

CAMBRIDGE PUBLIC SCHOOLS

# Community Use of School Facilities

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## Policies and Procedures

October 2017

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# **Community Use of School Facilities: Policies and Procedures**

## **I. Cambridge School Committee Community Use Policy**

It is the Cambridge School Committee's desire that the maximum use of school property be enjoyed by the citizens of Cambridge. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school use. Use of school buildings and other facilities by individuals, associations and organizations will be permitted only when a worthy educational, civic, recreational, social or charitable purpose will be served or a substantial group of citizens from the community will be benefited. Commercial use is prohibited.

All use of school facilities that occurs outside of the school day requires a permit, which must be obtained through the Office of the Superintendent or designated Cambridge Public Schools' Department. Individuals, groups and organizations that are permitted to use school facilities must do so in accordance with School Committee policies, established rental fee schedules, and all applicable city, state and federal requirements or laws. Such use may not interfere with the use of the facility for school purposes.

The School Committee retains the right to deny the use of school facilities to any group or individual if it deems the use is detrimental to the interests of the community, interferes with the operation of the schools, and/or could cause extraordinary wear and tear to the existing building structure, its furnishings and/or the surrounding grounds. The School Committee reserves the right to make changes, deletions and/or additions to this Policy if deemed appropriate for School Department.

The Superintendent shall develop policies and procedures consistent with this Policy. Rental fee schedules for school facility use will be recommended by the Superintendent and approved by the School Committee. The Superintendent of Schools, or his/her designee, such as the Chief Operating Officer, is responsible for the implementation of this Policy and shall have the final decision in all scheduling, permit issuances and interpretation of the Policy, unless otherwise directed by the School Committee.

### **Rental Categories**

The School Committee recognizes four categories of users and has established fee schedules and rental agreement terms for each category. All individuals and organizations who wish to use school facilities must submit a permit application, regardless of whether charges apply. School Committee approval shall be required for any exceptions to the rental fee schedules. The Chief Operating Officer shall determine the Category to which an individual, organization or activity requesting rentals should be assigned.

### **Category I: Cambridge Public Schools**

Category I is limited to the schools and departments of the Cambridge Public Schools (CPS) and applies to events and activities that are a formal part of the CPS educational mission. These events and activities will take priority over events and activities permitted by other users described in Categories II, III and IV.

### **Category II: City Departments, CPS-related Organizations, and Cambridge Youth Organizations, State or Federal departments**

This category includes any City of Cambridge Department (defined as a department, committee, or commission that is subject to appropriation by City Council or exists as a requirement of state statute). This category also includes recognized Parent/Guardian Groups, such as parents who formally organize as 501c3 organizations (e.g. Parent Teacher Organization (PTO) or “Friends of” organization), and groups that are formed by parents, guardians and/or other community members with a mission to support and fund enrichment for the classroom students attending the Cambridge Public Schools. This definition includes formally organized groups that are broad-based in their support of students attending the Cambridge Public Schools such as organizations that support specific co-curricular activities for CPS students (e.g., performing arts or sports), where the majority of the funds are used to support only that activity. Also included in this category are Cambridge Youth Organizations. A Cambridge Youth Organization is defined as a youth organization serving at least 50% Cambridge residents and explicitly recognized by CPS as such. A list of recognized Cambridge Youth organizations for the purpose of this policy will be maintained by the Cambridge Public Schools.

### **Category III: Cambridge Residents, Cambridge Community Organizations**

This category includes individuals who live in Cambridge; Cambridge based 501c3 organizations; and non-commercial organizations, groups or clubs comprising at least 50% Cambridge residents. A signed residency affidavit will be required for any individual, organization or group requesting this designation.

### **Category IV: Non-Resident Individuals and Organizations, and For Profit Businesses**

This category includes non-resident individuals and organizations, groups or clubs comprising of less than 50% Cambridge residents. This category also includes for profit businesses or other commercial organizations regardless of whether the business or organization has offices in Cambridge.

### **State Laws**

Renters must follow all State Laws and regulations, including those that prohibit smoking, alcoholic beverages, and any other controlled substance on school property. Renters shall agree to indemnify

and hold the School Department and the City of Cambridge harmless for any violation of such laws and regulations.

### **Federal Laws**

Renters must comply with all applicable federal laws and regulations, including but not limited to those established by the Internal Revenue Service and/or the Treasury Department with respect to a) tax on admissions, b) sale of tickets for admission, c) use of signage, and any other applicable Federal requirements. Renters shall agree to indemnify and hold the School Department and the harmless for any violation of such laws and regulations.

### **Cancellations**

The School Department reserves the right to cancel or move the location of any rental, as may be required, due to bad weather conditions or other emergencies, unavailable custodial staff, conflict with a school event, or due to unanticipated conditions. **All scheduled rentals will be canceled automatically when school is canceled due to weather or other circumstances beyond the control of the School Department.** There will be no charges to the renter when such cancellations occur. Since the school district is not open on weekends, weekend rentals may be cancelled on the day prior to the weekend or school vacation if bad weather is forecasted. The School Department will make reasonable efforts to notify renters of changes and cancellations. In the event that a conflict occurs with a school program, every effort will be made to honor the rental agreement or to provide alternative arrangements for the rental.

