



Regulations Governing Use of School Facilities

In accordance with School Committee policy KFB Use of School Buildings, and to provide for the efficient and judicious use of school facilities, the following regulations will apply to all users, who shall agree and ensure that:

1. Buildings and facilities used by students are not available for community use when schools are in session or when they are otherwise engaged for school purposes. School activities will always have priority use of space.
2. No non-Lincoln School entity shall be granted permission to use the facility or any portion thereof without prior approval from the Administrator for Business and Finance.
3. School facilities may or may not be available during vacation recess.
4. By State law, the consumption, sale or use of alcoholic beverages or tobacco is prohibited on all school property. Smoking is not permitted in any area of the school grounds. The Lincoln Public Schools are a Drug Free Zone.
5. The Lincoln Public Schools makes its facilities and programs available without discrimination on the basis of race, religion, age, sex, sexual orientation, creed, national origin or disability conditions. The applicant shall comply with all federal, state and local laws, regulations and license requirements, including but not limited to the Americans with Disabilities Act. Persons and organizations seeking or obtaining permits to use the school property shall be responsible for:
 - a. Compliance with the Department of Internal Revenue in cases where admission is charged.
 - b. Compliance with the Acts of the Commonwealth which apply to the use of public school property and any other State or local regulations applicable to this use.
 - c. Compliance with all applicable laws and regulations including those requiring additional permits, licenses, personnel, and payment of applicable taxes and fees.
6. Open flames of any kind (candles, cooking stoves, etc.) at any time are prohibited.
7. Participants shall be restricted to assigned areas, and food and drink shall be consumed only in authorized areas.
8. The number of attendees shall not exceed the authorized capacity of the facility.
9. Children or minors shall NOT have access or use of facilities unless accompanied by adult supervisors. At least one chaperone will be provided for every 15 children.
10. Decorations, scenery, lighting, and exhibits shall conform to the rules and regulations of the Lincoln Fire Department and shall be installed under school supervision in such a way as not to deface any part of the school property.
11. The applicant (i.e., the person who reserves the space):
 - a. Shall be the user representative and shall be present at the scheduled event/function.
 - b. Is held responsible for the preservation of order and the protection of school property. The School Department reserves the right to request public safety details to ensure public/property safety. Charges associated with police details will be assessed to the organization using the School facilities.
 - c. Is responsible for ensuring that all decorations, flyers, handouts or other material used during the event/function are removed from the space when the event/function is finished.
 - d. Understands that abuse of the facilities and violations of the terms of the permit will prohibit the organization and/or individual from further use of school property.
12. The School Department reserves the right to request a certificate of insurance with the Town of Lincoln and/or Lincoln Public Schools as Named Insured.



Fee Schedule for Use of School Facilities for the period July 1, 2015 through June 30, 2018

Service Fees.

1. **Custodians.** For functions, a custodian must be present to safeguard school property and to clean the facilities used. Charges for custodial service are incurred when the use of buildings and facilities require custodians to work overtime, or when additional costs are incurred as determined by the Administrator for Business and Finance. Custodial charges will be \$42/per hour for Fiscal Year 2016, and \$43/per hour for Fiscal Years 2017 and 2018.
2. On school days, a charge is incurred if the use and/or clean up time extends beyond the normal duty hours of custodians or if the event prevents the custodial staff from completing regular duties. If previous arrangements have not been made to work overtime and a custodian is required to work beyond his/her normal hours, he/she will be paid a minimum four (4) hours overtime.
3. On weekends and holidays, charges begin when the building is opened and includes a reasonable period for set up before and clean up after the function is over and everyone has left the building. There is a four (4) hour minimum overtime charge when services are required on weekends and/or holidays.
4. On weekends and holidays, the custodian will be compensated for the full number of hours agreed to at the time reservations are made, as indicated on the building use form. If events continue longer than originally scheduled, charges will be added for additional custodial time as well as rental fees. No adjustments will be made for cancellations or reduced hours.
5. **Cafeteria Workers.** Kitchen facilities may require an additional food service personnel fee to be determined by the Administrator for Business and Finance.
6. **A-V Technician.** An Audio-Visual Technician will be required if the Auditorium lights or sound system will be used, or if display equipment including computers, projectors, etc. is needed. The fee for A-V Technician service is \$48 per hour for Groups A and B, and \$65 per hour for Groups C and D. All charges will include one (1) hour for set-up before and break-down afterwards, in addition to a two (2) hour minimum.

Rental Fees.

1. Rental fees are in addition to service fees. Rental and service fees may be waived by the Superintendent of Schools or his/her designee. Groups or individuals who seek to have rental fees waived must submit a request in writing to the Superintendent of Schools, explaining why the waiver should be granted.
2. All room rates are hourly with a two (2) hour minimum.
3. The School Department reserves the right to request a 50% deposit on all rentals, to be received prior to the scheduled event. The deposit will be deducted from the total fee.

All room rates are hourly with a two (2) hour minimum.

	Group A Lincoln Community Non-Profit	Group B Lincoln Community Profit	Group C Non-Community Non-profit	Group D Non-Community Profit
Auditorium	0	\$100	\$150	\$250
Gyms	0	\$50	\$75	\$250
Classroom in Pods A&B	0	\$25	\$50	\$150
Kitchen Facilities	0	\$50	\$75	\$100
Library	0	\$30	Not available	Not available