

Directions for Renting the Uxbridge Public Schools Building Facilities

- 1) Read and sign the last page of the Community Use of Facilities School Committee Policy KF.
- 2) Mail the completed Building Use Facilities Application and the signed last page of the School Committee Policy KF to Ann DeYoung, 21 South Main St. Uxbridge, MA 01569 or email to adeyoung@uxbridge.k12.ma.us *30 business days in advance* per the School Committee Policy KF.
- 3) If approved, a deposit equal to 100% of expected expenses is to be paid to reserve the building/facility. **It must be paid a minimum of fourteen (14) days prior to the scheduled event/activity.** Nonpayment of the deposit shall result in cancellation of the event/activity.
- 4) Notice of cancellation of an event/activity by the applicant shall be made forty-eight (48) hours prior to the event/activity. If cancellations occur before this 48-hour window, the applicant shall receive a full refund. For cancellations less than 48 hours, the applicant will be charged a 25% cancellation fee.

COMMUNITY USE OF FACILITIES

STATEMENT OF POLICY:

The Uxbridge School Committee will allow the use of its facilities as community centers for the integration of the Uxbridge community and for individual and family participation in wholesome, character building activities conducive to good citizenship. Use by organizations outside the Uxbridge community will be considered on an individual basis. Such use shall be scheduled so as not to interfere with the instructional and school related activities of the district. All requests will be considered on an individual basis and balanced against any potential financial impact to the school district's annual budget that such usage may involve.

School Affiliated Group Use

School grounds and buildings are maintained for school purposes. School programs have precedence over all others. Facilities may be used upon approval without charge by student organizations, parent-teacher organizations, Uxbridge teacher organizations and other organizations directly affiliated with the schools. Such use shall be approved by the Principal. The Principal, or his/her employee designee, is responsible for the supervision and security of the building and groups during affiliated group use of building or facility.

Non-School Affiliated Group Use

School grounds and buildings may be used by individuals and associations for activities of an educational, recreational, social, civic, philanthropic and like purposes as may be deemed for the interest of the community. The affiliation of any such association with a religious organization shall not disqualify such association from being allowed such a use for such a purpose.

APPROVAL PROCESS

1. Arrangements for the use of the school buildings or facilities must be completed at least thirty (30) business days before such actual use. Applications are available at the school office.
2. All arrangements for the use of facilities must be personally made by an adult who is an authorized representative of the sponsoring agency and assumes total responsibility. Any approval may be immediately terminated by the school Principal, her/his designee or in her/his absence, the attending policy officials, if in their judgment, such termination is warranted by existing conditions. Additionally, all extended use approvals issued are subject to cancellations on specific dates. (Preference will be given to members of the Uxbridge community.)
3. Applications will be prioritized according to the Uxbridge School Committee use guide. Priority will be given to traditional seasonal activities.

4. If school is cancelled for inclement weather or any other unforeseeable reason, all evening activities for the school facilities will also be cancelled.
5. Where appropriate, all groups or organizations utilizing any fields or facilities under the control of the school district shall submit proof of insurance as part of the required application paperwork.
6. Decisions regarding facility use are made by the School Business Manager and District Plant Manager in conjunction with the Building Principal. Approval process is as follows:
 - Individual or group requesting use of facilities will contact the Plant Manager for facility availability.
 - If the space is available, the Plant Manager will direct the renter to the Business Manager for completion of the payment process.
7. The school department reserves the right to cancel the use of fields, gymnasiums, or other facilities when deemed appropriate.

School Use Guide

The Uxbridge School Committee in attempting to make the school buildings available to the maximum number of persons/organizations in the community will consider applications for use in the following order whenever feasible and practical:

- A. Uxbridge school students (K-12)
- B. Uxbridge Support Group (UTA, Booster Club)
- C. Uxbridge Youth Groups
- D. Uxbridge Adult Recreation
- E. Civic Non-Profit Organizations
- F. Other Groups

The Uxbridge School Committee through its representatives will be the final determining agent regarding any scheduling conflicts.