### **Liability**

The School Committee and the City of Cambridge assume no liability for injury to persons present in a school building or on school property pursuant to a rental permit issued to any organization and/or person. Furthermore, the School Committee and the City of Cambridge do not accept and assume no liability for injury or damage caused by use of equipment, and the rental permit holder agrees to accept all facilities and/or equipment “as is” and to be responsible and liable for damage to the building and the equipment therein and for all personal injuries sustained by persons present pursuant to said permit. Renters shall agree to indemnify and hold the School Department and the City of Cambridge harmless for any such claims for personal injuries or property damage.

LEGAL REFS.: M.G.L. c.71, Sec.71,71B; M.G.L.c. 272, Sec.40A

*Adopted:*

## **II. Building Availability and Permit Duration**

Permits are issued on a fiscal year basis (July 1 to June 30). New permit requests are required each fiscal year. School building spaces are available for use by the public in accordance with this policy during the following times:

### **School Year**

Monday to Friday:

- CPS, CPS-related organizations, City programs and organizations serving Cambridge students: from end of school day (based on each school) until 10 p.m.

- Other users: 6 p.m. to 10:00 p.m.

Saturdays, Sundays and Holidays:

- All Users: 8 a.m. to 10:00 p.m.

### **Summer and School Vacation Weeks**

Summer rental requests are limited so that all school buildings may be cleaned and repaired for fall use.

Monday to Friday

- Requests to use the buildings for organized programs, such as summer camps, occurring between 8 a.m. and 6 p.m. must be approved jointly by the Superintendent's Teaching and Learning team and Office of the Chief Operating Officer
- Other users: 6 p.m. to 10:00 p.m.

Saturdays, Sundays and Holidays: (CPS reserves the right to limit use of one or more school buildings during the summer based on need for repair and maintenance needs).

- All Users: 8 a.m. to 10:00 p.m.

### **III. Fee Requirements by Category**

The School Committee recognizes four categories of users and has established fee schedules and rental agreement terms for each category. The Chief Operating Officer shall determine the Category to which an individual, organization or activity requesting rentals should be assigned.

#### **Category I: Cambridge Public Schools**

**A. Rental Fee:** None

**B. Custodial Charges:** The hourly custodial detail rate, as specified in the custodial contract, will apply when custodial charges are assessed. If a custodian is required, he/she is assigned for the duration of the rental period or a minimum of two hours, whichever is longer, although every attempt will be made to reduce custodial fee costs through shared use of facilities.

**For Category I Permit Holders,** custodial charges are assessed as follows:

#### **Elementary & Elementary/Upper School Buildings**

- For activity and events that occur during the normal shift of the building custodian(s), involve fewer than 50 individuals, and do not include food or extensive set up, there is no additional custodian assigned and no custodial charge.
- For events that take place during the normal shift of the building custodian(s) with 50 or more individuals in attendance, or require extensive set-up, or involves food, one additional custodian will be assigned to the building and custodial charges will be assessed.

- When use occurs on Saturdays, Sundays, Holidays, or other periods when a custodian is not on duty, one custodian will be assigned for events with 1 to 100 participants and two custodians will be assigned for events with more than 100 participants.
- In buildings where the use of the auditorium requires a theater tech, the custodian will be for the duration of the event PLUS ½ hour before and ½ hour after the event.

### **CRLS Campus**

- No custodian charge Monday to Friday 6: a.m. to 5 p.m. except as for Auditorium use, cafeteria spaces when food is dispensed and if multiple areas are used.
- Monday to Friday after 5 p.m.: No custodial charge while custodians are on duty and when the total number of participants is less than 100 and no meal will be served. No custodial charges assume that no custodial services are required, including but not limited to: set up, break down, clean up, trash removal, or other associated support to the rental. If set up or other support is required, one custodian will be assigned for a minimum of 2 hours.
- Saturday, Sunday and Holidays: One custodian will be required when between one and 100 participants are in attendance and only one building is in use. NOTE: CPS reserves the right to increase the number of custodians if food is served or extensive set up/breakdown is required, or more than one building is in use.
- Saturday, Sunday and Holidays: Two custodians will be required when more than 100 participants are in attendance or when multiple buildings are in use. NOTE: CPS reserves the right to increase the number of custodians if food is served or extensive set up/breakdown is required.
- When the use of the auditorium requires a theater tech, the custodian will be required for the duration of the event PLUS ½ hour before and ½ hour after the event. In cases where more than one custodian is assigned, only one custodian will be required to work the additional ½ hour before and ½ hour after the event.

**C. Food Service Charges:** Cafeteria rentals do not include use of the kitchen, unless such use is included in the permit. If included in the permit, use of the kitchen for any function will require Food Service personnel to be assigned due to health codes and safety requirements. Per the Food Service collective bargaining agreement, overtime rates apply. A three hour minimum charge is required.

**D. Auditorium Operation Charges:** The Theater Tech/Technical Director or principal's designee oversees the use of control room, lighting, audio board, rigging or other equipment in the auditoriums located at CRLS, the M.L. King/Putnam Ave, and any new school auditorium. The Theater Tech/Technical Director or Principal's designee shall be present for the entire duration of the rental period, plus one-half hour before and one-half hour after the rental for setup and closeout procedures. The charge for the Theater Tech/Technical Director is the hourly overtime rate of the staff member. A minimum of three hours will be required.

