

**WAYLAND PUBLIC SCHOOLS
RULES, REGULATIONS & FEE SCHEDULE
FOR USE OF SCHOOL FACILITIES**

It is the intent of the Wayland School Committee to permit responsible individuals or organizations (where the main purpose is to benefit the citizens of Wayland) the use of school buildings to the extent that there is no interference with the educational programs. The complete control of school buildings and equipment is, by law, vested in the School Committee, and the administration of the Rules and Regulations governing the buildings is delegated to the Superintendent of Schools or his/her designee.

RULES AND REGULATIONS

1. There are certain restrictions upon the use of school property and the buildings. The user is solely responsible for the fulfillment of the regulations of the following:
 - A. State Department of Public Safety
 - B. State and Local Fire Laws
 - C. State and Local Police Laws
 - D. Internal Revenue Admission Laws
 - E. State Laws Relating to Rental of School Facilities.
2. In addition, the building user is responsible for damage to the school property and may be required by the school authorities to provide police and/or fire protection at the building user's expense. The building user is required to obtain liability insurance as a condition of the rental, naming the Wayland Public Schools as additionally insured. (Neither the School Department nor its custodian on duty assumes any responsibility for liability.)
3. When school buildings are used for purposes other than for school use, a rental fee may be charged to offset additional expenses (including, heating, cooling, lighting and wear and tear) incurred by the public school system.
4. The organization or department must provide sufficient supervision of the group's participants while the event is taking place, and until all participants leave the building and/or grounds.
5. School property is available only when a regular school custodian is employed to supervise and to protect the building. The custodians are to be paid at the rates of the latest bargaining agreement between the School Committee and Local Union 1116.
6. School kitchens are available only when School kitchen staff are employed (at an additional expense) to supervise.
7. It is the practice of the Wayland Public Schools not to loan school materials and equipment to individuals or groups, with the exception of audio equipment as needed. Use of audio equipment may require a \$250 refundable security deposit, depending on Fee Category.
8. There is no smoking in the buildings or on the grounds of the Wayland Public Schools in accordance with state law.
9. Alcoholic beverages are not allowed on any school premises.
10. Soft drinks and food may be served and consumed only in those areas approved on the application form.
11. All auditorium rentals will include an Audio/Visual Technician supplied by the Fine Arts/Facilities Department.
12. Equipment of the building user, such as scenery and furniture, may not be moved into or out of the building during school hours.

13. On days when school has been cancelled because of emergency conditions, the school buildings may not be available. All scheduled use will automatically be cancelled unless the renter contacts the school in question to confirm the availability of the school.
14. The Wayland Public Schools will not be responsible for the cancellation of an application for the use of school property in case of an emergency which results in the closing of the school building.
15. In all cases where gymnasiums are being used for athletic purposes, participants are required to wear athletic shoes.
16. Applications must be filed at least ten (10 days) prior to the date of the desired rental.
17. Exceptions to these Rules and Regulations can be made only by the Superintendent or his/her designee.
18. These Rules and Regulations for Use of School Facilities cover all functions/events which are held in the Wayland Public Schools after 4:00 p.m. Monday – Friday and anytime on Saturdays, Sundays and holidays.

FEE CATEGORIES

The School Committee has determined the rates to be charged based upon the following:

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| Group I | <p>School or Town-Sponsored Activities; Wayland Recreation; Wayland Schools support organizations, such as Wayland PTOs, CAPA, Boosters and Wayland Public Schools Foundation; Wayland Boy and Girl Scout Groups:</p> <ul style="list-style-type: none"> • NO Building Rental charge • Custodial charges will apply on weekends/holidays only. • A/V Technician/Kitchen Staff charges will apply anytime. |
| Group II | <p>Residents' Recreational & Non-Profit Use: i.e. non-profit Wayland adult and children's basketball, baseball, soccer programs, etc.; non-profit Wayland community concerts; Republican and Democratic (or similar) Committees</p> <ul style="list-style-type: none"> • Nominal Building Rental charge • Long-term rentals will be billed at 50% of the total rental fee. Long-term rental is defined as three (3) consecutive days, weeks, or weekends. • Custodial Charges will apply on weekends/holidays only • A/V Technician/Kitchen Staff charges will apply anytime. |
| Group III | <p>Private Organization and other Non-Profit Organizations: i.e. for-profit or private educational or recreational programs, conferences, dance recitals, theater productions, concerts, gymnastics schools, martial arts schools, driver education schools, private SAT schools, Pop Warner Football and equivalent sports programs; national and other non-Wayland non-profit organizations:</p> <ul style="list-style-type: none"> • Building Rental Fee will apply at all times • Custodial, A/V Technician(s), and/or Kitchen Staff charges will apply at all times. • A \$250 refundable audio equipment deposit fee may be charged at the discretion of the Facilities Dept. • Long-term rentals will be billed at 50% of the total rental fee. Long-term rental is defined as three (3) consecutive days, weeks, or weekends. • At no time will labor charges be waived or discounted. |

RENTAL FEES
Typical Building Rental Charges – per Rental Day

	Group I	Group II	Group III
High School			
Auditorium -- 585 seats	N/C	\$50	\$500
Field House	N/C	\$50	\$500
Lecture Hall -- 104 seats	N/C	\$20	\$200
Classrooms	N/C	\$15each*	\$100+ \$25*
Commons -- 350 seats	N/C	\$50	\$300
Library	N/C	\$25	\$100
Kitchen Use	N/C	\$15	\$50
Middle School			
Auditorium – 550 seats	N/C	\$50	\$400
Gymnasium – 650 seats	N/C	\$50	\$300
Classrooms – 30-50 seats	N/C	\$15each*	\$100+\$25*
Cafeteria – 250 seats	N/C	\$50	\$200
Library	N/C	\$25	\$100
Kitchen Use	N/C	\$15	\$50
Elementary Schools			
Gymnasium	N/C	\$50	\$300
Cafeteria	N/C	\$50	\$300
Classrooms	N/C	\$15each*	\$100+\$25*
Loker Auditorium	N/C	\$50	\$150
Kitchen Use	N/C	\$15	\$50

* Group I: \$100/1st room; \$25/each additional classroom
 Group II: \$15/each classroom

Note: Long-Term Rentals (Groups II and III) will be billed at 50% of the total rental fee.
 Long-term rental is defined as three (3) consecutive days, weeks, or weekends

Capacities – Elementary Schools:

Claypit Hill: Gym: 600; Cafeteria 300; Classroom 30-50.
 Happy Hollow: Gym 400; Cafeteria 100; Classrooms 30-50
 Loker: Auditorium; Cafeteria-Gymnasium 300; Classroom 30-50

LABOR FEES

Custodians:	\$28.81/Hour* Regular -- weekdays (2016-17 rates)
	\$43.22/Hour* Overtime -- Saturdays
	\$57.62/Hour* Double Time Sundays/Holidays
Kitchen Staff:	\$38.50/Hour** -- 3 hour minimum
Audio/Visual Technician	\$12.00/hr

* Hourly custodial rate will be adjusted annually to coincide with the salary agreement between the Wayland Public Schools and the SEIU.

** Hourly kitchen staff rate will be adjusted annually to coincide with agreement between the Wayland Public Schools and WFSA.

Payment for facilities rental along with estimated custodial fees must be made thirty (30) days in advance of the first use date. Checks must be made payable to the Town of Wayland, and be forwarded to the **Facilities Department**, Town of Wayland, 41 Cochituate Road, Wayland, MA 01778.

Additional charges will be billed to the requesting organization by the Facilities Department as soon as possible after the final date of use. Payment is required within ten (10) days.

The minimum custodian charge shall be for three (3) hours when it is necessary for a custodian to return to the building from his home in order to fulfill the assignment. If it is not necessary for a custodian to leave the building, then the hourly rate shall prevail with no minimum set. Custodians working overtime for more than one full hour, or a fraction thereof, shall be paid to the next nearest half hour. Custodial fees shall include a minimum charge of one (1) hour before and one (1) hour after the event. The minimum payment for kitchen staff shall be three (3) hours.

The custodian on duty shall be responsible for the supervision of the building 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.

It is the custodian's responsibility to the Renter to make inquiries as to the type of service needed and to make his whereabouts known so that he will be available at any time his 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.

END

Revised 8/9/17 –custodial pay rates