



WEYMOUTH PUBLIC SCHOOLS

SCHOOL PROPERTY USE

It is the policy of the Weymouth School Committee to encourage community use of school property. Educational, governmental, civic or cultural activities may use Weymouth school property under the established fee schedule.

REGULATIONS GOVERNING USE OF SCHOOL PROPERTY

1. APPLICATION- Individuals or organizations wishing to use school property must first complete the application process and provide proof of insurance.
2. PAYMENT- A deposit may be required prior to the use of the facility.
3. AVAILABILITY- Buildings will not be available for outside use when there is a conflict with any school activity.
4. CODES - All building and fire codes must be adhered to.
5. INSURANCE - All outside, non-school/municipal organizations renting school property must secure liability insurance covering not only the renter's liability, but also the liability of the Town of Weymouth for any possible accidents on the property. The required minimums are \$1,000,000. for an accident for one person and \$2,000,000 for an accident for more than one person. Insurance must cover dress rehearsals. A certificate (binder) of such liability insurance must be submitted with the application.
6. POLICE PRESENCE - At least one law enforcement officer may be required to be present at all public gatherings on school property. Arrangements for this protection should be made in advance by the renter directly with the Police Department. Written documentation of compliance will be required before the application is approved.
7. SUPERVISION -No one will be admitted to a school building before the arrival of an adult supervisor from the organization or before the entrance time noted on the Application for Use of School Property form, nor will anyone be allowed to remain in the building without such supervision. A Weymouth Public Schools employee will strictly enforce this regulation. The adult supervisor must be present at all times.

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8. EQUIPMENT & SPACES - Rental of school property does not imply access to the school's equipment. Arrangements for use of the school's equipment must be made in advance, and there may be required training and/or direct supervision of school personnel. Costs associated with the use of the school's equipment will be included in the invoice. Rental of the auditorium, cafeteria, or gym does not include unlimited use of other rooms in the school.

9. DAMAGE- The property will be inspected before after use. Any damage caused to the assigned school property or school equipment whether accidental or not, occurring during the period of the rental will be the direct responsibility of the renter. A bill for damages will be mailed out to the responsible party renting.

10. CANCELLATIONS- The Facilities Management Department must be notified 24 hours in advance of cancellation, by the renter. Failure to do so will result in the minimum two hour rental fee.

11. AVAILABILITY- Facilities will not be available for rental during the two weeks preceding Labor Day, including Labor Day weekend and for the ten school days immediately preceding the closing date of school, as determined by the School Committee, unless approved by the Facilities Management Department. In addition, Abigail Adams Middle School, Maria Weston Chapman Middle School and Weymouth High School will only be available for Weymouth Public School events during the months of May and June unless approved by the Facilities Management Department. Thanksgiving through mid-March, the School Department will have exclusive use of the Weymouth High School gymnasium Monday to Friday for practices and games; renters will be able to use the Weymouth High School gymnasium on Saturdays and Sundays with occasional disruption due to a sporting event or school event.

12. KITCHENS- When use of the kitchen is required, a cafeteria employee must be present. Additional custodial help may also be required.

13. NO SCHOOL- On a "No School" day due to inclement weather, there will be no other activities in the school buildings.

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14. FOOD- Refreshments may be served and consumed in designated areas approved in advance by the Facilities Management Department. Refreshments are never allowed in the gymnasium or auditorium. If the serving of refreshments results in extra custodial cleaning time, the renter will be billed accordingly. Failure to abide by these restrictions could result in the loss of the privilege to rent the property.

15. CONCESSION- If you are renting Mullin Field/Track and using the concession stand, a nominal fee for maintenance services will be charged for use of the stand, as per WPS Property Use Fee Schedule. Use of the concession is for the building only and does not include the use of any of the equipment within the building.

16. A letter shall be submitted to the principal of the building, or their designee, to request the opportunity to host the concession at any event. If more than one entity applies for the concession, consideration will be given to the teams or groups participating at that event.

17. NO SMOKING- All Weymouth Public Schools and grounds are No Smoking facilities. Weymouth Public Schools prohibits the use of any tobacco/tobacco-like or nicotine products including electronic or vapor cigarettes. This is a state law and applies to all school buildings and grounds. *Ref: MGL - No Smoking on School Property*

Charge of Custodial Services

All rentals requiring a custodial or maintenance service will include a 30 minute set-up and a 30 minute clean-up charge and a minimum charge of 2 hours. In the event of cancellation, 24 hours notice is required.



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WPS PROPERTY USE FEE SCHEDULE

Below are pilot fees for SY '18-'19. The School Committee has also agreed to eliminate Mullin Field light fees, and reduce the 1/2 hour before and after custodian/maintenance fee from \$60 to \$35 as a pilot for one year.

	Facility / Field Use	School Organization <i>Subject To custodial charges</i>	Weymouth Organization & Non Profit Organization	For Profit Organization
	All Auditoriums	NC	\$55/hr	\$115/hr
	All Cafeterias	NC	\$55/hr	\$115/hr
	All Classrooms, Library, MLJ Humanities Center	NC	\$55/hr	\$115/hr
	All Gymnasiums <i>Except HS - see below</i>	NC	\$55/hr	\$115/hr
	All Wrestling Rooms	NC	\$55/hr	\$115/hr
High School		<i>Subject To custodial or maintenance charges</i>		
	HS Gymnasium	NC	\$70/hr	\$140/hr
	Mullin Field	NC	\$80/hr	\$200/hr
	Track	NC	\$55/hr	\$115/hr
	Press Box	NC	\$25/hr	\$25/hr
	** Mullin Field Concession Stand	NC	\$60/hr	\$115/hr

** Concession Stand Rentals require an additional maintenance employee

*** Excessive set-up and clean-up for rentals may require additional custodian fees.

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