

Old Colony Regional Vocational Technical
High School

Community Use of Facilities

User Manual

Proposed September 2017

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Old Colony Regional Vocational Technical High School School Committee Policy Community Use of School Facilities

It is the District School Committee's desire that maximum use of school property be enjoyed by the people in the region. It is the District School 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 a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent-Director and approved by the District School Committee.

Permission for the use of facilities must be obtained through the office of the Superintendent-Director, where applications are available for this purpose.

In all cases, permission to use the buildings and grounds is granted with the understanding that the use shall be subject to cancellation for school activities, school-related functions, etc.

Requests for use of school facilities will be considered in the following order of priority:

1. Old Colony Regional Vocational Technical High School activities and school-related functions;
2. Events sponsored by school-related organizations;
3. Events sponsored by organized recreational leagues that are open to all Old Colony Regional Vocational Technical High School students;
4. Events of educational, recreational, social, civic, or philanthropic purpose sponsored by Old Colony Regional Vocational Technical High School staff and/or students;
5. Events of educational, recreational, social, civic, or philanthropic purpose sponsored by all other organizations.

The Superintendent will establish sign-up periods to allow for scheduling of facilities according to the priority list. Any organization requesting on-going, regular use of school facilities must apply during these times, in order to ensure consideration of requests in accordance with the priority list stated above. After these sign-up periods, use of facilities will be granted on a first-come, first-served basis.

Applicants for use of school buildings and other school facilities must follow the procedures outlined in the Application for Use of School Facilities available at the Superintendent's office and online. School facilities must be used according to the regulation and rental fee schedules recommended by the Superintendent and approved by the School Committee.

*After School: School buildings and facilities are available for Community Use following the closing bell in the afternoon and in the evenings, provided such use does not interfere with the use of such buildings or facilities for school purposes. School facilities will not be available for community use prior to school opening each day, subject to such procedures as the Superintendent may deem prudent.

With the permission of the Superintendent, staff is allowed to use the school facilities for events of educational, recreational, social, civic, or philanthropic purpose.

Old Colony Regional Vocational Technical High School Procedures for Community Use of School Facilities

Applications for the use of Old Colony Regional Vocational Technical High School buildings, grounds, and/or equipment are subject to the following:

Applications may be picked up at the Main Office, emailed, or accessed online. Completed applications shall be delivered or emailed to the Director of Buildings and Grounds. All applicants must have on file with Old Colony Regional Vocational Technical High School (or must submit with application):

1. a certificate of insurance issued by the insurance carrier or the individual/group filing the application that provides evidence of the existence of coverage required below and lists Old Colony Regional Vocational Technical High School as the additionally insured;
2. a Standard Hold Harmless and Indemnity Clause form signed by the individual, or such person as authorized by the group;
3. if students are involved, a Hazing Acknowledgement (MGL Chapter 269);
4. a certificate or other evidence that the applicant is a non-profit individual group, and;

all of which are current and are dated during the school year for which the application is submitted (July 1 - June 30).

The Old Colony Regional Vocational Technical High School Superintendent, or designee thereof, will promptly advise any applicant as to any information in any application that is incomplete. The file date for any application shall be the date that the complete application is received.

Comprehensive form general liability insurance is required, at a minimum, in the amount of \$300,000, each occurrence, and \$600,000, aggregate, bodily injury and property damage combined.

Three (3) sign up periods are established in order to equitably assign space to applicants, within the guidelines provided by the Use of Schools Facility Policy. These sign up periods are as follows:

Gym/Athletic Fields/Auditorium

June 1 – 15	For use from September through January
November 1 – 15	For use from February through June
May 1 – 15	For limited summer use

Classroom/Other

September 1 – 15	For entire school year
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Applications may also be submitted at any time during the school year, but all applications received prior to or during any sign-up period will be considered received on the same day. All applications received after the applicable sign-up period will have lower priority than those received during the sign-up period and will be considered on a first-come, first-served basis.

