

CHAIRMAN

MAYOR KENNETH E. REEVES

VICE CHAIRMAN

DAVID P. MAHER

SCHOOL COMMITTEE

456 BROADWAY
CAMBRIDGE, MASSACHUSETTS 02138

OFFICE OF THE SECRETARY

Tel. (617) 349-6620 • Fax: (617) 349-6624

MEMBERS

HENRIETTA DAVIS
ALFRED B. FANTINI
JOSEPH G. GRASSI
ROBIN A. HARRIS
E. DENISE SIMMONS

--IN SCHOOL COMMITTEE--

March 21, 1995

- page 2 -

III. Policy on School-Based Budget Allocations for Student/Parent/School Community Activities in Schools.

- A. Purpose
- B. Policy on School Use of Facilities
- C. Budget Allocations
- D. Use of Funds
- E. Elimination of Overtime Waivers
- F. Procedures

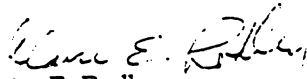
Appendix - Current Fee Schedule
- Custodial Detail Time sheet

#94-214: that the School Committee adopt Recommendation #94-135, "Policy on Use of School Buildings and Facility Usage Fees" with the following revisions based on concerns raised at the public hearing on the policy conducted on October 4, 1994:

1. Section III - School Based Budget Allocations: increase the C.R.L.S. allocation to \$10,000, to provide for student association and club users.
2. Appendix - Utility User Fees - revise the Utility User Fees effective 7/1/95, to the schedule of fees. These represent an incremental cost approach rather than a total cost approach to charging for utility costs.
3. Designate the Management Services Division/Facilities Department to oversee and implement the policy, removing responsibility from the Office of the School Committee, effective July 1, 1995.

A true copy:

Attest:


 Claire E. Rodley

Secretary of the School Committee

cc School Committee Members
Superintendent
Executive Director of Management Services
Manager of Facilities
Principals

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--IN SCHOOL COMMITTEE--

March 21, 1995

ORDERED:

That Superintendent's Recommendation #94-214, Revisions to #94-135, Policy on Use of School Buildings, be adopted as amended as follows: that the School Committee adopt #94-135, "Policy on Use of School Buildings and Facility Usage Fees" with the following revisions based on concerns raised at the public hearing on the policy conducted on October 4, 1994:

#94-135: that the School Committee approve the set of policies on Use of School Buildings and Facility Usage Fees, effective July 1, 1995, and that the Secretary of the School Committee and Executive Director of Management Services be directed to implement the regulations and procedures necessary to facilitate these policies.

These policies are in response to a School Committee directive to revise existing policies and establish new policies relative to facilities usage, fees for outside users of facilities, an elimination of requests for fee and custodial/security cost waivers. The original proposed policies were discussed at a meeting of the Buildings and Grounds Sub-Committee last Spring and have been revised based on input from that meeting.

It should be noted that the Utility Usage Fee is a new fee that will impact on a number of outside users, including:

- Local Church Groups
- Groups of Private citizens using facilities for recreational meetings and social activities (auditoriums, cafeterias, etc.)
- Private Daycare Programs not operated by City Human Services Department
- Non-school fundraising groups

Cambridge Public Schools

Policies on Use of School Buildings - Table of Contents

- I. Policy on Use of School Buildings and Fee Schedules for Outside Users of School Facilities.
 - A. Purpose
 - B. Policy on Use of Facilities
 - C. Charges for Use of Facilities
 - D. Billing/Payment Requirements
- II. Policy on Approval of Custodial/Security Overtime for Outside Users of School Facilities Providing Activities for Cambridge Youth.
 - A. Purpose
 - B. Policy

Cambridge Public Schools

Facility Use - Fee Schedules

Custodial Fee Schedule - Effective 9/1/95

Monday - Saturday - Time and One-Half \$25.00/hr. 3-hour minimum

Sundays & School Holidays - Double Time \$35.00/hr. 3-hour minimum

Utility User Fee Schedule - Effective 9/1/95

<u>Type of Space</u>	<u>Rate Per Hour Air-Conditioned</u>	<u>Rate Per Hour Non-Air-Conditioned</u>
Classroom	\$ 5	\$ 2
Gymnasium	N.A.	5
C.R.L.S. Field House	25	N.A.
Auditorium - Elementary	10 (Tobin, King, Ken.)	5
- C.R.L.S. Theatre	25	
Cafeteria - Elementary	10 (Tobin, King, Ken.)	5
- C.R.L.S.	25	N.A.