SCHOOL USE RESTRICTIONS

- A. School Week Evening Hours activities during the school year (Monday-Saturday) will be restricted to 10:00 p.m.
- B. Sunday usage will only be approved for time extended after 10:00 p.m. with special approval by the Superintendent of Schools.

SOURCE: Uxbridge

Revised First Reading: 4/5/2016
Revised Second Reading: 4/26/2016
Voted & Adopted: 4/26/2016
Revised Second Reading and Voted: 11/01/2016

COMMUNITY USE OF FACILITIES AT UHS

The use of all UHS facilities, indoors and outdoors, primarily serves the activity needs of the students of the Uxbridge School District. This policy is intended to provide direction for the occasional use of these facilities by the community or other outside groups. Activities directly related to the school program or the support of the school program should have first priority in the use of interior areas of the high school, all outside fields and tennis courts. Community use of areas on the UHS campus is welcomed and encouraged during those periods when not being utilized for District or maintenance activities. Fees will be required for use of all spaces. A chart of 'user' fees for facilities at all District schools can be found on the official School Department website.

The following spaces within UHS and outside shall be made available for use, under conditions outlined in the Procedure process: gymnasium, auditorium, cafeteria, library, classrooms, and dance studio; all athletic fields including the synthetic turf field and track and field area. The weight room is not open to the public.

Tennis courts and the exterior (two) lanes of the track, used for walking or jogging only, will be open to the public when not in use with District activities.

A fee to cover custodial and utility costs shall be assessed at the contracted rate as deemed necessary by the Business Manager.

Fee Structure at UHS (300 Quaker Highway):

Cafeteria (max. 300)	\$85.00 per hour
Kitchen	\$75.00 per hour
Gymnasium	\$34.00 per hour
Auditorium (max. 400)	\$150.00 per hour
(Auditorium) Tech Support (includes AV)	\$25.00/hr.(min.3 hrs.)
Spotlight	\$25.00 per hour
Library	\$25.00 per hour
Classroom	\$25.00 per hour
Fitness Center (Dance space ONLY)	\$25.00 per hour
All Athletic Fields and Tennis Courts	\$150.00/hr. per 3-hr. timeslot (includes maintenance staff)

*A fee to cover custodial and utility costs shall be assessed at \$35/hr. as deemed necessary by the District Buildings and Grounds Manager.

Additions made 3/26/13

Voted & Adopted: 6/4/2013

Revised First Reading: 4/5/2016

Revised Second Reading & Voted & Adopted: 4/26/2016

Revised First Reading: 10/18/2016

Revised Second Reading and Voted: 11/01/2016

Fee Structure at McCloskey Middle School (62 Capron Street):

Cafeteria (max. 300)	\$85.00 per hour
Kitchen	\$75.00 per hour
Gymnasium (max. 575)	\$34.00 per hour
Auditorium (max. 600)	\$150.00 per hour
Spotlight	\$25.00 per hour
Library	\$25.00 per hour
Classroom	\$25.00 per hour

Fee Structure at Whitin Elementary School (120 Granite Street):

Cafeteria (max. 300)	\$85.00 per hour
Kitchen	\$75.00 per hour
Gymnasium (max. 386)	\$34.00 per hour
Spotlight	\$25.00 per hour
Library	\$25.00 per hour
Classroom	\$25.00 per hour

Fee Structure at Taft Early Learning Center (16 Granite Street):

Cafeteria (max. 300)	\$85.00 per hour
Kitchen	\$75.00 per hour
Gymnasium (max. 214)	\$34.00 per hour

Spotlight	\$25.00 per hour
Library	\$25.00 per hour
Classroom	\$25.00 per hour

Custodial and Cafeteria Worker Rates: \$35.00 per hour. Custodial costs will be assessed when a custodian is not on duty.

