

	<p style="text-align: center;">LINCOLN PUBLIC SCHOOLS Lincoln, Massachusetts</p>	<p>FILE: KF-R</p>
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REGULATIONS GOVERNING USE OF SCHOOL FACILITIES AND FEE SCHEDULE

In accordance with [School Committee Policy on Building Use](#) (KF) , 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 Facilities Director.
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, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status, familial status, pregnancy, or pregnancy-related condition, homelessness, ancestry, ethnic background, national origin, or any other category protected by state or federal law. 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. The district's JICFA Anti-Hazing policy seeks to prevent hazing and to ensure a response to those students impacted by hazing is addressed. Persons or organizations obtaining permits to use school property must make all students aware that hazing is prohibited by law.
7. Open flames of any kind (candles, cooking stoves, etc.) at any time are prohibited.
8. Participants shall be restricted to assigned areas, and food and drink shall be consumed only in authorized areas.
9. The number of attendees shall not exceed the authorized capacity of the facility.
10. 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.
11. 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.

12. 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.

Insurance Requirements for Use

1. 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 must be listed as an additional insured on the insurance policy submitted for all rentals.

Fee Schedule for Use of School Facilities and Service Fees

1. Custodial Services: During building use a custodian must be present to safeguard school property and to clean the facilities used. Charges for custodial services are incurred unless waived by the School Superintendent or their designee. Custodial charges will be \$60/per hour per assigned employee.
 - a. 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 their normal hours, he/she will be paid a minimum four (4) hours overtime.
 - b. On weekends and holidays, charges begin when the building is opened and include 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.
 - c. 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.
2. Kitchen Facility Rentals: Kitchen facilities require food service personnel to oversee food safety and use of equipment. Charges for food service are incurred unless waived by the School Superintendent or their designee. Food Service workers must be present to oversee and assist with the use of professional kitchen equipment, security of stored Food Service Program food, and ensure the kitchen is ready for preparing the next school day meal.

- a. An application for temporary food service establishments (Form G) from the Concord Board of Health (which also serves the Town of Lincoln) must be obtained.
 - b. Food Service Worker: Food Service charges will be up to \$40/per hour per assigned employee. All charges will include 30 minutes for opening before the event, the entire event period, supervision of clean up by event staff/volunteers, and 30 minutes to secure the kitchen facility. A different rate may apply if Food Service employee(s) are expected to perform cooking or serving.
3. A-V Technician: An Audio-Visual Technician will be required if the Auditorium light board or sound board will be used, if equipment that requires setup or break-down outside of normal school hours will be used, or if on-site support during an event is needed. The fee for A-V Technician service is \$60 per hour for Groups A and B, and \$75 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 event 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 their 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.
4. Rental rates are approved by the School Committee and are currently set at:

	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
Learning Commons	0	\$100	\$150	\$250
Gyms	0	\$75	\$100	\$250
Kitchen Facilities	0	\$50	\$75	\$100
Dining Commons	0	\$100	\$150	\$250
Library	0	\$30	Not available	Not available

Application for Use of a School Building

All use of the School Buildings will be approved by the Facilities Director. Requests must be placed in advance through a system established by the School District and documented on the district website at <https://www.lincnet.org/rental>. The Facilities Director will consult with school principals and the Superintendent for approvals on an as needed basis.

CROSS REF: KF, Use of School Buildings
 JICFA, Anti-Hazing

Adopted at School Committee Meeting of October 24, 2024