Applications submitted after the listed sign-up periods must be received a minimum of twenty one (21) days prior to the requested use date to assure processing, although the Superintendent will endeavor to fill applications on shorter notice if possible. Any requests for use tentatively granted before the end of the sign-up period for the requested dates are not guaranteed and are subject to change following the open sign-up period.

Specific requests for equipment and/or services must be in writing and accompany the use application.

Upon receipt of a complete use application, the Superintendent or designee shall review the request with the Principal. Applications denied by the Superintendent will be returned to the applicant stating the reason for such

denial. AT THE TIME OF THE DENIAL, THE SUPERINTENDENT OR DESIGNEE WILL ENDEAVOR, TO THE EXTENT PRACTICAL, TO SUGGEST alternative times or facilities that might be available to meet the needs of the applicant.

Charges for fees and personal assignments associated with the requested use shall be made in accordance with the enclosed Fee Schedule or waived at the discretion of the Superintendent.

An approved application will be returned to the applicant, and will include and modifications or restrictions. Notice of cancellation of an event by the applicant must be made to the Superintendent immediately upon the decision to cancel.

A reasonable effort shall be made to accommodate applications and process them in a timely manner. In the event a conflict arises for a particular date and venue, use shall be granted in accordance with the Use of Facilities Policy. Neither the Superintendent nor building principal SHALL BE LEGALLY responsible for locating or coordinating potential use dates in the event of denial of an application.

Applications including a request for use of school kitchen facilities, equipment and/or cafeteria must include sufficient detail for review by the Food Service Director and must be submitted with required certifications and permits related to the serving and preparation of food.

At the discretion of Old Colony Regional Vocational Technical High School, and in conjunction with the Rochester Police Department, a detail officer(s) may be required for a particular use. The cost of this service shall be borne by the individual/group submitting the application at such rate as is determined by the Rochester Police Department. Payment for detail officers are not collected by Old Colony Regional Vocational Technical High School and arrangements should be made (by the use applicant) directly with the Rochester Police Department.

Old Colony Regional Vocational Technical High School General Regulations for Facilities Use

1. General

- A. The use of Old Colony Regional Vocational Technical High School facilities is permitted in accordance with the policy set forth by the Old Colony Regional Vocational Technical High School School Committee.
- B. The guidelines set forth in these regulations shall govern all use.
- C. The Superintendent of Schools reserves the right to amend these regulations from time to time as circumstances warrant.
- D. Summer use of all facilities is limited and shall be granted in accordance with guidelines prescribed in the Facilities Use Policy.

2. Conditions of Use

- A. A school employee must be on site for all requested uses.
- B. The applications must be presented and signed by the individual responsible for supervision and execution of the event. This individual shall be responsible for the conduct of all attendees. All activities must be conducted with adult supervision and shall be confined to the specific area requested for use. Individuals or groups may not assign their application for a school facility to any individual or group not authorized under the original application. Doing so will result in the revocation of the applicant's revocation of facilities use.
- C. Violation of facilities use regulations, or any misrepresentations in any materials submitted in connection with an application for facilities use, may result in cancellation or termination of approved facilities use. The Superintendent reserves the right to cancel such granted use.
- D. No school department equipment may be used by an individual/group without the prior written consent of the Principal.
- E. Individuals, and/or groups using any facility are responsible at all times for the observance of fire and safety requirements. As part of these safety requirements, individuals and/or groups are responsible for providing their own first aid equipment and/or supplies.
- F. Old Colony Regional Vocational Technical High School reserves the right to limit attendance in conjunction with an approved use as necessary to comply with occupancy limits for a particular site.
- G. No amendment, alteration or addition shall be made to any facility's system components (electrical, lighting, network wiring, heating, doors, etc.) by any individual or group. Requests for such work may be made to the Administration.
- H. At the discretion of Old Colony Regional Vocational Technical High School Superintendent, and in conjunction with the Rochester Police Department, a detail officer(s) may be required for particular use. The cost for this service will be borne by the individual/group making application, at such rate as is determined by the Rochester Police Department.
- I. All equipment, furniture, accessories, decorations and other materials brought into the facility by a user group/applicant is done at the applicant's peril and Old Colony Regional Vocational Technical High School accepts no responsibility for the security, care or integrity of such items.

