

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject: Policy 2nd Reading/Adoption

Date: November 12, 2019

Dept: School Committee

Reason: Required Vote

Enclosure: yes

Recommendation:

Policy – 2nd Reading

I recommend adoption of the following policies as discussed:

- A. KF – Community Use of School Facilities
- B. KF – E1 – Rules and Regulations
- C. KF – E2 – FHS Building Use
- D. KF – E4 – FHS Fee Schedule

Action Requested of the School Committee:

Majority vote of the School Committee is required.

<u>Vote Tabulator</u>	
Chair: Y / N	Vice Chair: Y / N
Member: Y / N	Member: Y / N
Member: Y / N	Member: Y / N
Member: Y / N	Action: _____

COMMUNITY USE OF SCHOOL FACILITIES

The School Committee of Franklin believes that the greater use of school buildings and grounds (e.g. fields, tennis courts, tracks, etc.) is in the best interests of the community, but that their general use should not be in competition with privately owned facilities. Along those lines, the Franklin Public Schools are not available for ongoing, profit-making or business ventures. The Franklin School Committee permits responsible organizations (where the main purpose is to benefit the citizens of Franklin) the use of school buildings/grounds to the extent that there is no interference with the educational programs and the safety of all students, and that the event is open to the general public. Aside from elections, school space is not rented while school is in session. The control of school buildings/grounds and equipment is by law vested in the School Committee and the administration of the Rules and Regulations governing the buildings/grounds is delegated to the Superintendent of Schools or ~~his/her~~their designee. The Superintendent of Schools or ~~his/her~~their designee has the ultimate authority to approve or deny any request for building or grounds use by an organization or group.

LEGAL REF: M.G.L. 71:71
M.G.L. 269:17-19

CROSS REF: Franklin School Committee Policies JICFA, JICFA-E, JICFA-E1

Reviewed, revised, adopted: 5/24/11
Reviewed, no revisions 3/26/13
Reviewed, revised, adopted by School Committee: 7/28/15

RULES AND REGULATIONS

1. Use of a school facility/grounds shall be granted only within the limits prescribed in G.L. c. 71: 71 and preference will be given to organizations located within the town. In addition, there are certain restrictions upon the use of school property and the building. User is solely responsible for the fulfillment of the regulations of the following:
 - a. State Department of Public Safety codes and regulations;
 - b. State and Local laws, codes and regulations;
 - c. Federal, State and Local finance laws and regulations;
 - d. Massachusetts General Laws;
 - e. Any affiliated or unaffiliated student groups, teams and organizations shall complete and submit annually a statement of acknowledgment of the MA Anti-Hazing Law and
 - f. All School Committee policies and procedures.
2. The building user is responsible for personal injuries and damage to the school property which arises out of the building/grounds use. Insurance coverage is required for all organizations ~~with the exception of school-related groups~~. Such insurance shall provide coverage against personal injury and property damage and shall include a provision holding the Town of Franklin harmless against any such claim. Documentation of insurance coverage will be submitted with payment at least two weeks prior to the scheduled event or season to the Building Use Coordinator. Certificate of insurance must list the "Town of Franklin" as an additional -insured.
3. At the discretion of the Superintendent or ~~his/her~~their designee, police protection shall be furnished by organizations using the buildings/grounds when open to the public. The School Department will confirm with the police department that a detail has been assigned. If appropriate police detail is not obtained by the user, the user may be denied use of the facility/grounds. The officer is to be paid by the organization holding the permit.
4. All requests for building/grounds usage should be directed to the Building Use Coordinator, who first determines availability of the facility/grounds for the date(s)/times requested. If the requested space is available, the Building Use Coordinator will then forward it to the building Principal of the school where space is being requested. Requests for use of school facilities/grounds shall be made on forms that are available in the office of the Building Use Coordinator and on the school district web site. The Central Office Administration shall maintain a calendar of usage and handle all billing and receivables. Requests shall be honored on a first-come-first-served basis, and follow a time line consistent with the following:
 - a. Any school-sponsored or school-related event (including PCC activities which benefit the schools) may be booked up to 12 months in advance;

- b. Franklin Public Schools Lifelong Learning programs may be booked up to 8 months in advance; and
- c. All other activities may be booked up to 6 months in advance.

