Organizations \*

- Groups in this category are Bedford groups/individuals whose main purpose is social, educational, cultural or recreational and NOT school-related. Examples include scouts, social clubs, and town youth/adult sport organizations.

\*Community Organizations is defined by 51% or more attendees must be Bedford Residents

FEES: Fees will be charged for all events including those requiring custodial coverage. Kitchen detail fees will be charged as applicable. Rental fees will be charged for fundraising events.

EXCEPTIONS: Rec. Dept. is only charged for custodial details required for weekend use, kitchen worker details required for cooking classes, and special events such as annual dance recital.

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### Group D – Events for personal or commercial benefit of an organization or individual not a Bedford Resident

- Groups in this category include businesses, sports organizations musical groups, drama productions, etc. and all others utilizing the buildings for personal or commercial benefit.

FEES: The renting group will be invoiced for all room rentals, custodial details, kitchen worker details, A/V student details, Auditorium Manager fees and equipment usage fees.

## **School Building Reservation Process**

1. School Calendars will be posted to SchoolDude online scheduler no later than the 2<sup>nd</sup> week in September of the current school year. Black-out dates, dates where the school building space will be unavailable for use such as Back-To-School Night/Open House/Parent Teacher Conferences/Celebrations of Learning/Bedford Unplugged/Musical Performances/School Dances will be included in the schedule. If adjustments need to be made last-minute, affected groups (Athletics/Rec./Scouts/Sports) will be notified ASAP.
2. Group requesting room(s) will download the Facilities Rental form application at <https://www.bedfordma.gov/174/Facilities>, or by contacting the Facilities Department via email [reservations@bedfordps.org](mailto:reservations@bedfordps.org) or phone call (781) 275-5290 to request Facility Rental Form application. Internal groups set up on the SchoolDude website may request via online scheduling program (such as Rec. Dept.).
3. All requests must be submitted to the Facilities Department for approval. Facilities Department will contact the affected Departments as needed for processing the request. As part of the rental request, the following items shall be properly completed and submitted to the Facilities Department as one package (incomplete or incorrect submittals will not be evaluated): "Application for Use of School Facilities" form, "Indemnification Release" form, Certificate of Insurance, organization, activity or themselves. Approval of the request is not completed until a fully executed rental agreement, Release/Indemnifications Agreement, receipt of certificate of insurance, and deposit if required is received and approved by the Facilities Department.
4. Requests will receive confirmation of approval/denial as soon as possible. School vacation and summer requests are not available to outside concerns during breaks.
5. When at all possible, groups booking events will not have to share rooms/areas unless no other option can be determined. If doubling up is needed, both groups will be notified ahead of time and given the option to relocate or reschedule for another day/time.
6. Recreation seasonal schedules approval/denial will be given within one week if possible depending on when the request was received in the Facilities Department (i.e. over a school vacation/long weekend/summer break).
7. After event schedule has been approved, if for any reason the organization no longer needs the room or the class/event is canceled, the Facilities Department must be notified at least three (3) business days prior or the organization will be billed a processing fee for event plus custodial/kitchen/AV details if they had been scheduled.
8. All events must have an adult in attendance to supervise. BHS students may not be considered on-site adult supervisors.
9. Events/schedules that require a custodial/kitchen/AV detail:
  - a. Weekend use of buildings
  - b. Events that require special set-up/break-down or extra cleaning due to decorating/large crowds/etc. as determined by the Facilities Department
  - c. Public performances based on location and number in attendance
  - d. Events that are serving food with over 50 in attendance
  - e. Events booked in the cafeteria with the kitchen at any of the four schools. Once kitchen area is unlocked, a kitchen worker must remain on-site in accordance with Food Services Bargaining Agreement
  - f. Agreements confirmed with Facilities Department regarding summer use or weekly use (examples: Rec. Dept./Tzu-Chi School)

## **Regulations Governing Use of School Facilities**

### Use of operating of School Facilities for Recreational Purposes

In as much as the programs sponsored by the Bedford Recreation Commission have educational values and because they are of direct benefit to the community as a whole the Bedford School Committee shall give second priority or first refusal to the recreation department for the use of school facilities, it being understood, however, that school activities shall always have first priority or precedence.

These policies shall be subject to review annually (April or October) but may be considered at other times at the request of the Superintendent of Schools, chairman of the recreation commissions or the director of recreation.

All requests for the use of school facilities shall be presented to the Facilities Department on a form prepared by the Facilities Department indicating dates, times, facility needed, types of group using facility, type of activity, supervision to be provided, justification for the need for the facility, and school equipment needed, if any.

Requests for the above by the recreation department shall be submitted online to the Facilities Department, as far as practicable, at least two weeks in advance of date facility is needed.

A standing subcommittee consisting of 1) director of athletics, 2) the Superintendent or his/her designee, 3) town recreation department director or his/her designee, shall be appointed to oversee the use of school facilities as appropriate for recreational purposes. This subcommittee is responsible to the School Committee for the use of these facilities and such administrative regulations/measures as may be required to assure that proper use of these school facilities be realized.

The Superintendent of Schools or his/her designee shall notify the chairman of the recreation commission or the director of recreation of the action taken on such requests.

Any requests received by the Facilities Department from local individuals, town organizations or groups or from individual or groups from outside the town for the use of the school athletic facilities purposes shall be referred to the standing subcommittee on school facilities for their consideration and action.

It shall be agreed and understood that the director of recreation employed by the recreation commission has the full authority of the recreation commission to work directly with the Superintendent of Schools or his/her designate in the planning, development, operation and evaluation of all recreation programs taking place in or on school property.

### Facilities

Appropriate supervision as determined by the standing subcommittee on school facilities shall be provided by the recreation department for all activities sponsored by them and taking place in or on school property.

Toilet and shower facilities may be used in the high school and junior high school gyms for both indoor and outdoor activities.

All outside areas may be used by the recreation department.

Other facilities such as the high school cafeterias, auditorium, shops and certain classrooms may be used but will be considered for approval by the standing subcommittee on facilities at the time a specific request for same is made.

#### Fees and Charges

The recreation department shall pay for any custodian services as determined by the Facilities Department.

The recreation department shall pay for or have paid costs of damage to equipment or facilities incurred during the conduct of a supervised program, unless otherwise exempted by the School Committee.

The recreation department shall pay for the costs for heat and lighting as determined by the School Committee.

#### Equipment

Motion picture projectors, slide projectors, record players and P.A. system may be used provided a competent operator is available as approved by the director of audio-visual department.

School telephone may be used for emergency needs only.

Current practice codified  
1987 Adopted: Prior to  
1987 Revised: February  
28, 1990