Any such items shall be removed from the facility immediately upon the completion of the use and all affected areas shall be returned to pre-use condition.

- J. Costs associated with any use shall be the responsibility of the use applicant at such value as is determined in association with the attached fee schedule. Old Colony Regional Vocational Technical High School reserves the right to bill for additional time and/or services should an event/use extend beyond the requested time. Failure to remit payment to Old Colony Regional Vocational Technical High School for the use of school facilities will result in the revocation of the individual's or group's permission to use school facilities.
- K. Requested kitchen facilities and equipment use shall be coordinated with Old Colony Regional Vocational Technical High School Food Service Director. Charges will apply and be assessed the use group in conjunction with the determination of the Administration as to required equipment use.
- L. Old Colony Regional Vocational Technical High School custodial staff shall have no responsibility to an outside use group beyond coordinating access and assisting in the location of electrical outlets, light switches, etc. Custodial services requested/required beyond the above limits shall be billable at the rates in the attached fee schedule. Required services shall include cleaning beyond the usual scope of custodial duties related to general work.
- M. Old Colony Regional Vocational Technical High School reserves the right to cancel any approved use that, due to unforeseen circumstances, conflicts with a school program.
- N. Parking is limited to designated spaces in the lots. Parking will not be permitted on grass, travel lanes, emergency access lanes or areas required for fire/safety access. Violations of this provision will be enforced by the Rochester Police Department in accordance with the applicable traffic laws.
- O. All individuals/organizations using school facilities shall be subject to Mass. General Laws, Chapter 269, as amended, prohibiting the practice of hazing.
- P. The use of tobacco products within school facilities or on school grounds is prohibited. No alcoholic beverages or illegal substances are permitted in school facilities or on school grounds.
- Q. Gambling in any form is prohibited within school facilities and on school grounds.
- R. Keys will not be given any individual or group using school facilities. All facilities must be secured by school personnel.
- S. No individual/organization beyond those whose specific mission is the support of the school district shall use any school facility as a mailing address.
- T. No individual/organization not associated with the school district may post signs on school property without written permission from the Administration.
- U. All individuals/organizations using school facilities and grounds shall be responsible for any damage incurred by or as a result of their use. All facilities must be left in reasonable condition as established by pre-use condition.
- V. Any group otherwise provided by law to conduct CORI checks, must provide evidence to the school district that they have been completed.

3. **Priority of Requests**

All requests for uses of school facilities will be granted in accordance with the order of priority established in the Old Colony Regional Vocational Technical High School School Committee Policy on Community Use of School Facilities. The Superintendent shall have the authority, in his/her sole discretion, to resolve conflicts among conflicting uses in the same priority category. In exercising that authority in connection with the use of gymnasiums and fields for athletic events, the Superintendent will give preference to an in-season sport over an out-of-season sport.

**Old Colony Regional Vocational Technical High School
Community Use of Facilities**

Fee Schedule

Fees for use of the Old Colony Regional Vocational Technical High School facilities are approved by the School Committee.

Approved applicants shall receive a permit indicating the estimated cost associated with the requested use upon return of an approved use form. An invoice will be generated and mailed shortly thereafter, except that high volume users who qualify for an installment payment plan approved by the Superintendent, in his/her discretion, will not receive an invoice at the time of the issuance of such a permit. Old Colony Regional Vocational Technical High School reserves the right to bill the applicant for additional time/services should a use extend beyond the requested time.