Any applications for building/grounds use submitted in advance of the deadlines shall be returned to the sender, and must be re-submitted in accordance with the timetable set forth above.

- 5. Preference for school building/grounds use shall be given in the following order:
 - a. School functions and school-based activities involving Franklin students;
 - b. Franklin Public Schools Lifelong Learning programs;
 - c. Any function or activity of a town-based organization where the majority of the participants are enrolled full-time in the Franklin Public School System.
 - d. Meetings and activities of Town boards and departments.
 - e. Franklin-based organizations.
 - f. All non-profit organizations¹.
 - g. All for profit other organizations.
- 6. When school buildings/grounds are used for a purpose other than for school use, additional expenses, including heating, lighting and other operating expenses (wear and tear) are incurred by the public school system, the following shall be used to determine building use fees:
 - a. *Use of School Buildings/Grounds:* School facilities, are available to all groups for a fee which covers expenses associated with the use thereof. **The music and band rooms are unavailable for non-school use.** A fee will be charged for the use of all school facilities unless the activity is exempted herein. **All activities at the schools shall cease prior to 10:00 p.m., unless there are extenuating circumstances that have been approved by the Superintendent.**
 - b. *Thomas Mercer Auditorium at Horace Mann Middle School:* Fees will be charged for the use of the auditorium. All activities at the auditorium shall cease prior to 10:00 p.m. in addition, any group seeking to use this facility shall enter into a Facility Rental Agreement which contains additional rules and regulations governing the use of that facility. To use the auditorium, the user must employ a district approved technician to operate sound and lighting equipment.

¹ Each such organization must produce a 501(c)(3) letter in order to qualify.

- c. *Technology labs:* Technology labs are unavailable for non-school use, except when used as part of any Franklin Public Schools Lifelong Learning program.
- d. *School property:* Is available only when a regular school custodian is employed to supervise and to protect the building. In the absence of an administrator, the senior building custodian shall have full authority and responsibility for the security of the building and its contents. The custodians are to be paid at the rate set forth in the FPS facilities rental fee schedule. The charge for Custodial Services will at no time be waived for organizations that do not fall into the category of exemptions from rental charges.
- e. The School Committee has determined the rates to be charged based upon the following classifications:
 - i. *Class A:* Week rates when school is in session and a custodian is regularly assigned to the facility. In these instances, there is a facility rental fee. Custodial fees may be charged if the building usage requested requires the services of a custodian outside of ~~his/her~~ their normal hours and duties. In cases where audiovisual and lighting equipment is required, the user shall pay the district-approved technician.
 - ii. *Class B:* Weekend and non-school days when a custodian is not regularly assigned to the facility. Custodial rates will apply and there is a facility rental fee. In cases where audiovisual and lighting equipment is required, the user shall pay the district-approved technician.
 - iii. *Exemptions from fees:* School or Town business activities, including election activities, meetings of elected bodies, or PCC and booster events which benefit the schools are exempt from building use fees (other than associated cafeteria, custodial, or audiovisual fees).
- f. Payment procedures
 - i. All payments must be made by check or money order, and full payment shall be received at least two weeks prior to the scheduled event or season. In cases where long-term use is needed, the Superintendent or ~~his/her~~ their designee has the discretion to set up a reasonable payment plan or schedule with the user.
 - ii. Total charges for rental, including the payment of custodial or cafeteria employees shall be paid by check made out to the Town of Franklin.
 - iii. Police are required for all non-school events with an estimated attendance exceeding 100 or when deemed necessary by the Superintendent or ~~his/her~~ their

designee. The renter is required to contact the police department to secure the police detail. Documentation of the detail must be provided to the Building Use Coordinator prior to the final approval of rental agreement. It is the responsibility of the renter to pay for the police detail. The cost of the police detail is not included in the rental fee.

