

USE OF SCHOOL FACILITIES PROCEDURES

May 2023

A variety of school facilities are available for school and community groups and individuals to rent. See ABRSD School Committee Policy [File: KF - USE OF SCHOOL FACILITIES for user group classifications and fees.](#)

Applications for facility rental should be made no later than *two weeks* in advance of the requested date. Information on use of school buildings may be found on the A-B Community Ed. website: <https://abce.abschools.org>.

Please note: School activities supersede all other rentals. Renters may be bumped at the last minute if the district or school needs a space that has been rented. Every effort will be made to find the user a similar space or reschedule the event for another date.

The Acton-Boxborough Regional High School and RJ Grey Junior High are available to rent after 5:00 pm on school days and on weekends.

The six elementary schools and the Administration Building are available to rent after 6:00 pm on school days and on weekends.

The ABRSD buildings are not available for use over summer vacation or for private events.

Groups interested in using the **High School Auditorium** must first contact Peter Brown, AV/Theater Technician (pbrown@abschools.org or 978-264-4700 x. 44134), to find out about space availability.

All in-school groups will have until July 31st to make requests for the following school year. As of August 1st, non-school groups may request space on a first come, first served basis.

NO LATEX

No latex products of any kind may be brought into the Parker Damon building.

District-wide, rental groups are asked to take extra precautions around the use of food items known to cause allergies.

RESTRICTIONS

Renting groups shall be responsible for enforcing the following restrictions:

a. Smoking: Smoking is NOT permitted in any school building or on school grounds.

b. Intoxicants: Per Massachusetts General Laws, controlled substances, including alcohol, are prohibited on school property at all times.

c. Food or Beverage: Food or beverage may not be served in any area outside the cafeteria except with permission of the school and/or A-B Community Education. Groups of 25 or more serving food in the cafeteria will be required to have a custodian. Community Education, in consultation with Facilities staff, will make the

final determination as to the need for a custodian. Groups serving food must obtain a temporary food service permit from the Board of Health.

Groups using the kitchen areas for anything more than the acquisition of water must employ a kitchen staffer and/or supervisor. Kitchen equipment will not be available for use by renting groups.

d. Anti-Hazing: Hazing is prohibited in all ABRSD facilities and subject to criminal punishment as well as school sanctions.

e. Care of Property/Decorations: The renting organization shall be liable for any damages to school property occurring at the time of rental and/or as a result of the rental. Plans for mounting decorations must be approved in advance by the building principal. Tape may be used as long as it does not damage school property and that it is removed by the user at the completion of the activity. No scenery or props belonging to the users may be stored in school buildings. Wax may not be applied to floors. Furniture or equipment may not be removed from a space and shall be replaced in its original location at the completion of the activity.

f. Fire Prevention: All local and state fire safety regulations will be observed. No open flames may be used. All materials used for decorations must be approved in advance by school officials and the fire chief. Electric fixtures, line extensions, equipment, and appliances may be connected under the direct supervision of a custodian only.

g. Use of Facilities: Rental use will be limited to the facilities and equipment specified in the usage agreement and will, under no circumstances, extend to other rooms, areas or use of equipment. Groups using the school facilities will not be permitted to promote or manage any form of chance, gambling, lotteries, raffles, bingo or other unlawful activities. Groups of children or minors shall NOT have access or use of facilities unless accompanied by an adult supervisor. The school system will remain impartial toward programs of a political nature and strive to give equal opportunity for use of school property to all political parties. School buildings will not be available for private functions such as birthday parties, family events, celebrations, individual recitals, dinners, etc.

h. Access: A custodian will be assigned to open and secure the building when the building is not usually open.

i. Concessions: The right of concession and sale of food and drink remains with the school and control rests with school officials. Organizations using the school cafeteria and kitchen facilities for the service or sale of food to the general public must receive a temporary food service permit from the Acton Board of Health.

All programs, performances and usage of the school buildings must conclude before 11:00 p.m. Events which would end later than 11:00 p.m. (e.g. Project Graduation) may occur at the discretion of the Superintendent and the Community Education Director.

