

	<p style="text-align: center;">LINCOLN PUBLIC SCHOOLS Lincoln, Massachusetts</p>	<p style="text-align: center;">FILE: KF</p>
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USE OF SCHOOL BUILDINGS

Philosophy

The Lincoln School Committee supports the use of school facilities by community groups and believes that such use enriches the quality of life in Lincoln for everyone – students and adults alike. Accordingly, the School Committee encourages the use of school facilities for educational, recreational, cultural and civic purposes by recognized organizations within the town. Such use, in the judgment of the Committee, must be requested, approved and cannot interfere with school programs, which always have first priority.

The fees associated with the use of facilities will vary contingent upon the nature of the sponsoring group and the activity. It is not the intent of the Committee that for-profit and non-Lincoln groups be subsidized by public funds. Such groups shall incur additional charges for the use of school buildings. The Committee authorizes the Superintendent to modify or waive fees when, in their judgment, exceptional circumstances so warrant.

Implementation

1. All Fees are set by the School Committee and the fee schedule shall be published on the district website.
2. The categories of groups shall be available on the district website. Fees will be assigned according to the following groups:
 - A. Group A: Lincoln Community Non-profit Organization. Recognized school or civic groups based in Lincoln operating as but not necessarily established as non-profit organizations, with a majority of the participants either Lincoln Public Schools students or residents of Lincoln. Such groups would include, but are not limited to, the following:
 - a. Town Departments including Parks & Recreation programs
 - b. School-Parent Organizations
 - *PTO*
 - *SEPAC*
 - *METCO Parent Board*
 - *METCO Coordinating Committee*
 - *Lincoln School Foundation*
 - c. Lincoln Community Groups
 - *Scouts*
 - *LEAP*
 - *Magic Garden*
 - *Bemis Lecture Series*
 - *Garden club*
 - d. Lincoln Youth Sports Groups
 - *Lincoln Youth Soccer*

- *Lincoln-Sudbury Youth Baseball*
 - *Lincoln-Sudbury Youth Lacrosse*
 - *Sudbury Youth Softball*
- B. Group B: Lincoln Community For-profit. For-profit groups with a majority of the participants residing in Lincoln.
- C. Group C: Non-Lincoln Community Non-profit. Recognized non-profit groups (via registration with the a Massachusetts Public Charities Division) in which there is not a majority of the participants residing in Lincoln, and Lincoln residents sponsoring privately-organized functions or activities.
- D. Group D: Non-Lincoln Community For-profit. For-profit groups with less than a majority of the participants residing in Lincoln. Organizations must be registered with Massachusetts Corporation Division or in their own state of incorporation.
- E. For entities that are not registered with the Commonwealth of Massachusetts or their state of incorporation and require an interpretation of what category they belong, the Superintendent/School Business Administrator shall make the final determination.
3. The School Committee requires that adequate Lincoln Public Schools staff be scheduled to ensure the security of the building and to provide for expedient cleaning. The terms of existing labor contracts will be followed.
4. All user groups shall save and hold harmless the Lincoln Public School Committee, Lincoln Public Schools and its officers and employees and assume responsibility for all liabilities arising from incidents as a result of use of the activity. The School Committee working through its Superintendent shall require a certificate of insurance with the Town of Lincoln and/or Lincoln Public Schools as Named Insured. Anyone wishing to use the School Facilities are required to provide the necessary proof of insurance. A minimum of \$1,000,000 general liability, and if vehicles are necessary, \$1,000,000 auto liability are required. The Town of Lincoln or Lincoln Public Schools needs to be listed as an additional insured on the insurance policy submitted for all rentals.
5. The School District reserves the right to schedule events in the facility that is most appropriate, given the size of the group and nature of the activity. Special requests may be considered by the Superintendent.

Facility Scheduling and Priorities of Use

All use of the School Buildings will be approved by the Facilities Director. The specific facilities available for use are listed in policy KF-R, Regulations Governing Use of School Facilities and Fee Schedule. Requests must be placed in advance through a system established by the School District and documented on the district website. The facilities director will consult with school principals and the Superintendent for approvals on an as needed basis. Every reasonable effort will be made to accommodate all requests for the use of Lincoln School Buildings at all times, but in the event of scheduling conflicts, building use shall be determined by the priorities of use outlined below.

1. School District activities
2. After-school student programs approved by the School Committee

3. Recreation Department programs
4. School-parent organizations
5. Lincoln community organizations – student-centered
6. Lincoln community organizations – adult-centered
7. Non-Lincoln community organizations – non-profit
8. Non-Lincoln community organizations – for profit

This system is designed to preserve the School District's primary commitment to the children of Lincoln, Hanscom, and Boston. Final authority for all matters relating to school building use will ultimately rest with the Superintendent of Schools or their designated representative.

Regulations and Fee Schedule

All user groups will adhere to KF-R Regulations Governing Use of School Facilities and Fee Schedule” which will be published from time to time by the School District. The School Committee reserves the right to limit or exclude the use of the School facilities by any group that violates one or more of the regulations.

School facilities will be used in a manner that does not violate any building codes, fire codes, ADA code, or other regulations or laws. Failure to conform to rules and regulations, such as but not limited to, occupancy limits, mandatory minimum lighting requirements, altering egress routes or doors will result in immediate cancellation with no refund of an event.

Use of Funds

Funds received in connection with the rental of school facilities will be deposited into a separate revolving account. Such funds will be used to pay associated costs of the activity, including custodial and maintenance craftsmen wages, building repairs, replacing worn equipment, or offsetting the costs of energy and custodial supplies.

Review

The School Committee will review the fee structure for the use of school facilities on an annual basis.

CROSS REF:	EDC, Use of School Equipment
	KF-R, Regulations Governing Use of School Facilities and Fee
Schedule	
	AC, Nondiscrimination

Voted at May 6, 1996 School Committee Meeting
Revised and Voted at June 8, 2004 School Committee Meeting
Revised and Voted at March 27, 2008 School Committee Meeting
Revised at School Committee Meeting of March 22, 2018
Revised at School Committee Meeting of October 24, 2024