- iv. All checks or money orders covering rental, custodial or cafeteria employees, shall be sent to the office of the Building Use Coordinator, Office of the Superintendent of Schools.
 - v. A security deposit may be required in conjunction with the facility/grounds rental, depending upon the space and equipment required. This decision will be made when a request for rental is received. The School Committee reserves the right to use such deposit to defray the cost of any damages resulting from use of its facilities/grounds.
- 7. School Department furniture or equipment shall not be used or moved from its locations unless permission has been explicitly granted. Any group which receives permission to move furniture is responsible for returning it to its original location and in good order.
 - 8. Groups who utilize school property will be responsible for treating the property with respect. They will be responsible to repair or replace damaged equipment or property or make restitution for the same.
 - 9. Groups using school property will be expected to observe school rules including refraining from parking in Fire Safety Lanes or anywhere other than designated parking spaces. The school department reserves the right to tow any vehicle illegally parked at owner's expense, and the building user shall notify its participants of the policy.
 - a) School kitchens and the high school café are available only when proper cafeteria employees are employed (at an additional expense) to supervise and protect the interests of the Franklin Public Schools except for functions sponsored by and directly benefitting the Franklin Public Schools. Additionally, FHS concession stands may require cafeteria staffing if users are not serve-safe trained. This worker is to be paid by the organization using rates as established in the contract between the School Committee and the cafeteria employees union. Only cafeteria workers are able to utilize school kitchen equipment. However, when the kitchen area is being used solely for making coffee or punch, it will not be necessary to have a cafeteria worker present.
 - 10. It is the policy of the Franklin Public Schools not to lend school materials and equipment to individuals or groups.
 - 11. There is to be no smoking in the buildings or on the grounds of the Franklin Public Schools in accordance with the Franklin Public Schools No Smoking Policy.

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12. Pets are not allowed in school buildings or school grounds at activities or events. Consistent with the law and School Committee Policy, service animals that are trained to work with individuals with disabilities are permitted on school premises.
13. Alcoholic beverages and /or illegal substance are not allowed on any school premises.
14. Soft drinks and food may be served and consumed only in those areas approved on the application form. All food and beverages must be served ~~from the kitchen~~ and consumed in the cafeteria in all buildings having these facilities. When a function is held in the Thomas Mercer Auditorium at Horace Mann, or a school gym, the serving of refreshments will be restricted to the main lobby or cafeteria. Additional clean-up charges may be assessed if compliance is problematic.
15. The building/grounds user must satisfy the office of the Building Use Coordinator and Director of Facilities, Grounds and Support Services, that the person designated by the building user to operate the lighting, audiovisual, curtains, drops, scenery, etc. is trained to do so. A qualified individual shall be engaged to operate the stage. The Building Use Coordinator and Director of Facilities shall maintain a list of trained individuals qualified to operate such equipment. At any facility that has audiovisual and/or lighting equipment for the event (including rehearsals and performances), the user must employ an operator approved and provided by the Superintendent of Schools or ~~his/her/their~~ designee at the user's expense. Any additional equipment, lighting, and/or audio equipment must first be approved by the Superintendent of schools or ~~his/her/their~~ designee.
16. Equipment of the building/grounds user, such as scenery and furniture, may not be moved into or out of the building during school hours (which includes after-school clubs and activities). All decorations, furniture, rubbish, and all other materials used in school buildings shall be removed immediately after the completion of any function. All decorations must be fire resistant and meet all applicable fire and building codes. In addition, any and all equipment must be moved at the discretion of the building principal, if and when it interferes with any school use. Further, fire exits shall not be blocked by stage ramps and/or other equipment of the user.
17. No electrical apparatus shall be connected to the lighting system unless inspected and approved by the Facilities Department.
18. On days when school has been canceled because of emergency conditions, the school buildings/grounds may not be available. All scheduled use will automatically be canceled unless the renter contacts the school being rented to confirm the availability of the school. Additional charges may be incurred if snow removal is required to accommodate building/grounds use.
19. The Franklin Public Schools will not be responsible for the cancellation of an application for the use of school property in case of an emergency that results in the closing of a school building/grounds.