**E. Security Charges:** Any permit issued for use of space at the CRLS campus that occurs after 5 p.m. Monday through Friday and at all times Saturday, Sunday and Holidays will require assignment of Security personnel. Security personnel shall be present for the entire duration of the rental period. Security personnel are also required when the CRLS school garage is rented. When a school garage is rented, Security personnel are required for the duration of the event PLUS ½ hour before and ½ hour after the event. A three hour minimum charge is required. Security personnel are paid the hourly overtime rate for the staff member.

**F. Police Detail:** A police detail may be required if the superintendent or his designee deems it appropriate. The permit holder is responsible for arranging the Police Detail. This is in addition to required Security personnel.

## **Category II: City Departments, CPS-related Organizations, and Cambridge Youth Organizations**

**A. Rental Fee:** None

**B. Custodial Charges:** The hourly custodial detail rate, as specified in the custodial contract, will apply when custodial charges are assessed. If a custodian is required, he/she is assigned for the duration of the rental period or a minimum of two hours, whichever is longer, although every attempt will be made to reduce custodial fee costs through shared use of facilities.

**For Category II Permit Holders, custodial charges are assessed as follows:**

### **Elementary & Elementary/Upper School Buildings**

- DHSP Community Schools and Afterschool programs conducted Monday to Friday between end of school and 6 p.m. do not incur custodial charges.
- For activity and events that occur during the normal shift of the building custodian(s), involve fewer than 50 individuals, and do not include food or extensive set up, there is no additional custodian assigned and no custodial charge.
- For events that take place during the normal shift of the building custodian(s) with 50 or more individuals in attendance, or require extensive set-up, or involves food, one additional custodian will be assigned to the building and custodial charges will be assessed.
- When use occurs on Saturdays, Sundays, Holidays, or other periods when a custodian is not on duty, one custodian will be assigned for events with 1 to 100 participants and two custodians will be assigned for events with more than 100 participants.
- In buildings where the use of the auditorium requires a theater tech, the custodian will be required for the duration of the event PLUS ½ hour before and ½ hour after the event. In cases where more than one custodian is assigned to the rental, only one custodian will be required to work the additional ½ hour before and ½ hour after the event.

### **CRLS Campus**

- DHSP Community Schools and Afterschool programs conducted Monday to Friday between end of school and 6 p.m. do not incur custodial charges.



- No custodian charge Monday to Friday 6: a.m. to 5 p.m. except as for Auditorium use, cafeteria spaces when food is dispensed and if multiple areas are used.
- Monday to Friday after 5 p.m.: No custodial charge while custodians are on duty and when the total number of participants is less than 100 and no meal will be served. No custodial charges assume that no custodial services are required, including but not limited to: set up, break down, clean up, trash removal, or other associated support to the rental. If set up or other support is required, one custodian will be assigned for a minimum of 2 hours.
- Saturday, Sunday and Holidays: One custodian will be required when between one and 100 participants are in attendance and only one building is in use. NOTE: CPS reserves the right to increase the number of custodians if food is served or extensive set up/breakdown is required, or more than one building is in use.
- Saturday, Sunday and Holidays: Two custodians will be required when more than 100 participants are in attendance or when multiple buildings are in use. NOTE: CPS reserves the right to increase the number of custodians if food is served or extensive set up/breakdown is required.
- When the use of the auditorium requires a theater tech, the custodian will be required for the duration of the event PLUS ½ hour before and ½ hour after the event. In cases where more than one custodian is assigned to the rental, only one custodian will be required to work the additional ½ hour before and ½ hour after the event.

**C. Food Service Charges:** Cafeteria rentals do not include use of the kitchen, unless such use is included in the permit. If included in the permit, use of the kitchen for any function will require Food Service personnel to be assigned due to health codes and safety requirements. Per the Food Service collective bargaining agreement, overtime rates apply. A three hour minimum charge is required.

**D. Auditorium Operation Charges:** The Theater Tech/Technical Director or principal's designee oversees the use of control room, lighting, audio board, rigging or other equipment in the auditoriums located at CRLS, the M.L. King/Putnam Ave, and any new school auditorium. The Theater Tech/Technical Director or Principal's designee shall be present for the entire duration of the rental period, plus one-half hour before and one-half hour after the rental for setup and closeout procedures. The charge for the Theater Tech/Technical Director is the hourly overtime rate of the staff member. A minimum of three hours will be required.

**E. Security Charges:** Any permit issued for use of space at the CRLS campus that occurs after 5 p.m. Monday through Friday and at all times Saturday, Sunday and Holidays will require assignment of Security personnel. Security personnel shall be present for the entire duration of the rental period. Security personnel are also required when the CRLS school garage is rented. When a school garage is rented, Security personnel are required for the duration of the event PLUS ½ hour before and ½ hour after the event. A three hour minimum charge is required. Security personnel are paid the hourly overtime rate for the staff member.

**F. Police Detail:** A police detail may be required if the superintendent or his designee deems it appropriate. The permit holder is responsible for arranging the Police Detail. This is in addition to required Security personnel.

