



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 his/her judgment, circumstances so warrant.

Implementation

1. For non-school related activities, appropriate costs shall be borne by the user group. Fees will include the direct costs associated with the activity and overhead, as appropriate.
2. 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. This policy does not disqualify the use of school facilities by religious organizations. However, religious organizations will not be permitted to establish their primary place of worship at school facilities.
3. The categories of groups and the fee schedule shall be available in the School Business Office. 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 residing in Lincoln. Such groups would include, but are not limited to, the following:
 - a. Town Departments
 - b. School-Parent Organizations
 - *PTA/PTO*
 - *PAC*
 - *METCO*
 - *Lincoln School Foundation*
 - c. Lincoln Community Groups
 - *Scouts*
 - *LEAP*
 - *Magic Garden*
 - *Bemis Lecture*
 - *Garden club*
 - d. Lincoln Youth Sports Groups
 - *Youth Soccer*
 - *Youth Baseball*
 - *Youth Lacrosse*

- B. **Group B: Lincoln Community For-profit.** For-profit groups with a majority of the participants residing in Lincoln. Examples include:
 - a. Magic Soccer Camps
 - b. Burke Soccer Camps

 - C. **Group C: Non-Lincoln Community Non-profit.** Recognized non-profit groups in which there is not a majority of the participants residing in Lincoln, and Lincoln residents sponsoring privately-organized functions or activities. Examples include:
 - a. Mass Audobon Society
 - b. Food Project
 - c. 4-H Fife and Drum Corps
 - d. Privately-run sports camps, clubs and educational activities

 - D. **Group D Non-Lincoln Community For-profit.** For-profit groups with less than a majority of the participants residing in Lincoln. Examples include:
 - a. Dance and music companies, ensembles, choruses, etc: recitals, practices, performances, expositions
 - b. Privately-run sports camps, clubs and educational activities
 - c. Private companies located inside or outside of Lincoln
- 4. 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.
 - 5. 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 may request a certificate of insurance with the Town of Lincoln and/or Lincoln Public Schools as Named Insured.
 - 6. The School Department reserves the right to schedule events in the facility that is most appropriate, given the size of the group and nature of the activity. The Lincoln Public Schools does not normally rent its technology spaces. Special requests may be considered by the Superintendent.

Facility Scheduling and Priorities of Use

Under the supervision of the Superintendent, the Principals and the Recreation Department Director will approve and schedule the use of School Facilities. 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 Department 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. Lincoln residents as individuals.
- 8. Non-Lincoln community organizations – non-profit
- 9. Non-Lincoln community organizations – for profit

This system is designed to preserve the School Department'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 his/her designated representative.

Regulations and Fee Schedule

All user groups will adhere to the "Regulations Governing Use of School Facilities" which will be published from time to time by the School Department. 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.

The School Department will publish from time to time a schedule of fees for use of School facilities by the various groups defined above. Both the Regulations Governing Use of School Facilities and the Fee Schedule will be available for inspection in the Business Office.

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, make building repairs, replace worn equipment, or offset 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.

*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*



Fee Schedule for Use of School Facilities for the period July 1, 2011 through June 30, 2013

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 \$39/per hour for Fiscal Year 2012 and \$40/per hour for Fiscal Year 2013, as approved by the Lincoln School Committee.
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 two (2) 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 \$25 per hour for Groups A and B, and \$40 per hour for Groups C and D.

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 four (4) 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 four (4) 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



Fee Schedule for Use of School Facilities for the period July 1, 2013 through June 30, 2015

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 \$41/per hour for Fiscal Year 2014 and \$42/per hour for Fiscal Year 2015.
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.
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