Franklin Public Schools

20. In all cases where gymnasiums are used for athletic purposes, participants are required to wear athletic shoes.
21. All use of school facilities, which is beyond the scope of the curricular and extra-curricular activities of the Franklin Public Schools, must be accompanied by a Building Use Permit issued by the school department following the written approval of a ***Request for Use of School Facilities Form***. The permit must be available and conspicuously posted in conjunction with the building use.
22. The sponsor identified on the permit must be present throughout the time the facilities/grounds are being used unless previous notice has been furnished to the School Department that a cosponsor will be present. The sponsor is responsible for the decorum of the group, which includes spectators.
23. All *Request for Use of School Facilities Forms* must be signed by the Principal, Building Use Coordinator, Head Custodian, and the Director of Facilities, Grounds and Support Services.
24. Additional charges will be billed to the requesting organization by the Building Use Coordinator as soon as possible after the final date of use. Payment is required within thirty calendar (30) days. Remits who are chronically late with building use payments may be assessed up to \$100 late fee per late invoice.
25. The custodian on duty shall be responsible for the supervision of the building/grounds and equipment, safety precautions in the building, cleaning of the building after its use, and for any services required by the renter in accordance with the use of the facilities approved.
26. It is the custodian's responsibility to the renter to make inquiries as to the type of service needed by the renter and to make ~~his/her~~their whereabouts known so that he will be available at any time ~~his/her~~their services are required. Depending upon the nature of the rental and the area being rented, the School Department may require the renter to have two or more custodians on duty, in addition to police protection. If the work involves breakdown and/or set-up of equipment or facilities beyond the hours of use, then additional custodial fees shall apply (to be determined by the Building Use Coordinator in conjunction with facilities management at time of rental).
27. No use by the public that will interfere in any way with use of school facilities for school purposes will be permitted.

LEGAL REF: M.G.L. 71:71
M.G.L. 269:17-19

CROSS REF: Franklin School Committee Policies JICFA, JICFA-E, JICFA-E1

Reviewed, revised, adopted by School Committee: 7/28/15
Second Reading/Adoption 11/12/19

Franklin Public Schools

Franklin High School Building Use

The Technical Director at Franklin High School oversees all usage of technical, audio-visual and theatrical equipment for all areas of the high school to include the ~~theatre~~auditorium, lecture hall, cafeteria, black box theatre, television studio, music classrooms, gymnasium and other spaces as appropriate. The Technical Director shall be present for the entire duration period of a rental period as deemed necessary. The director or one of ~~his/her~~their trained technicians will directly oversee all lighting, audio-visual and theatrical equipment to support theatrical, musical, and other performances and events. This includes both dress rehearsals and actual performances.

~~28.~~

The building user is responsible for personal injuries and damage to the school property which arises out of the building/grounds use. Insurance coverage is required for all organizations. Such insurance shall provide coverage against personal injury and property damage and shall include a provision holding the Town of Franklin harmless against any such claim. Documentation of insurance coverage will be submitted with payment at least two weeks prior to the scheduled event or season to the Building Use Coordinator. Certificate of insurance must list the "Town of Franklin" as an additional insured.

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Specific Area Requirements:

TheatreAuditorium:

The ~~theatre~~-auditorium at Franklin High School is intended for use by school, town and community organizations primarily for professional and semi-professional theater and musical productions, performances, assemblies and other events. The district reserves the right to deny usage of the theatre to outside groups such as private, for profit dance studios.

1. Food and beverages are not permitted in the ~~theatre~~auditorium. All renters are required to appoint a designee from their organization to ensure enforcement of this regulation. Failure to assign appropriate coverage to ensure enforcement of this regulation will result in denial of any future rental requests.
2. No glitter, confetti, streamers, or other loose materials may be used in the theatre. All other decorations must be approved by the Franklin Public Schools prior to usage through the application process. Pyrotechnic devices are strictly prohibited. Use of special effects machines and strobe lights require prior approval of the fire and building inspectors. Set construction must meet all applicable building and fire codes and require prior approval of the fire and building inspectors.
3. Usage of school equipment located in the ~~theatre~~auditorium, including piano usage, must be requested when completing the Application for use of facilities.

