

COMMUNITY RELATIONS

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COMMUNITY USE OF SCHOOL FACILITIES

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Community Use of School Facilities Rental Policy

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Use of the Melrose Public School facilities is first and foremost for all school-related programs, including athletic and extracurricular. All schools have until October 15 of each year to book any school functions for the school year. After all School needs have been addressed, school-year rental priority will be determined by the Business Manager and Office of the Superintendent, first to recreational youth groups within the City of Melrose. Requests for use of school facilities should be made to the Business Office at least two weeks in advance. Requests must be approved by the Business Manager. At the time the rental agreement is signed, a certificate of insurance showing a one million dollar liability policy is required. The renter assumes responsibility for the facility being rented and is responsible for damage to the area being used. If the renter is classified as non-profit, a copy of the organization's 501-C3 certification may be required. It is the policy of the Melrose School Committee that no group will be allowed to utilize school buildings without a signed rental agreement. All rental activities must have adult supervision, including drop-off and pick-up of participants. It is the responsibility of the renter to obtain all applicable permits required for their rental. On days when school has been cancelled because of emergency conditions, all scheduled use by outside renters will automatically be cancelled unless notified otherwise. When possible, groups will be notified if there is a cancellation during a scheduled school day.

See Appendix Building Rental Application/Contract and Melrose Public Schools Facility Rental Policy.

MSC first vote 5/12/09
MSC second vote 5/26/09