Rental Fee Schedule - Effective 9/1/95
(Including Utility User Fee Costs)

<u>Type of Space</u>	<u>Rate Per Hour Air-Conditioned</u>	<u>Rate Per Hour Non-Air-Conditioned</u>
Classroom	\$ 25	\$ 10
Gymnasium - Elementary	N.A.	25
C.R.L.S. Field House or Gymnasium	100 (\$600/Max)	N.A.
Auditorium - Elementary	50 (Tobin, King, Ken.)	25

	C.R.L.S. Theatre	100 (\$600/Max)	N.A.
Cafeteria -	Elementary	50 (Tobin, King, Ken.)	25
	C.R.L.S.	100 (\$600/Max)	N.A.
	C.R.L.S. Garage (in conjunction with other space rental)	N.A.	150/day

Utility User Fees Examples:

1. Cambridge Residents request permit to use gym one night/week for 3 hours for school year (approx. 35 weeks).

Utility Fee	- 3 hrs. x \$ 5/hr. x 35 weeks = \$ 525
Custodian Overtime	- 3 hrs. x \$25/hr. x 35 weeks = <u>2,625</u>
	\$3,150

2. Cambridge Church Group requests permit to use auditorium (non-air-conditioned) for 4 hrs. each Sunday for 40 weeks.

Utility Fee	- 4 hrs. x \$ 5/hr. x 40 weeks = \$ 800
Custodian Overtime	- 4 hrs. x \$33/hr. x 40 weeks = <u>5,200</u>
	\$6,000

3. Cambridge Church Group requests permit to use approximately 30 classrooms on Sunday from 8:00 - 12:00 (4 hrs.) for 40 weeks.

Utility User Fee	- 4 hrs. x 30 rms. x \$ 2/hr x 40 wks.	= \$ 9,600
Custodian Overtime	- 4 hrs. x \$33/hr. x 40 wks. x 2 custodians	= <u>10,560</u>
		\$20,160

4. Neighborhood group requests permit to use auditorium on Saturday from 1:00 - 4:00 p.m. (3 hrs.)

Utility User Fee	- 3 hrs. x \$ 5/hr. = \$ 15
Custodian Overtime	- 3 hrs. x \$25/hr. = <u>75</u>
	\$ 90

CAMBRIDGE SCHOOL DEPARTMENT

159 THORNOKE STREET
CAMBRIDGE, MASSACHUSETTS 02141

September 13, 1994

To The Honorable Members of the School Committee:

Policy on Use of School Buildings and Facility Usage Fees

Recommendation: That the School Committee approve the attached set of policies on Use of School Buildings and Facility Usage Fees, effective November 1, 1994, and that the Secretary to the School Committee and Executive Director of Management Services be directed to implement the regulations and procedures necessary to facilitate these policies.

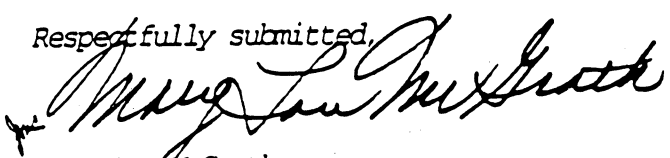
Description: These policies are in response to a School Committee directive to revise existing policies and establish new policies relative to facilities usage, fees for outside users of facilities, and elimination of requests for fee and custodial/security cost waivers. The original proposed policies were discussed at a meeting of the Buildings and Grounds Sub-Committee last Spring, and have been revised based on input from that meeting.