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4. Usage of the ~~theatre auditorium~~ requires hiring of our Technical Director and/or one of ~~his/her/their~~ trained adult or student technicians, to oversee usage of the ~~theatre auditorium~~ and any use of audio/visual systems.
5. Organizations requesting to bring equipment into buildings must make arrangements during the initial application. Equipment brought into the school must be removed immediately after the event. The Franklin Public Schools are not responsible for any property left on premises, either after the completion of an event or during the period of an extended rental of facilities. Franklin Public Schools reserves the right to refuse an organizations privilege to use any equipment that it deems may pose an unnecessary distraction, health and safety hazard or cause damage or loss to either equipment and/or wiring. Equipment must meet all applicable fire and building codes.
6. Use of the piano may be requested by outside organizations at the time of the building use application according to the district's established rates. A fee of \$30 per day will be assessed for the use of the piano. Additionally, A deposit/tuning fee of \$120 in the form of a separate check will be charged for use of the piano to cover retuning if necessary following use by the renter. This deposit will be held until after the scheduled event and will be returned to the renter pending results of an inspection of the piano. If the piano is out of tune due to movement or use by the renter, the deposit will not be returned. Renters may also request that the school tune the piano prior to the event at their own expense.

Lecture Hall:

The lecture hall at Franklin High School is intended for use by school, town and community organizations primarily for small assemblies, lectures, meetings and presentations. The district reserves the right to deny usage of the lecture hall to outside groups and organizations.

1. Food and beverages are not permitted in the lecture hall. All renters are required to appoint a designee from their organization to ensure enforcement of this regulation. Failure to assign appropriate coverage to ensure enforcement of this regulation will result in denial of any future rental requests.
2. No glitter, confetti, streamers, or other loose materials may be used in the lecture hall. All other decorations must be approved by the Franklin Public Schools prior to usage through the application process. Pyrotechnic devices are strictly prohibited. Use of special effects machines and strobe lights require prior approval of the fire and building inspectors.
3. Usage of school equipment located in the lecture hall, ~~including piano~~ must be requested when completing the Application for use of facilities.
4. Usage of the lecture hall requires hiring of our Technical Director and/or one of ~~his/her/their~~ trained adult or student technicians, to oversee usage of the theatre and any use of audio/visual systems.

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Organizations requesting to bring equipment into buildings must make arrangements during the initial application. Equipment brought into the school must be removed immediately after the event. The Franklin Public Schools are not responsible for any property left on premises, either after the completion of an event or during the period of an extended rental of facilities. Franklin Public Schools reserves the right to refuse an organizations privilege to use any equipment that it deems may pose an unnecessary distraction, health and safety hazard or cause damage or loss to either equipment and/or wiring.

Equipment must meet all applicable fire and building codes

Gymnasium:

1. Food and beverages are never permitted in the gymnasium with the exception of bottled water. All renters are required to appoint a designee from their organization to ensure enforcement of this regulation. Failure to assign appropriate coverage to ensure enforcement of this regulation will result in denial of any future rental requests.
2. Hardball sports are not permitted in the gymnasium for the protection of walls, lighting fixtures and floor surfaces.
3. No tape may be added to the gymnasium floors or walls without the approval of the Director of Facilities.
4. Appropriate athletic footwear is required on gymnasium floors. Black soled shoes, cleats, certain "street or dress shoes" and spiked heels can damage floor surfaces. Care should be taken to remove sand and grit from the soles of shoes to lessen damage to floor surfaces.
5. The walking track is intended for walking and jogging. For safety reasons, it is not intended for sprinting, racing or track events. The walking track will be made available for community use during designated hours through the Adult Education of the Lifelong Learning Program.

FHS Cafeteria/Café:

The high school kitchen and café are available only when proper cafeteria employees are employed (at an additional expense) to supervise and protect the interests of the Franklin Public Schools except for functions sponsored by and directly benefitting the Franklin Public Schools. This worker is to be paid by the organization using rates as established in the contract between the School Committee and the cafeteria employees union. Only cafeteria workers are able to utilize school kitchen equipment. However, when the kitchen area is being used solely for making coffee or punch, it will not be necessary to have a cafeteria worker present.