### Category III: Cambridge Residents and Cambridge Community-based and Non-Profit Organizations

*Note: A signed affidavit of residency (see Appendix III) will be required for any individual, organization or group requesting this designation.*

**A. Rental Fee:** Category III renters are charged a reduced rental fee in accordance with the fees detailed in the Fee Schedule in Appendix I. The minimum rental period is 2 hours and rentals shall be scheduled in full hour increments.

**B. Custodial Charges:** When custodial services are required, there will be a **minimum charge of two hours**. The hourly custodial detail rate, as specified in the custodial contract, will apply when custodial charges are assessed. Custodians are assigned for the duration of the rental period or a minimum of two hours, whichever is longer. If the permit requires excessive set up or breakdown, the district, at its discretion, may assign a custodian for additional time before and/or after the rental period and additional custodial charges will be assessed, which will be paid by the permit holder.

Whenever possible, shared use of facilities is encouraged to reduce custodial fee costs, which may be shared among users. Cost sharing among renters will be calculated on a pro-rata basis according to the scheduled shared and non-shared hours of usage for each organization.

**For Category III Permit Holders, custodial charges are assessed as follows:**

#### **Elementary & Elementary/Upper School Buildings**

- One custodian will be required when between one and 100 participants are in attendance. NOTE: CPS reserves the right to increase the number of custodians if food is served or extensive set up/breakdown is required.
- Two custodians will be required when more than 100 participants are in attendance.
- In buildings where the use of the auditorium requires a theater tech, the custodian will be required for the duration of the event PLUS ½ hour before and ½ hour after the event. In cases where more than one custodian is assigned to the rental, only one custodian will be required to work the additional ½ hour before and ½ hour after the event.

#### **CRLS Campus**

- No custodian charge Monday to Friday 6: a.m. to 5 p.m. except as for Auditorium use, cafeteria spaces when food is dispensed and if multiple areas are used.
- Monday to Friday after 5 p.m.: No custodial charge while custodians are on duty and when the total number of participants is less than 100 and no meal will be served. No custodial charges assume that no custodial services are required, including but not limited to: set up, break down, clean up, trash removal, or other associated support to the rental. If set up or other support is required, one custodian will be assigned for a minimum of 2 hours.

- Saturday, Sunday and Holidays: One custodian will be required when between one and 100 participants are in attendance and only one building is in use. NOTE: CPS reserves the right to increase the number of custodians if food is served or extensive set up/breakdown is required, or more than one building is in use.
- Saturday, Sunday and Holidays: Two custodians will be required when more than 100 participants are in attendance or when multiple buildings are in use. NOTE: CPS reserves the right to increase the number of custodians if food is served or extensive set up/breakdown is required.
- When the use of the auditorium requires a theater tech, the custodian will be required for the duration of the event PLUS ½ hour before and ½ hour after the event. In cases where more than one custodian is assigned to the rental, only one custodian will be required to work the additional ½ hour before and ½ hour after the event.

**C. Food Service Charges:** Cafeteria rentals do not include use of the kitchen, unless such use is included in the permit. If included in the permit, use of the kitchen for any function will require Food Service personnel to be assigned due to health codes and safety requirements. Per the Food Service collective bargaining agreement, overtime rates apply. A three hour minimum charge is required.

**D. Auditorium Operation Charges:** The Theater Tech/Technical Director or principal's designee oversees the use of control room, lighting, audio board, rigging or other equipment in the auditoriums located at CRLS, the M.L. King/Putnam Ave, and any new school auditorium. The Theater Tech/Technical Director or Principal's designee shall be present for the entire duration of the rental period, plus one-half hour before and one-half hour after the rental for setup and closeout procedures. The charge for the Theater Tech/Technical Director is the hourly overtime rate of the staff member. A minimum of three hours will be required. Separate equipment charges will be assessed for the use of equipment at CRLS, the M.L. King/Putnam Ave and any new school auditorium. The Fee Schedule for Equipment is available in Appendix II.

**E. Security Charges:** Any permit issued for use of space at the CRLS campus that occurs after 5 p.m. Monday through Friday and at all times Saturday, Sunday and Holidays will require assignment of Security personnel. Security personnel shall be present for the entire duration of the rental period. Security personnel are also required when the CRLS garage is rented. When a school garage is rented, Security personnel are required for the duration of the event PLUS ½ hour before and ½ hour after the event. A three hour minimum charge is required. Security personnel are paid the hourly overtime rate for the staff member.

**F. Police Detail:** A police detail may be required if the superintendent or his designee deems it appropriate. The permit holder is responsible for arranging the Police Detail. This is in addition to required Security personnel.

## Category IV: Non-Cambridge Organizations and Private/For Profit Organizations

**A. Rental Fee:** Category III renters are charged a rental fee as detailed in the Fee Schedule available in Appendix I. The minimum rental period is 2 hours and rentals shall be scheduled in full hour increments.

**B. Custodial Charges:** Custodians are responsible for the care of the School Department's buildings, equipment and facilities. When custodial services are required, there will be a **minimum charge of two hours**. The hourly custodial detail rate, as specified in the custodial contract, will apply when custodial charges are assessed. Custodians are assigned for the duration of the rental period or a minimum of two hours, whichever is longer. If the permit requires excessive set up or breakdown, the district, at its discretion, may assign a custodian for additional time before and/or after the rental period and additional custodial charges will be assessed, which will be paid by the permit holder.

