

## REGULATIONS GOVERNING USE OF SCHOOL PROPERTY

1. Individuals or organizations wishing to use a school facility must first apply in writing to the Superintendent of Schools. Applicants will be required to complete an the WPS Property Use Application "Application For Use of School Facilities Property" form available online. Full payment of rental fee is required prior to the use of the facility. Forms for such requests also The application may also be obtained at the Administration Building, 111 Middle Street, East Weymouth, MA 02189. Such requests for school property use must be made through the Facilities Management Department and will be cleared with the Supt., building Principal or his/her designee.
2. ~~Full payment of rental fee is~~ A deposit may be required prior to the use of the facility.
3. ~~Buildings~~ School property will not be available for outside use when there is a conflict with any school activity.
4. All building and fire codes will be adhered to ~~must be strictly enforced.~~
5. 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. ~~In the case of dance recitals,~~ Insurance must cover dress rehearsals. A certificate (binder) of such liability insurance must be submitted with the application.
6. At least one policeman ~~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. ~~must be submitted with the application.~~
7. 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. ~~No one will be allowed entrance into the building until ten minutes before the activity is scheduled to begin. Principals and/or custodians~~ A Weymouth Public School employee will strictly enforce this regulation. The adult supervisor must be present at all times.

8. Rental of a school facility ~~property~~ does not imply access to the school's equipment. Arrangements for use ~~or~~ of the school's equipment must be made in advance. Costs associated with the use of the school's equipment will be included in the invoice. Use of this equipment ~~may~~ requires training and will require the direct supervision of school personnel.

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

10. ~~When a school facility property will not be used as scheduled,~~ The Facilities Management Department Office of the Superintendent of Schools must be notified 24 hours in advance of cancellation, by the renter. ~~or two hours of custodial fees will be charged. Failure to do so will result in the minimum two hour rental fee.~~

11. 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 ~~principal or director of the school facility~~ 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 ~~Principal or director of the school facility~~ 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. When use of the kitchen is required, a cafeteria employee must be present, at an additional cost. ~~Additional custodial help may also be required.~~

13. On a "No School" day ~~because of a holiday or~~ due to inclement weather, there will be no ~~other~~ activities in the school buildings.

14. Refreshments may be served and consumed in designated areas approved in advance by the **Facilities Management Department** building Principal. 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 facility **property**. The concession stand at the high school field is operated under the jurisdiction of the culinary arts department of Weymouth High School. In the event the culinary arts department is unable to provide services at the stand, **A nominal fee for custodial/security services will be charged for use of the stand.**

15. If you are renting Mullin Field/Track and using the concession stand, a **nominal fee for custodial/security 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. In case of inclement weather, notice of cancellation of activities in school buildings will be announced over various radio stations and cable channel~~

~~17. ??All Weymouth Public Schools and grounds are No Smoking, no tobacco facilities. This is a state law and applies to all school buildings and grounds. Weymouth Public Schools prohibits the use of tobacco or tobacco like or nicotine products, including electronic cigarettes on school grounds.~~

~~18. Use of **Any concession stand at any school-based event, requires a Application WPS Property Use Application** for Use of School Property Form. A letter shall be submitted to the principal of the building, or their designee, to request the opportunity to host the concessions 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.~~

Rental of the auditorium, cafeteria, or gymnasium does not include **unlimited** use of other rooms in the school. ~~All rooms used will be billed at the established hourly classroom rate.~~

~~In addition to current fees, a fee of \$200.00 per day will be assessed to all out-of-town organizations.~~

Ref: MGL- No Smoking on School Property