Revised First Reading: 10/18/2016
 Revised Second Reading and Voted: 11/01/2016

Policy KF Fee Schedule – General

1. Custodian – As per rate established by the contract.
2. Police – As per rate established between the local Police Association and the Board of Selectmen.
3. Security Guards – As per rate established by the service provider.
4. Rental Fees – As per attached sheet, will be charged to all groups except as follows:
 - 4.1 Uxbridge Groups supported by public funds or school support groups will be charged only those incidental costs the district may incur in making facilities or equipment available.
5. Rental and Custodial Fees – These fees will be deposited in the District’s “Facilities Use” revolving account.
6. All fees will be paid in advance.
7. Additional fees may be incurred for any equipment lost and/or damaged, and/or any special custodial requirements for clean up after facility rental.
8. For any event where it is deemed on-site administrative personnel is required the group will be assessed an hourly fee.

Notes:

1. **Heat is provided at standard building settings as established for the Uxbridge Public Schools.**
2. **No rented equipment may be taken outside of the Town of Uxbridge.**
3. **Flat rates for extended building use may be established by the School Business Manager with School Committee approval.**

I/We affirm that I/we have read and reviewed Policy KF, and that I/we understand the contents of this policy. I/We understand that my organization’s participation in this event is voluntary and that participants are free to choose not to participate in said event. By signing this application, I/we affirm that I/we have agreed to all terms of Policy KF and have decided to allow my organization to use the Uxbridge Public School’s facilities with full knowledge that the Uxbridge Public Schools’ will not be liable to anyone for personal injuries and property damage my participants may suffer during use of Uxbridge Public School’s facilities.

Date: _____

Signed: _____

Applicant

_____ on behalf of Organization

**UXBRIDGE PUBLIC SCHOOLS
BUILDING USE FACILITIES APPLICATION**

Date of Application: _____ Phone: _____
 Name of Applicant: _____ Email: _____
 Address of Applicant: _____
 (street) (town) (state) (zip code)

Name of Organization/Club Renting: _____
 Describe the event in detail _____

*** SMOKE MACHINES AND/OR FOG MACHINES ARE PROHIBITED ***

Please place a check mark next to the school and area you wish to rent.

School	Area Requested	Rate per Hour	
Taft Early <input type="checkbox"/>	Cafeteria (max 300) <input type="checkbox"/>	\$85.00	
Learning Center	Kitchen <input type="checkbox"/>	\$75.00	
16 Granite St.	Gym (max 214) <input type="checkbox"/>	\$34.00	
	Classroom <input type="checkbox"/>	\$25.00	
	Spotlight <input type="checkbox"/>	\$25.00	
	Library <input type="checkbox"/>	\$25.00	
Whitin Elementary <input type="checkbox"/>	Cafeteria (max 300) <input type="checkbox"/>	\$85.00	
120 Granite St.	Kitchen <input type="checkbox"/>	\$75.00	
	Gym (max 386) <input type="checkbox"/>	\$34.00	
	Classroom <input type="checkbox"/>	\$25.00	
	Spotlight <input type="checkbox"/>	\$25.00	
	Library <input type="checkbox"/>	\$25.00	
McCloskey <input type="checkbox"/>	Cafeteria (max 300) <input type="checkbox"/>	\$85.00	
Middle School	Gym (max 575) <input type="checkbox"/>	\$34.00	
62 Capron St.	Auditorium (max 600) <input type="checkbox"/>	\$150.00	
	Classroom <input type="checkbox"/>	\$25.00	
	Kitchen <input type="checkbox"/>	\$75.00	
	Spotlight <input type="checkbox"/>	\$25.00	
	Library <input type="checkbox"/>	\$25.00	
Custodial/Cafeteria	(if applicable) <input type="checkbox"/>	\$35.00	
			Total Due: \$ _____

Custodial costs will be assessed when a custodian is not on duty.
 Cafeteria help is needed when dishes, stoves and dishwashers are going to be used.

Date of Rental: _____

Purpose: _____

Time Range (i.e., 8:00 a.m. to 11:00 a.m.): _____

Additional Requirements: _____

Approved By: _____ Date: _____ Date: _____
 Principal Central Office