Whenever possible, shared use of facilities is encouraged to reduce custodial fee costs, which may be shared among users. Cost sharing among renters will be calculated on a pro-rata basis according to the scheduled shared and non-shared hours of usage for each organization. **For Category IV** Permit Holders, custodial charges are assessed as follows:

### Elementary & Elementary/Upper School Buildings

- One custodian will be required when between one and 100 participants are in attendance. NOTE: CPS reserves the right to increase the number of custodians if food is served or extensive set up/breakdown is required.
- Two custodians will be required when more than 100 participants are in attendance.
- In buildings where the use of the auditorium requires a theater tech, the custodian will be required for the duration of the event PLUS ½ hour before and ½ hour after the event. In cases where more than one custodian is assigned to the rental, only one custodian will be required to work the additional ½ hour before and ½ hour after the event.

### CRLS Campus

- No custodian charge Monday to Friday 6: a.m. to 5 p.m. except as for Auditorium use, cafeteria spaces when food is dispensed and if multiple areas are used.
- Monday to Friday after 5 p.m.: No custodial charge while custodians are on duty and when the total number of participants is less than 100 and no meal will be served. No custodial charges assume that no custodial services are required, including but not limited to: set up, break down, clean up, trash removal, or other associated support to the rental.
- Saturday, Sunday and Holidays: One custodian will be required when between one and 100 participants are in attendance and only one building is in use. NOTE: CPS reserves the right to increase the number of custodians if food is served or extensive set up/breakdown is required, or more than one building is in use.

- Saturday, Sunday and Holidays: Two custodians will be required when more than 100 participants are in attendance or when multiple buildings are in use. NOTE: CPS reserves the right to increase the number of custodians if food is served or extensive set up/breakdown is required.
- When the use of the auditorium requires a theater tech, the custodian will be required for the duration of the event PLUS ½ hour before and ½ hour after the event. In cases where more than one custodian is assigned to the rental, only one custodian will be required to work the additional ½ hour before and ½ hour after the event.

**C. Food Service Charges:** Cafeteria rentals do not include use of the kitchen, unless such use is included in the permit. If included in the permit, use of the kitchen for any function will require Food Service personnel to be assigned due to health codes and safety concerns. Per the Food Service collective bargaining agreement, overtime rates apply. A three hour minimum charge is required.

**D. Auditorium Operation Charges:** The Theater Tech/Technical Director or principal's designee oversees the use of control room, lighting, audio board, rigging or other equipment in the auditoriums located at CRLS, the M.L. King/Putnam Ave, and any new school auditorium. The Theater Tech/Technical Director or Principal's designee shall be present for the entire duration of the rental period, plus one-half hour before and one-half hour after the rental for setup and closeout procedures. The charge for the Theater Tech/Technical Director is the hourly overtime rate of the staff member. A minimum of three hours will be required. Separate equipment charges will be assessed for the use of equipment at CRLS, the M.L. King/Putnam Ave and any new school auditorium. The Fee Schedule for Equipment is available in Appendix II.

**E. Security Charges:** Any permit issued for use of space at the CRLS campus that occurs after 5 p.m. Monday through Friday and at all times Saturday, Sunday and Holidays will require assignment of Security personnel. Security personnel shall be present for the entire duration of the rental period. Security personnel are also required when the CRLS garage is rented. When a school garage is rented, Security personnel are required for the duration of the event PLUS ½ hour before and ½ hour after the event. A three hour minimum charge is required. Security personnel are paid the hourly overtime rate for the staff member.

**F. Police Detail:** A police detail may be required if the superintendent or his designee deems it appropriate. The permit holder is responsible for arranging the Police Detail. This is in addition to required Security personnel.

#### IV. Rental Agreement Terms and Conditions

1. **Payments:** All fees and charges are due no later than 10 days prior to the scheduled rental period. If a permit for use is issued less than 10 days before the scheduled rental period, payment is due immediately and must be remitted prior to the start of the event. Monthly invoices will be sent if a rental extends over more than one month. **All payments must be sent to the CPS Finance Department, 159 Thorndike St., Cambridge MA 02141.** In no event should the renter bring payment to the event. *The custodian on duty is not authorized to accept payment.* Continuously late payments or failure to make payments will result in the inability of a group or individual to rent any school facilities in the future.
2. **Permits:** An approved Permit is required for all rental events, functions, and usage, regardless of whether a fee applies. A completed "Application for Use of School Facilities," submitted through the district's online facility rental system, is a prerequisite for consideration of a permit request. No permits will be issued to a person under 21 years of age. A copy of the permit shall be held by the representative of the group during the rental period, and shall be shown to custodial staff when requested. Permits will be e-mailed to renters along with an invoice (where appropriate).
3. **Rental Request Submittal Requirements:** Information regarding rental of school facilities and a link to the online facility rental system can be found on the Cambridge Public Schools ([www.CPSD.US](http://www.CPSD.US)) website. Requests to use school facilities must be submitted via the online system **at least 10 days before the date of the rental request.**
4. **Cancellations:** The School Department reserves the right to cancel or move the location of all rentals, as may be required, due to bad weather conditions or other emergencies, unavailable custodial staff, conflict with a school event or due to unanticipated conditions. All rental activities will automatically be cancelled on the days that school has been cancelled. The CPS Facilities Department will make reasonable efforts to notify renters of changes and cancellations. In the event that a conflict occurs with a school program, every effort will be made to honor the rental agreement or to provide alternative arrangements for the rental. Since the school district is not open on weekends, weekend rentals may be cancelled on the day prior to the weekend or school vacation if bad weather is forecasted.
5. To request a cancellation of, or changes to, an approved permit, the renter must submit a written notice. The request must be received at the Facilities Department Main Office no later than 9:00 am three (3) business days prior to the event in order to avoid charges for custodial coverage and/or house manager charges, if applicable. It is the responsibility of the applicant to verify receipt of written or email notification.
6. **Permit Revocation:** The Cambridge Public Schools may revoke a permit at any time, if it is determined that the rental activities are not in accordance with the School Committee Policy or if it is otherwise determined that the rental activities are not in the best interest of the School Department.
7. **Supervision:** An appropriate level of adult supervision (minimum 18 years of age) shall be provided at all times during the rental. Upon entrance to the building for an activity or event,