FHS Indoor Concession Stand:

Consistent with state and federal regulations the sale of concessions shall not take place when school is in session. Organizations may request to utilize the concession stand to sell pre-packaged foods and beverages only or to utilize cooking equipment. NO GUM or any products containing gum may be sold.

Franklin Public Schools

If utilizing cooking equipment, the following conditions listed below are required:

1. At least 1 person present, over the age of 18, at event must hold ServSafe food handler certification and this individual must be present for entire event.
 - Course and exam costs \$15.00 and may be completed online at <http://www.servsafe.com/ss/catalog/productlist.aspx?SCID=22&RCID=21>
 - Once obtained, the ServSafe Certificate is valid for 3 years
2. Person holding ServSafe certification and the organization renting the facility is solely responsible for ensuring the proper handling of food during the event.
3. Certificate of ServSafe certification must be submitted via building use process when reserving concession stand and must be displayed in concession stand throughout event.
4. Food must be prepared and served according to ServSafe guidelines.
5. Concession stand and all equipment must be left clean and disinfected according to ServSafe guidelines
6. Custodial fees may apply in accordance with building use policy
7. Board of Health to inspect as scheduled throughout the school year
8. At least 1 person present must have been trained on the appropriate use of concession stand equipment
 - Training will be offered through the school prior to fall, winter and spring seasons
 - Training is valid for one year
9. Concession stand rental is \$15.00 per hour
10. Equipment in the concession stand consists of the following:
 - Pretzel warmer
 - Popcorn machine
 - Hot dog warmer
 - Magic Chef Oven
 - Display refrigerator
 - Coffee maker
11. All food sold and paper products/supplies must be purchased by the organization using the concession stand
12. Organizations are encouraged to sell foods consistent with the district's School Wellness Policy
13. No food or organizational items may be stored before or after the event
14. The organization using the concession stand is also responsible for providing adequate supervision and ensuring that no food or beverage items are brought into the gymnasium or auditorium
15. [The organization using the concession stand assumes all responsibility and liability for food and beverages sold.](#)

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[FHS Outdoor Concession Stand at Pisini Field:](#)

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Franklin Public Schools

Consistent with state and federal regulations the sale of concessions shall not take place when school is in session. Organizations may request to utilize the outdoor concession stand at Pisini Field to sell pre-packaged foods and beverages only or to utilize cooking equipment. Concession stand rentals will only be permitted when accompanying an event taking place on school grounds. When the concession stand is being utilized for the sale of food and beverages, the bathroom facilities must be open and custodial charges may apply, in accordance with building use policy.

NO GUM or any products containing gum may be sold.

If utilizing cooking equipment, the following conditions listed below are required:

1. At least 1 person present, over the age of 18, at event must hold ServSafe food handler certification and this individual must be present for the entire event.
 - : Course and exam costs \$15.00 and may be completed online at <http://www.servsafe.com/ss/catalog/productlist.aspx?SCID=22&RCID=21>
 - : Once obtained, the ServSafe Certificate is valid for 3 years
2. Person holding ServSafe certification and the organization renting the facility is solely responsible for ensuring the proper handling of food during the event.
3. Certificate of ServSafe certification must be submitted via building use process when reserving concession stand and must be displayed in concession stand throughout event.
4. Food must be prepared and served according to ServSafe guidelines.
5. Concession stand and all equipment must be left clean and disinfected according to ServSafe guidelines.
6. Custodial fees may apply in accordance with building use policy.
7. Board of Health to inspect as scheduled throughout the school year.
8. At least 1 person present must have been trained on the appropriate use of concession stand equipment
 - : Training will be offered through the school prior to fall, winter, and spring seasons
 - : Training is valid for one year
9. Concession stand rental is as follows:

