Sudbury Public Schools
Building Use Guidelines
Revised January, 2011

General Rules

An adult representative of any group using school facilities must be present for the entire period of the program or activity. A school custodian shall also be present, and the group's representative shall assist the custodian in enforcing the following rules:

1. Any person or group granted permission to use school facilities shall assume responsibility for the safety and welfare of all persons on the premises during the period of such use and shall assure that premises and equipment are clean and in good condition at the end of the program or activity.

2. Use of any tobacco products within the school buildings, school facilities, or on school grounds or school buses by any individual, including school personnel and students, is prohibited at all times.

3. No alcoholic beverages may be taken onto school property.

4. Any decorations shall be fire-resistant, may be inspected by the Fire Department, and shall be put up and removed by the persons granted the use of the building. Such installation and removal shall be supervised by school personnel.

5. Adhesives or other materials that may damage interior finishes may not be used.

6. All persons taking part in athletic activities shall wear appropriate gym shoes.

7. Food shall be prepared, served, and consumed only in the cafeteria or kitchen. Any use of a school kitchen must be supervised by District kitchen staff.

8. All Users shall be subject to the direction of designated school personnel in connection with the User's use of the facility.

9. No gifts or gratuities shall be given to school personnel assigned to supervise activities in the schools.

10. Violations of any or all of these rules may result in the denial of future use of school facilities.

11. If any food is served and or consumed during the scheduled activity, all tables and chairs must be cleaned afterwards with soap and water or Lysol wipes. This measure is essential to keep students with allergies safe from cross contamination. This is the responsibility of the User.

Application and Fees

1. Advance written approval must be requested and secured in a written Application/Agreement signed by an authorized and responsible adult representative of the User and by the Principal of the requested facility. The required Application/Agreement form is attached. Applications must be made in writing to the Principal of the requested facility at least two (2) weeks prior to the intended date of use unless that requirement is waived by the Principal.

2. Applications may be picked up and returned to the facility where the use is desired.

3. Any individual or group using school facilities shall assume full responsibility and financial liability for any damage to school property that occurs during the use of such facilities and shall indemnify the District for any loss or liability arising out of the use of the facility.

4. A Certificate of Insurance, naming the Sudbury Public Schools as an additional insured, will be required of all Users, unless waived by the Director of Business and Finance on the basis of undue hardship, one-time use, or similar factors.

6. When police and fire protection is required by the Director of Business and Finance, the User shall arrange for such coverage at the User's expense with the Police Chief or the Fire Chief.

7. Labor and user fees will be assessed according to the attached User Category List and Fee Schedule.

8. Users are required to pay a $50 security deposit with the building use application. If there are no damages, the security deposit will be applied to the building use fee.

9. Users requesting multiple uses requiring a labor fee will pay the labor fee one month in advance, with the first month's payment required at the time of application. Remaining building use fees will be billed on a monthly basis. Payment is expected within two weeks of billing date.

10. The Superintendent or Director of Business and Finance may assess additional fees in the event of any special or extraordinary requests or requirements in connection with the User's use of the facility.

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User Categories

1. **School and Town Groups** – This category applies to all school and school-sponsored uses, including student activities directly sponsored by the school and extended school use such as concerts or plays, and to uses by any Town board, committee, or department.

2. **School Related-Groups** – This category includes recognized school-related Users, such as an after-school care program or Parent-Teacher Organizations.

3. **Community Non-Profit Groups** – This category represents Sudbury individuals and organizations whose main purpose is educational, recreational, social, civic, philanthropic, or is otherwise to the benefit of Sudbury residents and whose activity does not generate a profit for any individual or group. Examples include sports leagues, scouting programs, or community education groups. These organizations may charge tuition or program fees to cover the costs of activities.

4. **Other Groups** – This category includes individuals and organizations whose use may be approved as consistent with the building use policy but who also may generate a profit for an individual or group. Examples include private tutor or music teachers or a for-profit dance or theater company. This category also includes non-profit groups from communities other than Sudbury.

Category User Fees

Type of Fee	Category 1	Category 2	Category 3	Category 4
Custodial (8:00 AM-4:00 PM)[1]	Waived	Waived [3]	Waived [3]	Fees, May Be Waived
Custodial (4:00 PM-10 PM)[1]	Waived	Fees, May Be Waived	Fees, May Be Waived	Fees, May Be Waived
Custodial-After Hours[1] [2]	Waived	Fees	Fees	Fees
Kitchen Supervisor	Waived	Fees	Fees	Fees
Facility Use Fees	Waived	Fees, May Be Waived	Fees, May Be Waived	Fees

[1]An additional hour will be added to use time for average set-up/securing facilities. Custodial time will be billed at a minimum of three hours.
[2] After 10 PM weekdays, all day Saturday/Sunday/Holidays.
[3] If specific custodial assistance is needed by the Users, labor fees may be charged.

Schedule of Building User Fees

Labor

Custodial	$40.00/$50.00 per hour [1]
Kitchen Supervisor	$30.00 per hour [2]

Facility Use Fees

Middle School	
Auditorium	$40.00 per hour
Gym	$30.00 per hour
Gym - Organized Youth Groups FY12	$10/participant
Gym – Organized Youth Groups FY13+	$15/Participant
Library	$20.00 per hour
Cafeteria/Kitchen [2]	$25.00 per hour
Classroom	$5.00 per hour
Elementary	
Multipurpose Room	$20.00 per hour
Gym	$20.00 per hour
Gym - Organized Youth Groups FY12	$10/participant
Gym – Organized Youth Groups FY13+	$15/Participant
Library	$15.00 per hour
Kitchen/Cafeteria [2]	$20.00 per hour
Classroom	$5.00 per hour
Site Usage	
After-School Care Programs	$35/Site /Day

[1] Time and ½ (week nights, Saturdays & Sundays)/Double Time (Thanksgiving, Christmas and New Year's Day)
[2] Kitchen use requires a kitchen supervisor.