the group's supervisor shall notify the school's custodian that they have arrived and that s/he (and others to be named, if applicable) is the group's designated supervisor. The supervisor will remain on site for the activity. At least one adult supervisor will be required when there are 25 or fewer participants under the age of 18. One additional adult supervisor will be required for each additional 25 participants in that age group.

- 8. Rental Permit Boundaries:** Attendees or participants of the rental shall not enter school areas that are outside of the rented space or associated common space (bathrooms and hallways). It is the responsibility of the permit holder to notify the School Department custodian on duty when trespassers or uninvited guests are found in the school. Under no circumstance will custodians or any other School Department staff be responsible for supervision of participants before, during or after an activity.
- 9. Use of Technology:** The use of classroom or other building technology, including computers and tablets, interactive whiteboards, and projectors, is not allowed.
- 10. Parking:** Parking for rental activities, including attendees, participants and guests, shall be within designated parking areas only. Cars parked in areas not intended as parking spaces (such as on grass or sidewalks) or in Handicap spaces without a placard, or in other areas which the School Department deems to create safety problems, will be ticketed and/or towed from the site at no cost to the School Department.
- 11. Requirements Related to the Use of Auditoriums:**
  - No Food, Candy, Gum or Drinks allowed at any time
  - No students/youth without adult supervision
  - No fluid or paint on stage deck
  - No pins or tape on drapes
  - No tape on any painted surface
  - No fog or haze
  - No storage of non CPS equipment, scenery, props or costumes beyond the production dates. Everything must be removed within 72 hours of last performance.
  - The use of control room, lighting, audio board, rigging or other equipment in the CRLS and King/Putnam Ave auditoriums must be supervised by CPS Theater Tech personnel or Principal designee at all times.
- 12. Requirements Related to the Use of Gyms and Field House**
  - Hardball Sports: For the protection of walls, lights, fixtures and floor surfaces, hardball sports will not be permitted in any school facilities. Rubberized baseballs/softballs will be considered acceptable for use on a limited basis, except at the High School, and subject to approval of the Facilities Department. Repeated damage caused by these sports may result in permit revocation.
  - No storage of non CPS equipment.
- 13. Decorations:** Decorations are permitted only if they conform to State and Cambridge Fire Department regulations and they do not interfere with the regular school program. Nothing may be nailed to floors or walls. Tape must be completely removed. Space must be left in the same condition as found.

- 14. Designated Point of Contact:** Each rental request shall include the name and contact information of a single person who will be that organization's only point of contact with the School Department for scheduling and rental coordination purposes.
- 15. Damages:** Activities shall not cause extraordinary wear and tear to the existing building structure, its furnishings and/or the surrounding grounds. The renter shall be responsible for the entire cost to correct any and all damages that occur to buildings or grounds as a result of the rental, whether caused by attendees or participants, as determined by the CPS Facilities Department.. Failure to pay for such damages within 30 days of receiving demand from the School Department shall result in immediate cancellation of all rentals for this organization and will result in the inability of a group or individual to rent any school facilities in the future, and may result in legal action.
- 16. Behavior:** Rude, offensive or illegal behavior or language by any attendees or participants of a rental shall be considered grounds for immediate revocation of permits, including but not limited to the following:
- **Smoking and Tobacco:** Smoking and use of tobacco products is prohibited in all school buildings and on all school property as indicated in Massachusetts General Laws (MGL).
  - **Alcoholic Beverages:** Alcoholic beverages are prohibited in all school buildings and on all school property.
  - **Illegal or Illicit Drugs:** Illegal or illicit drugs are prohibited in all school buildings and on all school property.
  - **Weapons:** Weapons, including knives and fire arms, are prohibited in all school buildings and on school property.
  - **Food and Drinks:** Food and drinks are permitted only when indicated on an approved Rental Application form, and only in approved areas.
  - **Attire:** Proper dress and attire shall be worn at all times by attendees or participants in rentals. Shirts and shoes shall be worn at all times, and appropriate athletic shoes shall be used on athletic floors.
- 17. Arrival and Departure Times:** The school's facilities shall only be made available for the hours shown on permit (open and close times). Renters must abide by these times and the CPS Facilities Department may stop any event that has gone past the permit time.
- 18. Access:** School Department representatives shall have access to all school areas during rentals.
- 19. Gambling:** No permits will be issued when the primary purpose of the event is to conduct games of chance (e.g. Las Vegas Nights or Casino Night). Renters must be in compliance with MGL Chapter 271 Section 7a.
- 20. Equipment Use:** No equipment shall be used by renters unless it is specifically listed on the approved rental application. Organizations wishing to bring equipment into schools as part of rentals shall make arrangements at the time of the rental application, and such equipment shall be removed by the end of the rental period. The School Department takes no responsibility for any equipment brought into the schools.