It should be noted that the Utility Usage Fee is a new fee that will impact on a number of outside users, including;

- Local Church Groups
- Groups of Private citizens using facilities for recreational purposes (gyms) or meetings and social activities (auditoriums, cafeterias, etc.)
- Private Daycare Programs not operated by City Human Services Department
- Non-school fundraising groups

Supporting Data: Rules of the School Committee - Chapter XVII - Use of School Buildings.

Respectfully submitted,


 Mary Lou McGrath
 Superintendent of Schools

MLM/tg

Cambridge Public Schools

Policies on Use of School Buildings

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 - D. Billing/Payment Requirements
- II. Policy on Approval of Custodial/Security Overtime for Outside Users of School Facilities Providing Activities for Cambridge Youth.
 - A. Purpose
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- III. Policy on School-Based Budget Allocations for Student/Parent/School Community Activities in Schools.
 - A. Purpose
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 - F. Procedures
- Appendix - Current Fee Schedule
 - Custodial Detail Timesheet

I. Policy on Use of School Buildings and Fee Schedules for Outside Users of School Facilities:

A. Purpose:

The purpose of this policy is to establish rules and regulations for permitting use of school buildings by outside, non-School Department users, and to establish standard Utility User Fees and Rental Fees for such users. "Waivers" for such fees are hereby eliminated.

B. Policy on Use of Facilities:

1. The use of all school buildings is governed by the General Laws of Massachusetts, Chapter 71, Section 71: "For the purpose of promoting the usefulness of public school property, the School Committee of any town may conduct such educational and recreational activities in or upon school property under its control, and, subject to such regulations as it may establish, and consistently and without interference with the use of the premises for school purposes, shall allow the use of the premises for school purposes, shall allow the use thereof by individuals and associations for such educational, recreational, social, civic, philanthropic and like purposes as it deems for the interest of the Community. The affiliation of any such association with a religious organization shall not disqualify such association from being allowed such a use for such a purpose. The use of such property as a place of assemblage for citizens to hear candidates for public office shall be considered a civic purpose within the meaning of this section."
2. University or college student groups which desire to rent an auditorium should channel their requests to the Secretary of the School Committee through an appropriate administrative officer of the college or university who has indicated willingness to take responsibility for the proper use of the facility. Universities desiring such arrangements shall indicate to the Cambridge School Department which administrative officer will act as liaison with the Secretary of the School Committee. In each request the administrative officer so designated shall certify to the Secretary of the School Committee that adequate facilities cannot be arranged at the university or college. The Secretary of the School Committee shall then grant the request, subject to the conditions outlined below;
 - a. The Cambridge School Committee, recognizing that the expression of controversial and unpopular views is protected by both the Federal and State Constitutions, will grant the use of its facilities for such educational, recreational, social, civic, philanthropic and like purposes as it deems for the interest of the Community in a reasonable and non-discriminatory manner, equally applicable to all and administered with equality to all.

- b. The School Committee recognizes its responsibility to determine whether the appearance of any speaker or any program will create injury to the public well-being, and to deny the use of the facilities in such cases.
3. School buildings shall not be used by outside organizations when school is in session, except by the vote of the School Committee.
4. Persons and organizations seeking or obtaining permits shall be responsible for compliance with all applicable laws and ordinances, including those requiring additional permits and/or licenses and for payment of applicable fees.
5. When a permit is issued for an event which is open to the general public, the holder of the permit may be required to furnish police protection. The Committee reserves the right of decision by its authorized agent who will notify the Police Department to furnish an officer. The officer is to be paid by the holder of the permit.
6. The City of Cambridge assumes no liability for injury to persons present in school buildings through the result of the permit issued to any organization or person. The City further accepts no liability for damage in the building and the holder of the permit agrees to accept the equipment as is, and is responsible for damages to the building and the equipment thereof and for all personal injury.
7. An outside user may request a permit for use of a space up thru June 30 of each fiscal year, and must renew the permit for the next year.

