

SCHEDULED USE OF SCHOOL FACILITIES REGULATIONS AND PROCEDURES

Pursuant to M.G.L. ch.71 § 71, the following regulations and procedures will be used to implement Hull School Committee policy KF: Community Use of School Facilities and shall govern all requests to use school facilities:

1. A group and/or organization seeking to use school facilities shall be hereinafter referred to as “FACILITY USER.”
2. Applications for the use of athletic facilities will be made to the Hull High School Athletic Director/Community Outreach Coordinator (hereinafter “ATHLETIC DIRECTOR”). All other applications will be made at the office of the Superintendent. Decisions concerning each request will be made with consultation with the building principal or designee.
3. Requests for the use of school facilities will be made at least 10 days prior to the date of use unless waived at the discretion of the Superintendent or his/her designee.
4. School facilities may not be used for individual, private or commercial purposes, except with the permission of the Superintendent or his/her designee.
5. Any permit issued for the use of school facilities is only valid for FACILITY USER that was granted the permit.
6. All activities of FACILITY USERS must be under competent adult supervision approved by the Superintendent. In all cases, an assigned school employee will be present. FACILITY USERS will be responsible for any damage to school facilities or equipment during the term of their use.
7. Children must be supervised by an adult at all times.
8. The Hull Community Field sound system and scoreboard may only be used by those trained by the ATHLETIC DIRECTOR. Children may not operate the Hull Community Field sound system or scoreboard without adult supervision. ***No other individuals will be permitted in the press box.***
9. FACILITY USERS must designate one or more persons to be responsible for meeting all requirements and guidelines of this policy. One of such persons **MUST** be onsite during the entire time of field usage.
10. A Hull Public Schools custodian must be onsite during all field and facilities usage.

FACILITY USERS are responsible to pay a custodian fee for uses at times when a custodian is not otherwise on duty.

11. The use of Kitchen or other specialized school facilities will require special staff, such as kitchen, technology, or custodial staff. FACILITY USERS must request such staff at the time the application is made.
12. FACILITY USERS receiving permission to use school facilities are restricted to the dates and hours approved for the building area and facility specified, unless requested changes are approved in advance by the Superintendent or his/her designee.
13. FACILITY USERS will observe all fire and safety regulations posted within each facility.
14. It is the intention of the Hull Public School Committee to prohibit the use or distribution of tobacco products, vaping products and/or nicotine delivery system products at all times whether or not school is in session within school buildings, on school grounds, and at all school-sponsored functions in order to improve the health of students, all school personnel and visitors.
15. Possession, use or distribution of alcohol and controlled substances are prohibited on all school premises.
16. FACILITY USERS' decorations must be fireproof unless approved by the Superintendent or his/her designee, and must be erected and taken down in a manner not destructive to school property.
17. If FACILITY USERS rearrange any space/furniture during their use, such space/furniture must be put back in its original position at the end of their use.
18. Food and beverages are permitted in designated areas only.
19. Any food sold by FACILITY USERS must come from a licensed and approved source with proper packaging and labeling as required by the Hull Board of Health and state and federal food codes, unless otherwise authorized by the Superintendent or his/her designee.
20. The district reserves the right to limit the number of participants during the use of school facilities and/or to require a police detail. FACILITY USERS are responsible for acquisition and payment of police details when required.
21. FACILITY USERS shall, at their own expense, defend, indemnify and hold the Town of Hull and Hull Public Schools, its committees, agents, and employees harmless from and

against any and all claims, including but not limited to claims for personal injury or property damage, suits, demands, actions, damages, losses, liabilities, proceedings, litigation, costs and expenses, including without limitation reasonable attorney's fees. FACILITY USERS must provide a certificate of insurance.

22. The Hull Public School District shall receive priority for use of the Hull Community Field on Hull school days. During the "HHS Athletic Field Seasons," FACILITY USERS are encouraged to request use of the Hull Community Field on school days from 5:30 pm to 8:45 pm and anytime on weekends or holidays, except when high school games and/or practices have been scheduled or MIAA events are planned. The "HHS Athletic Field Seasons" run from the third week of August until Thanksgiving Day, and from the third Monday in March through the second week in June.
23. Permission for use of school facilities does not constitute a district endorsement of any organization, the beliefs of an organization or group, nor the expression of any opinion regarding any political candidate, or the expression of any opinion concerning any issue.
24. The School Committee will approve and periodically review a fee schedule for the use of school facilities, which shall be found in Hull School Committee Policy KF-E, School Facility Use Fee Schedule.
25. In the event that a FACILITY USER wishes to cancel a scheduled use of athletic facilities, FACILITY USER must speak with the ATHLETIC DIRECTOR a minimum of two (2) hours prior to the scheduled use. If the ATHLETIC DIRECTOR is not so notified, the FACILITY USER will be charged an automatic two (2) hour custodial fee (\$45.00/hour), unless the custodian was otherwise on duty during the scheduled use.
26. In lieu of the hourly rate, the Superintendent or his/her designee may establish a lump sum annual rental fee for use of any school facilities by Hull non-profit organizations and groups. Criteria to be considered in establishing a reduced rental fee include frequency of meetings (weekly, monthly, etc.), service and/or contribution to schools, and the condition of facilities after use.
27. The district reserves the right to decline any requests, revoke or deny use privileges for failure to comply with policy or due to facility conditions.
28. The School Committee reserves the right to cancel any permission granted.

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