- 21. As-Is Conditions:** School buildings, facilities and equipment shall be accepted by renters in their existing “as-is” condition. Reasonable accommodations and repair attempts will be made where possible to facilitate rentals.
- 22. Refunds:** No refunds will be issued for any individual, group or activity which has had permits revoked.
- 23. Other Renters:** The School Department may rent separate space within a school building to more than one group at any one time. Each renter shall abide by their permits and shall share common space such as hallways and bathrooms as necessary.
- 24. Liability:** The School Committee and the City of Cambridge assume no liability for injury to persons or property present in the school building or on school property pursuant to a permit issued to any organization and/or person. Furthermore, the School Committee and the City of Cambridge accept no liability for injury or damage caused by use of equipment, and the permit holder agrees to accept all equipment as is and to be responsible and liable for damage to the building and the equipment therein and for all personal injuries sustained by persons present pursuant to said permit. By accepting the permit for the space you acknowledge and accept these terms and agree to indemnify and hold the School Committee and the City of Cambridge harmless for any such injuries or damage.
- 25. Applicable State and Federal Laws:** By accepting the permit for the space you agree to comply with all applicable State and Federal laws and regulations and agree to indemnify and hold the School Committee and the City of Cambridge harmless for any such violation.
- 26. Nondiscrimination Clause:** As a further condition of the permit, the permit holder also agrees that it will not discriminate against any person on the basis of sex, age, race, religion, national origin, sexual orientation, gender, gender identity, genetic information, ethnicity or disability in contravention of any applicable federal and state laws and regulations promulgated thereunder.

## APPENDIX I: Fees for Use of School Facilities During Non-school Hours

(Current Fees & Requirements, as of Sept. 2017)

		Hourly Rental Fee	Custodian Hourly <sup>6</sup> Mon-Sat Rate	Security Hourly <sup>7</sup> Mon-Sat Rate	Theater Tech Hourly <sup>7</sup> Mon-Sat Rate	Café Staff Hourly <sup>8</sup> Mon-Sat Rate	Equipment Rental
<b>Tier I FEES</b>							
	Elementary Auditorium	n/a	\$ 34				n/a
<b>Category I and II Organizations</b>	CRLS Auditorium	n/a	\$ 34	*	*		n/a
Cambridge Public Schools	King/PAUS Auditorium	n/a	\$ 34		*		n/a
City of Cambridge Depts	Elementary Cafeteria	n/a	\$ 34			*	
CPS Parent Organizations	CRLS Cafeterias	n/a	\$ 34	*		*	
Cambridge Youth Sports <sup>5</sup>	CRLS Classroom	n/a	\$ 34	*			
	Elementary Activity Room	n/a	\$ 34				
	Elementary Gym	n/a	\$ 34				
	CRLS Garage <sup>4</sup>	n/a	0	*			
	King/PAUS Garage <sup>4</sup>	n/a	0	*			
<b>Tier II FEES</b>							
	Elementary Auditorium	\$ 10	\$ 34				Appendix II
<b>Category III Individuals &amp; Orgs.</b>	CRLS Auditorium <sup>3</sup>	\$ 50	\$ 34	*	*		Appendix II
Cambridge Residents	King/PAUS Auditorium <sup>3</sup>	\$ 50	\$ 34		*		Appendix II
Cambridge Community Organizations	Elementary Cafeteria	\$ 10	\$ 34			*	
Cambridge Non-Profit Organizations	CRLS Cafeterias	\$ 25	\$ 34	*		*	
	CRLS Classroom	\$ 10	\$ 34	*			
	Elementary Activity Room	\$ 10	\$ 34				
	Elementary Gym	\$ 10	\$ 34				
	CRLS Garage <sup>4</sup>	\$150/day	0	*			
	King/PAUS Garage <sup>4</sup>	\$150/Day	0	*			
<b>Tier III FEES</b>							
	Elementary Auditorium	\$ 25	\$ 34				Appendix II
<b>Category IV Individuals &amp; Orgs.</b>	CRLS Auditorium <sup>3</sup>	\$ 100	\$ 34	*	*		Appendix II
Non-Cambridge Residents	King/PAUS Auditorium	\$ 100	\$ 34		*		Appendix II
Non-Cambridge Organizations	Elementary Cafeteria	\$ 25	\$ 34			*	
For Profit Companies/Orgs.	CRLS Cafeterias	\$ 50	\$ 34	*		*	
	CRLS Classroom	\$ 20	\$ 34	*			
	Elementary Activity Room	\$ 25	\$ 34				
	Elementary Gym	\$ 25	\$ 34				
	CRLS Garage <sup>4</sup>	\$150/Day		*			
	King/PAUS Garage <sup>4</sup>	\$150/Day	\$ 34				