C. Charges for Use of Facilities:

1. Custodial/Security Fees - All outside users shall be fully responsible (with the exception of those who qualify as community youth service organizations under the Custodian Overtime Waiver policy) for paying custodial and/or security overtime costs, as determined by the School Department. The City of Cambridge Human Services Department Community Schools Program and Daycare Programs, by prior agreement, are allowed to use school facilities for their normal program activities without requiring custodial services. Such programs are responsible for appropriate cleanup of the areas they use, other than common areas which the School Department staff is responsible for cleaning. Human Service Program activities which involve commercial or business activities, shall be subject to full rental fees.

2. Utility User Fees - A "Utility User Fee" to cover the operating costs of spaces used shall be charged to all non-School Department users of school buildings, with the exception of the following;

- a. City of Cambridge municipal departments and programs, including Human Services programs.
- b. Cambridge Youth Service organizations that qualify for the Custodial Overtime Waiver Policy.

The Utility User Fee schedule shall be modified and approved from time-to-time by the School Committee and shall incorporate variable rates for different spaces such as classrooms, gymnasiums, auditoriums, etc., based on size and use of air-conditioning.

3. Rental Fees - A full Rental Fee shall be charged to non-School Department and non-City Department users of school buildings, with the exception of the following;

- a. Any Cambridge private secondary school may have rent free use of a Cambridge public school gymnasium, provided that:

1. said private school does not have its own gymnasium;
2. 50% or more of said private school's students are Cambridge residents;
3. any admission charged for the event or activity for which the gymnasium is used is only sufficient to cover costs of the event, including fees.
4. such use does not in any way interfere with any use scheduled by the Cambridge Public Schools;
5. all other requirements and provisions for use by an outside agency are met, including custodial, maintenance, utility user fees, and other costs, if any.

If for any reason, any one of provisions a, b, or c, cannot be met, the usual rental fee will be charged.

- b. Any group of Cambridge residents may have rent-free use of a school facility provided that;

1. 50% or more of said individuals are Cambridge residents (Proof of residency may be required, including lists of participants);
2. Any admission charged for the event or activity for which the facility is used is only sufficient to cover cost of the event, including fees;
3. Such use does not in any way interfere with any use scheduled by the Cambridge Public Schools;
4. The facility is not being used for commercial or business purposes;
5. All other requirements and provisions for use by an outside group are met, including custodial, utility user fees and other costs, if any.

- c. All other users shall pay a rental fee, in addition to custodial, security and other costs, as required.
- D. Billing/Payment Requirements: all fees are required to be paid in advance in order for a permit to be issued. Special payment procedures are authorized for extended-length permits of over three (3) months, as follows;
- a. An outside user may request a permit for a period exceeding three months, but may elect to pay partial fees in advance for a minimum of a three-month period at a time.
- b. As long as each three-month fee payment is received before the start of the period, the space will be reserved for that permit holder for the entire period.
- Example: Permit for September thru June use of Gym
Late August - Pay for Sept.-Nov.
Late November - Pay for Dec. - Feb.
Late February - Pay for Mar. - May
Late May - Pay for June
- c. If for any reason, the permit holder fails to pay the fee in advance of each successive period, the permit will be immediately revoked, and the space made available for use by any others who wish to use it.
- d. If a permit holder is "bumped" by a school activity which has a priority, they will be credited for such prepaid time upon prompt notification in writing to the office issuing permits.
- e. A permit holder who wishes to cancel a prepaid permit and apply for a refund must give 20 days notice.

II. Policy on Approval of Custodial/Security Overtime for Outside Users of School Facilities Providing Activities for Cambridge Youth

A. Purpose: The following policy is proposed to establish the regulations governing the use of the \$10,000 special budget allocation in the School Committee budget, which was allocated by the City Manager to the School Department to help defray the costs of non-municipal organizations providing services and activities for Cambridge children in public school buildings on a permit basis.