Payment, in the form of a check, money order or cashier's check made payable to **Old Colony Regional Vocational Technical High School** and indicating the **Use Permit Number** on the face of the check, must be received by the Business Office at least seven (7) days prior to the granted use date(s) or seven (7) days after the receipt of an invoice for such use, if later. However, the Superintendent, in his/her discretion may negotiate fees with high volume users and may grant high volume users of school facilities the right to use facilities upon compliance with a payment schedule based on expected usage, in which case Old Colony Regional Vocational Technical High School or such user, as the case may be, will make an adjustment payment to the other at the end of the applicable season to reflect actual usage. In addition, the Superintendent may, in his/her discretion, also provide a credit to a user of the Old Colony Regional Vocational Technical High School facilities in the amount equal to the value of the donations of goods and/or services to Old Colony Regional Vocational Technical High School approved by the Superintendent, as an offset against fees otherwise due hereunder. The Superintendent reserves the right of final determination in all cases.

Facility Fee Schedule:

1. Events sponsored by Old Colony Regional Vocational Technical High School and non-profit organizations whose mission is to support and benefit Old Colony Regional Vocational Technical High School shall not incur any use fees. Personnel fees shall be assessed as described herein.
2. The following events are exempt from user fees: Meetings of municipal boards, commissions, or departments; town meetings; elections; referenda votes; and other official government functions.
3. Events sponsored by non-profit individuals/groups comprised of more than 50% Old Colony Regional Vocational Technical High School students, staff, or Old Colony Regional Vocational Technical High School families shall be assessed use fees as follows unless the event falls into category 1 above, or category 4 below:

Gymnasium	\$20/hour
Cafeteria	\$20/hour
Cafeteria with Kitchen	\$20/hour
Classroom	\$20/hour
Conference Room	\$20/hour
Library	\$20/hour
Field/Outdoor Area	\$20/hour
Shop Facilities	\$20/hour

4. Events sponsored by non-profit individuals/groups where revenues are generated from special events such as tournament, camps, regional competitions, etc. shall be assessed use fees as follows:

Gymnasium	\$60/hour
Cafeteria	\$60/hour
Cafeteria with Kitchen	\$75/hour
Classroom	\$40/hour
Conference Room	\$20/hour
Library	\$40/hour
Field/Outdoor Area	\$75/hour
Shop Facilities	\$75/hour

5. A cancellation fee of \$15 per hour may be charged to users who fail to give adequate notice of intent not to use facilities previously reserved. This fee may be assessed at the sole discretion of the Superintendent.
6. Each user group shall receive a credit against future fees for any fees paid (i) to use the facility for an event that is cancelled because the school is closed due to inclement weather or for any other reason or (ii) to use any outdoor area where such use is cancelled due to inclement weather.

Personnel Fees

1. A personnel fee may be assessed for custodial/security coverage when a use coincides with the regularly scheduled shift for the staff at the respective facility.
2. A personnel fee of forty dollars per hour, minimum four (4) hours, (\$40.00/hour) may be assessed all successful use applicants for custodial/personnel/security coverage on weekends and for all hours and portions thereof where access is required beyond a regularly scheduled shift. This fee is subject to change.

Personnel fees are subject to a four (4) hour minimum charge assessed individually or severally, depending on concurrent use.

Old Colony Regional Vocational Technical High School Application for Use of School Facilities

Please note: Organizations/Individuals requesting use must obtain complete Facilities Use Packet from the Administration Office. The application must be received by the Main Office (21) days prior to the requested use date (outside of the designated sign-up periods).

Date of Application: _____

Facility: _____

Alternate Facility: _____

Outdoor Area: _____

Alternate Outdoor Area: _____

Site:	_____ Gymnasium	\$60/hour
	_____ Cafeteria	\$60/hour
	_____ Cafeteria with Kitchen	\$75/hour
	_____ Classroom	\$40/hour
	_____ Conference Room	\$20/hour
	_____ Library	\$40/hour
	_____ Field/Outdoor Area	\$75/hour
	_____ Shop Facilities	\$75/hour

Requested Use Date(s): _____

Time: From: _____ a.m./p.m. To: _____ a.m./p.m.

