

FACILITY USE POLICY AND PROCEDURES

1. Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity group or organization nor the purposes they represent. The right to authorize use of school facilities shall be retained by the School Committee and/or Superintendent or his/her designee. Use of the district facilities shall be totally free from purposes of a disruptive nature.
2. The Wrentham Public Schools assumes no liability for injury to persons authorized to use the facilities and further assumes no liability for loss or damage to equipment, materials, or other individual property. Any and all damage to equipment or facilities will be charged to the contracting party.
3. Liability insurance may be required of some groups. A certificate of insurance naming the Town of Wrentham as an additional insured with liability limits of not less than \$500,000 for bodily injury and \$100,000 for property damage or \$500,000 combined limits, is to be submitted to the Superintendent prior to the use of school buildings when required.
4. Facility usage will be granted only if it does not interfere with the activities scheduled by the school. Long-term scheduled facility use may be pre-empted by a school activity or event.
5. Should a group cancel use of the facilities within 48 hours, it will be responsible for incurred costs.
6. If for any reason the group will not be using the facilities on the dates requested, they must notify the superintendent's office.
7. All activities must be appropriately supervised as determined by the building principal.
8. A custodian or other staff member of the school or the Town of Wrentham designated by the superintendent must be on duty at all times when the building is in use. A custodian must be hired for a minimum of four (4) hours on weekends or whenever they are not normally scheduled to work.
9. Use of the kitchen is determined by the food service director. If kitchen equipment is used, an authorized cafeteria employee must be on duty. The group using the facility will be charged accordingly.
10. It is the responsibility of the applicant to restore the school facility in good, clean condition immediately after the event and remove all trash themselves. If the facilities are not left in the same condition as received, the applicant will be charged for cleaning services. Any furniture moved by the group must be restored to the initial arrangement unless the custodian on duty directs otherwise.
11. All groups using a school facility must adhere to the Wrentham Public Schools Health and Wellness Policy.
12. Approved food and beverage will be served and consumed only in designated areas. No food or drink is permitted in the school libraries. Only water is permitted in the Gibbons Gymnasium.
13. Alcohol may not be served or consumed in school facilities or on school grounds at any time.
14. All Wrentham Public Schools buildings and grounds are smoke-free.
15. Individuals using the Gibbons Gymnasium must wear appropriate shoes to protect the floor surfaces.
16. When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur. Information is available on local television and radio stations.
17. Fees must be paid upon approval of the application for one-time or short duration activities. Activities that occur over a number of months may pay the fee in two installments, half upon approval of the application and the balance at the end of the period of use.