

## **POLICY GOVERNING THE USE OF SCHOOL FACILITIES**

The Saugus School Committee recognizes that school facilities are valued community resources and should be available for use by responsible local organizations when there is no conflict with a recognized school need. However, the School Committee is also cognizant of the factor that there are costs related to the use of school facilities, and therefore has established the following fee schedule and procedures to govern the renting of schools.

Any non-Saugus public school group, using the facilities for professional fund raising, or any group charging a fee or working under a percentage arrangement must pay the appropriate rental fee.

All groups using the facilities must pay the applicable custodial fees.

All groups renting school facilities must put down a security deposit equal to one day's rental fee. This deposit will be returned once it has been ascertained that no damage has been done to school property. If requested by the school department, groups will have to be approved by the Saugus Fire Department.

### **RENTAL FEE SCHEDULE**

Saugus Religious Groups: \$1,000 per year

Other non-profit Saugus Organizations: 25% of the actual rate as listed below

All events where items are sold the additional cost will be as follows: High School-\$150, Middle School & Veterans School-\$100, all others \$50.00.

**Auditoriums:** Any group using an auditorium must pay \$687.00 per recital or performance and includes one (1) rehearsal date. If the auditorium is being used as a classroom, the fee will be \$125.00 for up to four (4) hours.

**Cafeterias:** Any group using the cafeteria at Saugus High School, the cafeteria at Belmonte Middle School, or the cafeteria at the Veterans Memorial School must pay \$206.00 per use. The rate for all other cafeterias is \$103.00 per day.

**Gymnasiums:** Any group using the gymnasium at Saugus High School, the gymnasium at Belmonte Middle School, or the Veterans Memorial School must pay \$179.00 per day. The rate for all other gymnasiums is \$89.00 per day.

**Classrooms:** Any group using a classroom in the Saugus Public Schools must pay \$55.00 per room for up to four (4) hours.

**Computer Labs:** Any group using a computer lab in the Saugus Public Schools must pay \$82.00 per room to up to four (4) hours.

Organizations wishing to use the facilities must fill out the appropriate forms at the Superintendent's office. Each group must also show proof of insurance.

In the event of two groups requesting a given space at the same time, an agreeable compromise will try to be arrived at. If this is not possible, the group with the earlier date in its request will prevail.

Approved by School Committee: May 22, 2003

Amended: October 27, 2006

Amended: