

CHAIR

MAYOR SHEILA DOYLE RUSSELL

VICE CHAIR

E. DENISE SIMMONS

SCHOOL COMMITTEE

454 BROADWAY

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MEMBERS

ALFRED B. FANTINI
 JOSEPH G. GRASSI
 DAVID P. MAHER
 SUSANA M. SEGAT
 ALICE L. TURKEL

--IN SCHOOL COMMITTEE--

November 6, 1996

ORDERED:

That Superintendent's Recommendation #96-202, Facilities Use Policies, Recommended Changes, be adopted as follows: that the School Committee receive and approve the changes to the Facilities Use Policies of the School Department, and that such policy changes be put into effect immediately:

The following assumptions were used in preparing the revisions:

- Policy Changes shall not result in budget over expenditures
- School Department programs shall have priority over all other programs, followed by programs operated by other City Departments, including Human Services, (Community Schools, etc.)
- The policy shall attempt to facilitate either no-cost or low-cost use of school facilities by a variety of organizations serving Cambridge youth.
- The policy shall attempt to foster community use of school facilities, but School Department operating budget funds needed to support educational and support programs shall not be used to subsidize outside users.

1. Reduce the current three-month advance payment requirement to a one-month advance payment requirement. The original requirement was intended to reduce the need for additional paperwork, clerical support, and bill-collection follow-up, but it has become clear that this is unduly burdensome on many building users. The one month in advance requirement will significantly reduce the advance payment financial burden, without generating excessive additional work. **Also, where financial hardship exist, allow payment for shorter time periods in advance, at the discretion of the Facilities Department, subject to the provision that a single instance of non-compliance would result in requirement for a security deposit of two weeks use. More than one instance of non-compliance would result in immediate withdrawal of this privilege, and revocation of the permit if non-compliance continues.**
2. The Custodian Union, Local 1611, has offered to reduce the existing contractual requirement for a 3-hour minimum overtime detail to a two-hour minimum for outside details, in recognition of the fact that many of the gymnasium users (basketball, volleyball, etc.) can realistically only go for two hours, and had in the past used gyms for only two hours. This offer was extended for outside details only, through 6/30/97. The custodial fee rates would not change (\$25 for weekday & Saturday overtime, \$35 for Sunday and Holiday). We anticipate that further discussions regarding the two-hour minimum would take place in the Spring, when we have experience on how it has worked and what problems have occurred.
3. The current policy requires community groups to consist of at least 50% Cambridge residents to have rent-free use of a school building (Note: Lower Utility User Fees and Custodial Fees still apply). It has become evident that some Cambridge-based organizations which provide a range of free programs to residents of Cambridge are not made up of at least 50% Cambridge residents, and are therefore required to pay a higher rental fee under the existing policy. An example of such an organization is the Cambridge Symphony Orchestra, which in past years has used the high school media cafeteria for

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practices during the week without charge. This organization has for a number of years provided free concerts to residents of Cambridge in a variety of settings, including nursing homes, youth activities, and the like. We suggest that the policy be revised to allow such organizations to be treated the same as those with 50% or more Cambridge residents, and not be required to pay higher rental fees, subject to review on a case by case basis by the Executive Director of Management Services.

4. Similar to the above there are some gymnasium users consisting of employees of Cambridge businesses who do not consist of 50% or more Cambridge residents. They also are now required to pay a higher rental fee under the existing policy. We suggest that any such groups which are employees of companies that are members of the Cambridge Partnership for Public Education be treated the same as the 50% or more Cambridge resident groups, and not be required to pay higher rental fees. They would still be required to pay custodial fees and utility user fees.
5. Non-Profit Charitable Fund-Raising Activities- we recommend that Cambridge community organizations which wish to utilize school facilities for charitable fundraising activities (non-commercial), including charities which are not Cambridge-based, be allowed to use facilities on a rent-free basis, and pay only the lower utility user fees and custodial fees charged to Cambridge residents.
6. Shared use of facilities - we recommend that wherever possible, shared use of facilities be encouraged to reduce custodial fee costs, and that the Facilities Department maintain a computerized record-keeping system to facilitate such scheduling. **Cost sharing shall be calculated on a pro-rata basis according to scheduled shared and non-shared hours of usage for each organization, using the standard fee schedules, except in the case of youth organizations as described in item 7A below.**
7. Youth Activities Special Permits - we recommend the following modifications be approved relative to use of schools by youth organizations serving at least 50% Cambridge residents:
 - A. Whenever a youth organization is able to schedule shared use of a school that is already scheduled for a paid detail by an outside permit holder that is not a youth organization, the youth program will have free use of the building space.

Example: a church group has a permit for 9:00 a.m. to 12:00 a.m. in a school auditorium on a Saturday, and a Cambridge youth group wished to use the gym at the same time. The custodial detail is being paid by the church group. The youth group will be allowed free use of the gym for the same time period.
 - B. The \$10,000 allocated in the School Department budget for youth program special permit fee reductions will no longer be used to offset costs of specific organizations who request 50% fee reductions up to \$1,000 each, but instead will be used as follows:
 - 1) A regularly scheduled Saturday work shift, from **9:00 a.m. to 1:00 p.m.** will be scheduled at two schools at different ends of the city, paid for from the \$10,000 allocation. For school year 1996-97, the schools will be the Harrington and the Tobin. Youth groups will be allowed to use those schools free of charge during those hours. (Adult groups will pay the normal fees.) **For 1997-98 the Saturday**

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shift will be expanded to a third school (King). (Note: expansion in 1996-97 would exceed remaining budget)

- 2) **No individual youth organization will be allowed to monopolize these Saturday times for more than four weeks during the year, unless no other group requests the use of the facility.**
 - 3) **The special reduced fee permits that have already been issued for 1996-97 will be honored (2 groups). Such permits will be eliminated beginning in July, 1997.**
- C. During the week, three elementary schools have two custodians assigned to night shifts; the Harrington, King, and Tobin. When a youth group is able to schedule an activity during the week in one of those three schools, the School Department will add one hour of overtime to the existing staffing, rather than require a two-hour separate detail, to provide from normal shift duties and additional cleanup. The youth group will be required to pay for the additional hour custodial fee (\$25), **unless another permit holder is using the facility and shared use is possible. Note: No other change recommended. Coverage of this cost by School Department would exceed budget.**
- Option: Reduce the Saturday shift coverage to three (3) hours for each school, and utilize this funding to cover cost of the one additional hour, as required, during the week for youth organizations.**
- D. If youth groups are unable to schedule their activity in any of the above options, and required a paid detail, they will be responsible for only the full custodial fee. No utility user fee or rental fee will be charged.
- E. **All youth groups using school facilities will provide adequate adult supervision and will leave spaces in the condition they found them. Failure to comply may result in cancellation or withholding of future permits, or requirement for a paid custodial detail, at the discretion of the School Department.**

In addition to the above, we have contacted City officials to begin discussions with Human Services staff to determine where there are areas of cooperation that can provide better access to schools beyond the regular school day. This also coincides with efforts to look at extended school days as part of the statewide education reform efforts.

A true copy:

Attest: *Claire E. Rodley*

Claire E. Rodley

Secretary of the School Committee

cc School Committtee Members
Administration
City Councillors, c/o City Clerk
Principals
Parent Liaisons

Communications and Reports from S-604
City Officers #1

A communication regarding an order on the
changes to the Facilities Use Policies
of the School Department.

In City Council November 25, 1996

Placed on file.