

Community Use of District Facilities Southern Berkshire Regional School District

Availability of District Facilities

District and/or school facilities will only be available for use by the general public when not otherwise required in connection with the educational mission of the Southern Berkshire Regional School District or its sponsored activities.

All persons or organizations interested in using any of the district facilities must apply to do so with the Events Coordinator. It is at the discretion of the Events Coordinator, in consultation with the Superintendent and Business Administrator to grant approval for the use of district and/or school facilities.

The allowance of such application will specifically grant the applicant permission to use the facilities and shall not vest any rights, which may be transferred to a third-party. The use of school facilities may be restricted so as to allow adequate time for the maintenance of said facilities by school personnel or contracting agents. The Events Coordinator and Superintendent/Business Administrator reserve the right to revoke such permission for breach of permit granted or of its rules and regulations. By allowing use of its facilities, under this policy, The Southern Berkshire Regional School District is not endorsing, supervising, or participating in the organizations using school property.

User Categories

For the purposes of scheduling priority and billing rates, organizations will be classified by the following categories:

- A. Municipal agencies or programs operated by non-profit organizations for the benefit of the Southern Berkshire Regional School District or its students.
- B. Non-profit, tax-exempt organizations for non-commercial purposes
- C. All other commercial purposes

Scheduling fees for the above categories are as follows:

Area to be used	Hourly Rates		
	A	B	C
Thomas A. Consolati Performing Arts Center (TAC-PAC)	0.00	20.00	\$35.00
High School or Elementary Library	0.00	0.00	\$15.00
Computer Labs	0.00	\$10.00	\$20.00
Classrooms, Eagles' Loft, and general purpose rooms	0.00	0.00	\$15.00
High School or Elementary Gymnasiums	0.00	0.00	\$15.00
High School or Elementary Kitchen/Cafeteria	0.00	0.00	\$15.00
Outdoor Fields and Playgrounds	0.00	0.00	\$15.00

Additional Service Fees

Custodial Service: Custodial services are billed at \$25/hour above normal duty hours. All users, regardless of category, will be required to reimburse the Southern Berkshire Regional School District for any additional expenses incurred for custodial services.

When the building is open during normal custodial duty hours, the Events Coordinator will determine if additional custodial services are required. Normal custodial hours are from 7 am to 11 pm, Monday through Friday. When the building is closed, the group shall be charged the custodial service rate from the time the building is opened until clean up is finished and building is closed.

Materials & Utilities: All users, regardless of category, may be required to reimburse the Southern Berkshire Regional School district for any additional expenses incurred for damaged materials and utilities that exceed normal expected use.

Additional Auditorium Fees:

Ticketing Fee: Commercial entities, charging admission to their event, will need to pay a ticketing fee of 10% per ticket.

Stage Fee: Groups requiring additional help in terms of lighting, sound, or audio-visual needs will be charged fees specific to the use of the auditorium. Students of Mt. Everett Regional High School, familiar with technical workings of the auditorium, are available for hire.

Level of Support	Description	Cost
Lighting Technician	Set up of lights and operation of lighting board	\$12/hr.
Sound Technician	Set up of microphones and operation of sound board	\$12/hr.
Projectionist/Video Technician	Set up and operation of video or computer and projector	\$12/hr.

Security Deposit: A security deposit may be required given the nature or duration of a particular event. Organizations renting school facilities will be notified of a security deposit before the issuance of a final contract.

Certificate of Insurance

Category “B” & “C”, as well as non-individuals in Category “A” users will be required to furnish proof that they have a suitable liability insurance policy covering any and all claims, which may arise from the use of district facilities. Such insurance shall provide for a minimum claim cover of \$1,000,000 per occurrence.

The insurance requirement will be waived for category “A” individual users, provided that they furnish the Southern Berkshire Regional School District with a binding “Hold Harmless” liability agreement.

Additional Information

Tobacco and alcohol are not permitted on the grounds or in the facilities of the Southern Berkshire Regional School District.