

**Franklin Public Schools
Franklin, Massachusetts 02038**

Action Required

Subject: Policy

Date: May 22, 2018

Dept: School Committee

Reason: Required Vote

Enclosure: yes

Recommendation:

Policy – 2nd Readings

I recommend adoption of the following policies as discussed:

KF-E2 – FHS Building Use

KF-E3 – Facility Rental Fee Schedule

KF-E4 – Facility Rental Fee Schedule FHS

Action Requested of the School Committee:

Majority vote of the School Committee is required.

<u>Vote Tabulator</u>	
A. Bergen: Y / N	D. Schultz: Y / N
C. Douglas: Y / N	MJ Scofield: Y / N
D. Feeley: Y / N	G. Zub: Y / N
M. Linden: Y / N	Action: _____

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, 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 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.

Specific Area Requirements:

Theatre:

The theatre 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. 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, including piano usage, must be requested when completing the Application for use of facilities.
4. Usage of the theatre requires hiring of our Technical Director and/or one of his/her trained adult or student technicians, to oversee usage of the theatre 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 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 trained adult or student technicians, to oversee usage of the theatre and any use of audio/visual systems.

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 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.

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

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

Franklin Public Schools
(All Schools except Franklin High School)
Facility Rental Fee Schedule without Personnel Costs
Effective: July 1, 2018

Space	Hourly Rates
Regular Classroom	\$25
Small Gyms (Oak St, Davis Thayer, Helen Keller, JFK, Parmenter, Jefferson)	\$30
Large Gyms (Horace Mann, Annie Sullivan, Remington)	\$40
Cafeteria w/o Kitchen Use	\$40
Cafeteria with Kitchen Use (Plus kitchen cost)	\$50
Keller/Sullivan Cafeteria (AC)	\$60
Keller/Sullivan Cafeteria (AC) (Plus kitchen cost)	\$80
Libraries	\$35
Technology Labs**	\$45
	\$30
Thomas Mercer Auditorium++	\$125

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

++Thomas Mercer Auditorium includes the use of the Band Room. Band room is not available for rental separate from the Auditorium.

Position	Hourly Rates
Custodial / Facilities	\$39 / hour
Cafeteria	\$28 / hour
Technology	\$35 / hour
Thomas Mercer Auditorium at HM Supervision / Technician Fee	\$50 / hour

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

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

Space	Hourly Rates
*Theatre	\$150
Concert Piano (Theatre)	\$30/day plus \$120 refundable deposit/tuning fee
Gym	Whole Gym \$120 ½ Gym \$60 ¼ Gym \$30
Concession Stand	\$15
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

*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.

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