### NOTES

3. Max fee for Auditorium use is \$600 per day
4. Garage may be rented in conjunction with an event only.
5. Whenever possible, Cambridge youth sports organizations "Doubled up" with other scheduled event & pays no custodian detail.
6. Minimum of 2 hours when custodian detail required
7. Detail rate is individual employee's overtime rate. Minimum of 3 hours when security or theater tech required
8. Cafeteria personnel required ONLY if the user wishes to use the kitchen. Detail rate is individual employee's overtime rate

### DETAIL RATES:

	Custodian (Detail Rate per contract)	Security Rate*	Theater Tech Rate*	Café Staff Rate*
Mon-Sat	34.00	Overtime @ 1.5X	Overtime @ 1.5X	Overtime @ 1.5X
Sunday/Holidays	\$ 44.00	Overtime @ 2X	Overtime @ 2X	Overtime @ 2X
Minimum Charge	2 hours	3 hours	none	3 hours

## APPENDIX II: Equipment Rental Fees

Applies to CRLS and King/Putnam Ave Auditorium Use only<sup>2</sup>

	Hourly Rates			
	Category I	Category II	Category III	Category IV
Theatrical Lighting	no charge	no charge	\$ 20.00	\$ 30.00
Follow Spot	no charge	no charge	\$ 10.00	\$ 10.00
Handheld Microphones (per unit)	no charge	no charge	\$ 5.00	\$ 5.00
Video Projector	no charge	no charge	\$ 20.00	\$ 40.00
Clear Com Intercome System (2 wired Stations)	no charge	no charge	\$ 15.00	\$ 20.00
Additional Clear-Com Headset (wired stations)	no charge	no charge	\$ 5.00	\$ 10.00
Chroal Risers (4 Risers) <sup>1</sup>	no charge	no charge	\$ 20.00	\$ 40.00
Baby Grand Piano <sup>1</sup>	no charge	no charge	\$ 20.00	\$ 50.00

<sup>1</sup> Additional custodial set up fee may be required for all categories.

# CAMBRIDGE PUBLIC SCHOOLS

159 Thorndike Street • Cambridge, MA 02141

## REQUIREMENT FOR AN AFFIDAVIT OF RESIDENCY TO QUALIFY FOR REDUCED RENTAL FEES

In conjunction with the Cambridge Public Schools Community Use of Facilities Policy, the Cambridge School Committee has established a category of renters of school facilities for the purpose of assessing reduced rental fees. Included in this category are: individuals who live in Cambridge; Cambridge-based 501(c)(3) organizations; and non-commercial organizations, groups or clubs comprising a membership of at least fifty percent (50%) residents of Cambridge, Ma. In order to qualify for this category, a renter must complete and sign an affidavit of residency.

### PROOF OF RESIDENCY

Any one submitting an affidavit of residency for the purpose of qualifying for reduced rental fees may be asked to provide proof of residency. The following documents will be accepted:

Forms of proof of residency include the following: For individuals who live in Cambridge - Lease, Section 8 Agreement, Purchase & Sales Agreement, Mortgage Statement, Deed, Letter from Homeless/Transition Service Provider, or Tax Bill and one the following document dated within 30 days establishing proof of occupancy - Gas bill, Oil bill, Electric bill, Cable bill, or Homeless/Transition Service Provider Letter; For Cambridge-based 501(c)(3) organizations - Lease, Purchase & Sales Agreement, Mortgage Statement, Deed, or Tax Bill and one the following document dated within 30 days establishing proof of occupancy - Gas bill, Oil bill, Electric bill, or Cable bill; and for non-commercial organizations, groups or clubs comprising a membership of at least fifty percent (50%) Cambridge residents Lease, Purchase & Sales Agreement, Mortgage Statement, Deed, or Tax Bill and one the following document dated within 30 days establishing proof of occupancy - Gas bill, Oil bill, Electric bill, or Cable bill and membership roster for this non-commercial organization, group or club for the time period related to the rental of school facilities establishing a membership of at least fifty percent (50%) Cambridge residents.

# CAMBRIDGE PUBLIC SCHOOLS

159 Thorndike Street • Cambridge, MA 02141

## AFFADAVIT OF RESIDENCY FOR RENTAL OF SCHOOL FACILITIES

The Cambridge School Committee has established a category of renters of school facilities for the purpose of assessing reduced rental fees. Included in this category are: individuals who live in Cambridge; Cambridge based 501c3 organizations; and non-commercial organizations, groups or clubs comprising at least 50% Cambridge residents. In order to qualify for this category, a renter must complete and sign this affidavit.

I \_\_\_\_\_ certify under penalties of perjury that I  
meet at least one of the following criteria (please check all that apply):

I am a resident of Cambridge, MA, residing at:

I am an authorized representative of a Cambridge, MA non-profit organization with offices  
located at:

Name of Organization:

I am an authorized representative of a non-commercial organization, group or club that has  
a membership of at least 50% Cambridge residents. If asked, I will provide the membership  
roster. Name of Organization:

Name:

Address:

Date: