

Bedford Public Schools Community Use of School Facilities

It is the School Committee's desire that maximum use of school property be enjoyed by the townspeople. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school program use.

Use of school buildings and other facilities by organizations will be permitted only when an appropriate educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited.

School facilities will be used according to the regulations and rental fee schedules recommended by the Superintendent and approved by the School Committee.

Permission for the use of facilities must be obtained through the Business Office of the Bedford School Department Administrative Offices, where applications are available for this purpose.

School facilities are available for the following:

- Public-school activities
- Parent-teacher activities
- Meetings and activities sponsored by the School Committee and School Personnel
- Official town public hearings, meetings, and political activities (elections)
- Recreation Department activities
- Local nonprofit and noncommercial organization activities
- Local civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town
- The activities of other organizations when approved by the School Committee and Business Office

Preference for Booking:

- School activities (BTSN; Parent/Teacher; Open House; Dept. Meetings; Class Events, etc.)
- Athletic activities
- Town Meetings/Elections
- Recreation Dept. activities
- All other community activities

CLASSIFICATIONS

Rental fees are based on user classification as follows:

Class 1 – School Sponsored Groups

- Events authorized and signed by a school faculty member
- Events for varsity sports and parent booster groups
- Recognized school-related organizations such as POMs/Destination Imagination, etc.
- Meetings by official town groups and boards

FEES: Custodial fees (on weekends) and appropriate kitchen detail fees will be charged when required.

EXCEPTIONS: There may be custodial charges assessed on large, school-sponsored fundraisers that generate custodial work. This will be determined on a case by case basis as outlined in the Custodial Maintenance Bargaining Agreement.

Class 2 – Town Departments

- Groups in this category are Town of Bedford Departments such as BOH/DPW/Rec. Dept./ Town Clerk /Town Manager

FEES: Fees will be charged for all events including those requiring custodial coverage. Kitchen detail fees will be charged as applicable. Rental fees will be charged for fundraising events.

EXCEPTIONS: Rec. Dept. is only charged for custodial details required for weekend use and kitchen worker details required for cooking classes.

Class 3 – Community Organizations

- Groups in this category are Bedford groups/individuals whose main purpose is social, educational, cultural or recreational and NOT school-related. Examples include scouts, social clubs, and town youth/adult sport organizations.

FEES: Fees will be charged for all events including those requiring custodial coverage. Kitchen detail fees will be charged as applicable. Rental fees will be charged for fundraising events.

EXCEPTIONS: Rec. Dept. is only charged for custodial details required for weekend use, kitchen worker details required for cooking classes, and special events such as annual dance recital.

Class 4 – Events for personal or commercial benefit of an organization or individual not a Bedford Resident

- Groups in this category include businesses, musical groups, drama productions, etc. and all others utilizing the buildings for personal or commercial benefit.

FEES: The renting group will be invoiced for all room rentals, custodial details, kitchen worker details, A/V student details, and equipment usage.

School Building Reservation Process

1. School Calendars will be posted to SchoolDude online scheduler no later than the 2nd week in September of the current school year. Black-out dates, dates where the school building space will be unavailable for use such as Back-To-School Night/Open House/ParentTeacher Conferences/Celebrations of Learning/Bedford Unplugged/Musical Performances/School Dances will be included in the schedule. If adjustments need to be made last-minute, affected groups (Athletics/Rec./Scouts/Sports) will be notified ASAP.
2. Group requesting room will contact Business Office via email or phone call to request Facility Rental Form application. Internal groups set up on the SchoolDude website may request via online scheduling program (such as Rec. Dept.).
3. Special events/unusual activity requests must be submitted to the Business Office for approval prior to submitting a booking via form or online scheduler. Business Office will contact the affected Principals/Facilities/DPW/Police/Music Department/Audio Visual as needed for approval.
4. Requests submitted to the Business Office Monday thru Thursday during the school year by 3:00 pm will receive confirmation of approval/denial within 24 hours. If request is submitted after 3:00 pm on Friday during the school year, group will receive confirmation of approval/denial by the following Monday at 3:00 pm (provided Monday is not a holiday). School vacation and summer requests will be handled by the Office Manager if needed but majority of summer/vacation requests are to be submitted to the Business Office at least one week prior to the first date requested. (Facilities are not available to outside concerns during summer break.)
5. When at all possible, groups booking events will not have to share rooms/areas unless no other option can be determined. If doubling up is needed, both groups will be notified ahead of time and given the option to relocate or reschedule for another day/time.
6. Recreation seasonal schedules approval/denial will be given within one week if possible depending on when the request was received in the Business Office (i.e. over a school vacation/long weekend/summer break).
7. After event schedule has been approved, if for any reason the organization no longer needs the room or the class/event is canceled, the Business Office must be notified at least 24 hours prior or organization will be billed a processing fee for event plus custodial/kitchen details if they had been scheduled.
8. All events must have an adult in attendance to supervise. BHS students may not be considered on-site adult supervisors.
9. Events/schedules that require a custodial/kitchen/AV detail:
 - a. Weekend use of buildings
 - b. Events that require special set-up/break-down or extra cleaning due to decorating/large crowds/etc. as determined by the Business Office administration
 - c. Public performances based on location and number in attendance
 - d. Events that are serving food with over 75 in attendance
 - e. Events booked in the cafeteria at any of the four schools. Once kitchen area is unlocked, a kitchen worker must remain on-site in accordance with Food Services Bargaining Agreement
 - f. Agreements confirmed with Business Office regarding summer use or weekly use (examples: Rec. Dept./Tzu-Chi School)