- B. Policy:
1. Eligible organizations shall be Cambridge based non-municipal organizations of Cambridge residents who are non-profit youth organizations or service organizations providing direct programs and services to Cambridge youth. Program participants shall include at least 50% Cambridge youth.
 2. Program services shall not be of a religious nature and shall not be discriminatory.
 3. Municipal departments and agencies shall be responsible for covering their own costs.
 4. Fund-raising activities shall not be eligible for such waivers, but shall cover costs out of proceeds.
 5. Every effort shall be made to schedule programs on a shared-facility basis to reduce costs. Users may be required to share facilities if determined feasible by school officials (School Committee Secretary and Executive Director of Management Services).
 6. No more than 50% of the total custodial fee cost for each applicant shall be offset by the waiver, in an amount not to exceed \$1,000 per applicant.
 7. Applicants shall be approved on a first-come, first-served basis on an annual basis, until the total \$10,000 budget is allotted. No additional requests shall be approved.
 8. All applications for custodial fee partial waiver shall require approval by both School Committee Secretary and the Executive Director of Management Services, in accordance with this policy.
 9. No waivers shall be approved that require payment of custodial fees at a double time rate, including Sundays and holidays.

III. Policy on School-Based Budget Allocations for Student/Parent/School Community Activities in Schools:

A. Purpose:

The purpose of this policy is to establish a Budget formula for the allocation of funds to schools to cover the costs of school activities including student social activities (dances, etc.), school fund-raising activities, scholarship fund raisers, parent meetings or social activities, and the like. Costs such as custodial overtime, security overtime, and other costs as determined by the school administration, in collaboration with School Councils, will be paid from this source of funds. Custodial/Security waivers and all other "fee waivers" for school-based activities are hereby eliminated.

B. Policy on School Use of Facilities:

The Principal of the school, acting as the agent of the Cambridge Public Schools, has the authority to approve use of the school for school-based student, parent, staff activities under his/her jurisdiction. The Principal may, at his/her discretion, determine whether or not a custodial or security overtime detail is required, and may conduct activities without authorizing such details. In such cases, the Principal, staff parents, etc. shall insure that spaces are cleaned and left in appropriate condition after use, and the Principal is responsible for ensuring the building is secured.

A "Building Use Permit" must be submitted by the Principal to the Office of the Secretary of the School Committee for evening, weekend and vacation period group activities to ensure that there are no conflicts in space use. However, the Principal has authority to approve such uses and additional approvals are not required. A copy of the "Building Use Permit" must be sent to the Plant Maintenance Office.

The Principal or his/her designee is responsible for notifying the Security Company of off-hours usage, entry, and proper close-up. Failure to do so that results in security call-back costs will be charged to school accounts.

C. Budget Allocation:

The formula for budget allocations to schools are as follows;

1. Elementary Schools Under 600 Enrollment
One activity per month @ 4 hrs. @ \$25/hr. = \$1,000
2. Elementary Schools 600 or Over Enrollment
Same as above plus 50% = \$1,500
3. CRLS
Two activities per month @ 16 hrs. (4 @ 4 hrs.) @ \$25/hr. = \$8,000

D. Use of Funds:

The Principal, in collaboration with the School Council, shall determine the use of these funds to support student, parent, fundraising, or other school-based activities. Funds shall not be used to support outside non-school activities. If a school decides that there are other educational or school community uses for these funds that are a higher priority than the designated purpose, the funds may be so used.

Schools may schedule activities that utilize these funds at their own discretion and will not lose funds if not used each month. The appropriate allocation amount shall be placed in each school budget and managed by the school, beginning in FY1994-95. At the end of the fiscal year, all budgeted funds which are unexpended revert to the General Fund of the City.

E. Elimination of Overtime Waivers:

Effective with implementation of this Policy, there shall be no waivers of overtime or other fees for school-based activities.

F. Procedures:

Whenever a custodial, security or other paid detail is to be paid from this budget, the Principal must sign off on a "Detail Overtime Timesheet" (sample attached) and send it to the appropriate office (Plant Maintenance or Security) for further processing for payroll. A copy should be maintained at the school.

1.

COMM. & REPORTS FROM
CITY OFFICERS

S-247

Comm. from the School Committee regarding
the use of school buildings and facility
usage fees.

In City Council,

July 31, 1995

*Placed on file
Referred to City
Manager on motion
of Councillor
Rush*