Nature of Use: _____

Will food/drink be served: _____

Estimated Attendance: _____

Will admission be charges? _____

If so, cost of admission: _____

Organization/Individual Requesting Use

Email Address

Authorized Signature*

Telephone Number

Number/Street Address

Fax Number

Town

State

Zip Code

**Must also sign the attached STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE & CHAPTER 269 FORMS*

Office use only

Copy to: Principal _____	Superintendent _____	B & G/Custodian _____	Applicant _____
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See reverse side for approval status and fees

PERMIT # _____

*****TO BE COMPLETED BY ADMINISTRATION*****

Request Denial:

Request Denied	_____	Reason Denied	_____

Request Approval:

Request Approved	_____
Forms Attached	
Chapter 269, Amended	_____
Bullying Policy	_____
Standard Hold Harmless	_____
Insurance Certificate	_____

Fees:

Use fees apply (amount)	_____
Personnel fees (amount)	_____
Estimated Police/Fire Details (Responsibility of Renting Organization)	<u>YES/NO</u>
Total Payable to Old Colony RVTHS	_____

Director of Buildings and Grounds

Date

Superintendent/Principal

Date

Approved Use Permit will be forwarded to Applicant prior to the event.

**Old Colony Regional Vocational Technical High School
M.G.L. Chapter 269**

AN ACT increasing the penalties for hazing. Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Chapter 269 of the General Laws is hereby amended by striking our sections 17 to 19, inclusive, and inserting in place thereof the following three sections;

Section 17:

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The Term “hazing” as used in this section and in sections eighteen and nineteen, shall mean and conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18:

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to self or others, report such crime to an appropriate law enforcement official as soon as reasonable practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19:

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and section seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution’s recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgment stating that such group, team, or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections eighteen and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and section seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with regents of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams, or organizations and to notify each full-time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of regents, and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general such institution which fails to make such report.

ACKNOWLEDGEMENT

On behalf of _____
(name of student, group, team, or organization)

I _____ certify I have received a copy of M.G.L. Chapter
(designated officer)

269; Sections 17-19, An Act Prohibiting the Practice of Hazing, and have distributed a copy of the law to its

members, plebes, pledges, and applicants for membership; and that the _____
(name of student, group, team, organization)

understand and agrees to comply with the law.

Date: _____ Signed: _____
(designated officer)

Old Colony Regional Vocational Technical High School Bullying Statement

The school or district expects that all members of the school community will treat each other in a civil manner and with respect for differences.

The school or district is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We understand that members of certain student groups, such as students with disabilities, students who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The school or district will take specific steps to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

ACKNOWLEDGEMENT

On behalf of _____
(name of student, group, team, or organization)

I _____ certify I have received a copy of the Old Colony Regional Vocational Technical High School Bullying Policy Statement, A Statement Prohibiting the Practice of Bullying and have distributed a copy of the policy to its members, plebes, pledges, and applicants for membership; and that the _____ understand and agrees to comply with the law.
(name of student, group, team, organization)

Date: _____ Signed: _____
(designated officer)

**Old Colony Regional Vocational Technical High School
STANDARD HOLD HARMLESS AND INDEMNITY CLAUSE**

_____ ITS OFFICERS AND MEMBERS ALL, THROUGH
NAME OF LESSEE
THE SIGNING OF THIS DOCUMENT BY AN AUTHORIZED PARTY OR AGENT,
INDEMNIFY, HOLD HARMLESS AND DEFEND OLD COLONY REGIONAL
VOCATIONAL TECHNICAL HIGH SCHOOL AND THEIR AGENTS AND EMPLOYEES
FROM ALL SUITS AND ACTIONS, INCLUDING ATTORNEY'S FEES AND ALL
COSTS OF LITIGATIONS AND JUDGEMENTS OF EVERY NAME AND
DESCRIPTION BROUGHT AGAINST OLD COLONY REGIONAL VOCATIONAL
TECHNICAL HIGH SCHOOL AS A RESULT OF LOSS, DAMAGE OR INJURY TO A
PERSON OR PROPERTY BY REASON OF ANY ACT OR FAILURE TO ACT BY
_____ ITS AGENT, SERVANTS, OR EMPLOYEES.
NAME OF LESSEE

AUTHORIZED AGENT: _____

DATE: _____