CUSTODIAL COVERAGE

As noted previously, custodians are assigned to any event occurring when a school building is closed. The custodian opens the facility and preps it for the event (including turning on heat/lights, unlocking doors, setting up furniture as needed, etc.), is on duty during the event to assist organizers, and then cleans and locks up afterwards. Other conditions that trigger custodian overtime are the presence of a significantly large group that cannot be supported by an on-duty custodian during their regular shift, and/or the presence of food that requires significant clean up/trash removal.

USE OF GYMNASIUMS

Groups/individuals renting the gymnasiums must wear sneakers and conduct athletic activities in a safe and supervised manner.

USE OF THE SWIMMING POOL

The high school pool may be rented to a group of 15 to 50 people. A pool supervisor and/or one currently certified lifeguard will be required for each group of 15-25 people. A pool supervisor and/or two lifeguards will be required for groups of 26-50 people. Lifeguards must be members of the current pool staff or be approved by the pool manager. Supervisor and lifeguard fees will be charged to the user group. A custodian will be required for any group using the high school pool.

USE OF FIELDS

Field requests are submitted to A-B Community Ed. in January for spring and summer use and in July for fall use. Priority for field use is given to Acton and Boxborough youth leagues.

USE OF ED LEARY FIELD

All evening events must conclude by 10:00 p.m.. Stadium lights must be turned off by 10:30 pm and the parking lot cleared at that time. An event may go beyond that time in the event of overtime.

USE OF TENNIS COURTS

Given the heavy use of district courts by our schools and members of the Acton-Boxborough community, a limited number of rental hours are available. These hours occur for approximately 10 weeks in the spring (from April through mid-June) and in the fall (September through mid-November). Please contact Community Ed. if you are interested in renting tennis courts.

USE OF AUDIO VISUAL EQUIPMENT

Renting groups should indicate the need for audio-visual equipment on the application form. For events to be held at Acton-Boxborough Regional High School or at an elementary school, contact Brendan Hearn at (978) 264-4700 x3425 or bhearn@abschools.org. For events to be held at Raymond J. Grey Junior High, contact Jeanne Goulet Bouchard at (978) 264-4700 x 3395 or jbouchard@abschools.org.

CANCELLATION OF EVENTS

In the event that school is canceled due to inclement weather or other emergencies, outside rentals will also be canceled. Renters will be notified by the Community Education office if this has occurred.

SPECIAL EVENTS

Occasionally, requests for large group activities or activities of an unusual nature may necessitate specific precautionary measures before permission is granted. In order to protect the health and safety of participants as well as protect school property, activities where attendance is expected to exceed 500 may require renters to hire a police officer. Proof of adequate insurance will also be required. The following procedure will be followed before the use of facility request is approved where extenuating circumstances would cause danger to persons or property:

a. A representative of the renting group will submit an online use of facilities request. A meeting may be necessary to clarify the request.

b. The reservation is contingent upon:

1. Written approval from the Acton Board of Selectmen that the police and fire protection will be adequate.
2. The Superintendent is satisfied that the insurance coverage is adequate.
3. The School Committee approves with a majority vote.

Staffing and Miscellaneous Fees

Custodian	Please confirm with Comm. Ed.* 3 hour minimum
Kitchen Staff	Supervisor and/or staff member. Please confirm with Comm. Ed.*
A/V Staff	Supervisor and/or student techs Please confirm with Comm. Ed.*
Senior Administrator	\$65/hour

A/V Equipment	Tier 1: \$10/use Tier 2: \$25/use Tier 3: \$50/use
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*Staff rates are increased as necessary to correspond with contractual provisions. If an activity requires staff support, users should confirm rates with A-B Community Education at the time a reservation is submitted. There may also be miscellaneous fees that may apply to a group’s request (i.e. use of A/V equipment). Those miscellaneous charges are outlined in the Use of Facilities Procedures Document, and are subject to periodic updates and changes.