



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. The district's 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. Lincoln Public Schools Policy JICFA-E may be found at <https://www.lincnet.org/Page/4700>.
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.
13. 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, 2018 through June 30, 2021

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 \$43/per hour for Fiscal Year 2019, and \$44/per hour for Fiscal Years 2020 and 2021.**
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 **\$50 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



Lincoln Public Schools
Lincoln, MA 01773

ANTI-HAZING

The Lincoln Public Schools community is committed to the safety and well-being of all students. The purpose of this policy is to prevent hazing, to address hazing if it should occur, and to ensure a response to those students who are impacted by hazing.

DEFINITION

As per M.G.L. CH. 269. S 17, the term hazing means any conduct or method (to include the use of digital or social media platforms) 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 other 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.

REPORTING HAZING

Any person who observes what appears to be the activity of hazing shall report such information to the adult in charge of the group or organization or the Principal and include the date, time, location, names of identifiable participants and the types of behavior exhibited. Any adult who receives a report of possible hazing shall provide the required information to the Principal. All persons who know that another person is the victim of hazing are obligated by law to report incidents of hazing to the police department as soon as reasonably practicable.

Any student who is present when hazing occurs, has an obligation to report the incident and failure to do so can result in disciplinary actions, including suspension from school.

PARTICIPATION IN HAZING

Any student who participates in the hazing of another student or person will be subject to disciplinary actions, including suspension from school. Actions resulting in disciplinary suspension shall be provided procedural due process as outlined in the student handbook.

STATEMENT OF COMPLIANCE

Each secondary school principal or their designee shall annually distribute to student groups and organizations affiliated with the school and to those organizations known to the district a copy of the regulations (M.G.L. CH.269. 17-19) pertaining to hazing. An officer of each such group or organization shall sign an acknowledgment stating that such group, organization or individual has received the regulation and distributed it to its members. The district will incorporate the disciplinary policy within the student handbook.

As requested, each secondary school shall file, at least annually, a report with the Department of Elementary and Secondary Education (DESE), certifying compliance with the provisions of this mandate and certifying that each school has adopted a disciplinary policy with regards to the organizers and participants of hazing.

SOURCE: MASC

LEGAL REF.: M.G.L. 269;17, 18, 19; 603.CMR 33.00

Adopted at School Committee Meeting of November 9, 2017