	<u>Rental Fee</u>	<u>With Custodial Charges*</u> (Custodians are required for ½ hour before and ½ hour after event, minimum)
<u>Half Day (4 hours or less)</u>	<u>\$100*</u>	<u>e.g. Four-hour event -- \$295.00 (\$100 rental fee, 5 hours of custodial charges at \$39/hr)</u>
<u>Full Day (over 4 hours)</u>	<u>\$200*</u>	<u>e.g. Six-hour event -- \$473.00 (\$200 rental fee, 7 hours of custodial charges at \$39/hr)</u>

10. Equipment in the concession stand consists of the following:

- : Pretzel machine
- : Nacho machine

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- [Popcorn machine](#)
- [Beverage refrigerators \(2\)](#)
- [Beverage dispensers \(2\)](#)
- [Warming lamp](#)
- [Freezer](#)
- [Fridge/freezer combination](#)
- [Hot dog warmer](#)
- [Magic Chef Oven](#)
- [Display refrigerator](#)
- [Coffee maker](#)
- [Coffee urns \(4\)](#)
- [Crock pots \(2\)](#)
- [Pizza warmer](#)

[11. All food sold and paper products/supplies must be purchased by the organization using the concession stand.](#)

[12. Organizations are encouraged to sell foods consistent with the district's School Wellness Policy.](#)

[13. No food or organizational items may be stored before or after the event.](#)

[14. The organization using the concession stand also takes responsibility for providing adequate supervision to ensure that no food or beverage items are brought into the track/turf area.](#)

[15. The organization using the concession stand assumes all responsibility and liability for food and beverages sold.](#)

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Specialty Classrooms:

Specialty classrooms such as the project rooms, nutrition rooms, art rooms, science labs, etc. are unavailable for non-school use, except when used as part of any Franklin Public Schools Lifelong Learning Programs.

LEGAL REF: M.G.L. 71:71

M.G.L. 269:17-19

CROSS REF: Franklin School Committee Policies JICFA, JICFA-E, JICFA-E, IHBB

Reviewed, revised, adopted by School Committee: 7/28/15

Reviewed, revised, adopted by School Committee: 5/22/2018

[Second Reading/Adoption 11/12/19](#)

Franklin Public Schools

Franklin High School
Facility Rental Fee Schedule without Personnel Costs
Effective: July 1, 2018

Space	Hourly Rates
* Theatre Auditorium	\$150
Concert Piano (Theatre Auditorium)	\$30/day plus \$120 refundable deposit/tuning fee
Gym	Whole Gym \$120 ½ Gym \$60 ¼ Gym \$30
Concession Stand (<u>Indoor</u>)	\$15
<u>Concession Stand (at Pisini Field)</u>	<u>Half-day (4 hours or less \$100)</u> <u>Full-day (over 4 hours \$200)</u> <u>(plus custodial fees)</u>
Lecture Hall	\$85
Cafeteria	without Kitchen Use \$60 with Kitchen Use \$80 (Plus kitchen cost)
Media Center	without Café use \$40 with Café use \$60
Specialty Classrooms (Nutrition, Project Rooms, Art, Music, Science)	\$45 (not available for non-school rental)
Classrooms	\$30

Position	Hourly Rates
Custodial / Facilities	\$39
Cafeteria	\$28
Technology (staff)	\$35
STARR Team (student) Member	\$15
Theater Technician Fee (Staff)	\$50
Student Technician	\$15

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*If additional space is needed for preparation/dressing rooms, classroom rental rates apply.

** Technology labs are unavailable for non-school use, except when used as part of any Franklin Public Schools Lifelong Learning Programs. Technology Labs are available for use by non-profit organizations only. Minimum service charge for Technology Supervisor is 1 hour. Additional invoicing for supplies and materials (paper, CD's, ink cartridges, etc.) may be required.

To estimate personnel costs:

Example: Event that runs for 4 hours. Estimated custodial cost could be: 5.5 hours x \$39 = \$214.50.

Must have custodian on site ½ hour before and at least ½ hour after event

Any questions regarding charges, please call/email Building Use Coordinator at:

~~508-541-2140 X1002~~ or yavarows@franklinps.net

Reviewed, revised, adopted by School Committee: 7/28/15

Reviewed, revised, adopted by School Committee: 5/22/2018

[Second Reading/Adoption 11/12/19](#)