

Exhibit A
Reading Public Schools
Facility Use Rules and Regulations

All authorized persons or organizations must comply with the following rules and regulations for use of school buildings in the Town of Reading, as approved by the Reading School Department January 2014.

The School Committee and/or the Superintendent of Schools reserve the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of the school buildings.

Under School Committee Policy KF, it is the desire of the School Committee 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 a worthy educational, civic, or charitable purpose will be served; or a substantial group of citizens from the community will be benefited. School facilities shall be used in accordance with the regulations and rental fee schedules established herein.

School Facilities will be available for the following:

1. Public school activities
2. Parent-teacher activities
3. Official town public hearings and political activities
4. Meetings and activities sponsored by the School Committee and school personnel
5. Local nonprofit and noncommercial organization activities
6. Civic, educational, social, and religious organization activities if a substantial portion of the members are residents of the town
7. The activities of other organizations when approved by the School Committee or Superintendent

Priority shall be given to request for use of school facilities as follows:

1. School activities.
2. Town meetings and elections.
3. Community activities.

A. AUTHORIZATION

1. The Reading School Committee authorizes the School Department to process appropriate permit requests for use of school buildings and parking lots, and to collect the designated fees.

2. The Director of Finance and Operations or his/her designee will make the determination on the specific space available that is appropriate for the individual request.
3. In the event of a request that is non-routine in nature, the Director of Finance and Operations will refer the request to the Superintendent of Schools for further action.
4. Requests for use of athletic fields, other than the RMHS Stadium and Practice Fields, and other outdoor areas, except parking lots, are made to the Reading Recreation Department, Reading Town Hall, 16 Lowell Street.

B. PERMIT PROCESS

1. Applicant must be at least 21 years of age, a Reading resident, or representative of a legally organized and incorporated organization.
2. Requests for permits must be submitted through Reading Public Schools' on-line scheduling system which can be accessed through our website at www.reading.k12.ma.us by clicking first on "Resources" then, "Rental Opportunities" and then the "Reserve Space Here" hyperlink. If you are unable to access the website, contact the Facility Rental Coordinator for assistance between the hours of 9:00 a.m. and 4:00 p.m. by calling (781) 942-9123. Requests must be submitted at least 10 working days in advance of the requested event. Requests may not be made through custodians or other school personnel. The Facility Rental Coordinator may waive this requirement if he/she deems the request to be an extraordinary event. Rental minimum times will be outlined in the rental fee schedule.
3. Scheduling priority will be given to groups in the following order: 1) Reading Public Schools, including its Community Education Programs, Parent-Teacher Organizations, and other school-related clubs and organizations the School Committee recognizes; 2) Reading Recreation Department and other Town government departments/boards/committees; 3) Reading non-profit organizations; 4) all other groups that comply with Reading School Committee policies.
4. In consultation with School Administration, the Facility Rental Coordinator will determine locations in buildings that are not available for permits, and time frames not available for permits.
5. In order to be given priority, school requests for September through December events must be received by June 15 and requests for January through June events must be received by October 15. Permit requests from all non-school organizations will not be considered until after July 31st. In the event that a late request from a priority group is received, the Facility Rentals Coordinator will make the determination for use, in consultation with the Director of Finance and Operations, if needed. In certain circumstances, non-school groups may be bumped for school activities.
6. Groups requesting multiple uses should submit full schedule requests by July 15 for fall events; by November 15 for winter events; and by January 15 for spring events. Changes to the original requests must be submitted **on-line** and received at the Facility Rental office at least 10 days in advance of the change. The Facility Rental Coordinator may waive this requirement if he/she deems the request to be an extraordinary event.
7. Elections (local, state, federal) held in school buildings will take precedence over other activities and events for scheduling purposes. Special or unforeseen elections may supercede or "bump" previously scheduled permitted events.
8. Summer requests involving building use involving building use are infrequently granted so that all schools can be cleaned and repaired for fall use. Exceptions are provided for

Community Education programs; teacher training, workshops and/or meetings; and the Recreation programs.

9. In some instances a police detail and/or fire detail may be required. Ordinarily, if an event is expected to draw 200 or more attendees, event organizers must contact the Police and Fire Departments to determine if such details are required.
10. The person submitting the permit request will be the primary contact for the program to be held under that permit. That person's electronic signature on the online submission on-line submission will signify understanding and acceptance of all rules and regulations, responsibility for payment of all designated fees, and the responsibility for all rules being followed by the participants in the program. Failure to follow regulations and/or make appropriate payments will affect permit requests by this individual's organization in the future.
11. A written notice of cancellation via email to the Facility Rental Coordinator or via fax at 781-942-5436 is due at least fourteen days prior to the scheduled use for weekday events, the Failure to provide written cancellation notice will require full payment of any fees required by the approved permit. Cancellation made within 72 hours of the event will result in forfeiture of the rental fee deposit.
12. Permits may not be shared with other groups, without written permission of the Facility Rental Coordinator. The "subletting" of permits is strictly prohibited and will result in revocation of future building rental rights. A Certificate of Liability Insurance in the amount of \$1,000,000 single and \$3,000,000 aggregate is required. The certificate must be submitted to the Facility Rental Coordinator prior to the final permit being issued.
13. Any unchartered, unincorporated, and informal group or individual using school facilities without a Certificate of Liability Insurance must submit a letter to the Facility Rental Coordinator stating the lack of insurance and requesting further information. Those groups may be required to sign a statement releasing and forever discharging the Town of Reading and all their offices, agents, employees from liability.

C. RENTAL and CUSTODIAL FEES

1. No custodial fee will be charged when there is a regularly scheduled custodian at the requested building and no services are requested. A fee will be charged when a custodian must come on duty for the permit or provide services beyond opening and closing the facility. When required, custodial fees will include a minimum of one-half hour before the activity commences and one half-hour following the conclusion of the activity to secure the facility. The custodial fee may be split between groups if more than one group holds a permit at the same building during the same time span, with approval of the Facility Rental Coordinator.
2. Custodial fees are charged for the time necessary to prepare the facility for use, cleanup, and secure the facility after use. Under no circumstances shall a custodian be responsible for the supervision of participants before, during, or after an activity.
3. There will be a two-hour minimum on weekdays and three-hour minimum for custodial services on weekends, with at least 30 minutes reserved at the conclusion of the event for clean-up services.
4. The permit holder must sign the overtime sheet at the conclusion of the event, if a custodian was on duty or was required to stay later than the originally scheduled hours.
5. The current custodial fees are listed in Appendix B.

6. A rental fee will be charged to all groups, **except** Reading Public Schools and their events/programs, including athletics, Community Education, music, drama; Reading Public School Parent-Teacher organizations and their events/programs; Town of Reading municipal departments, boards, committees, and their events/programs. There is no automatic exemption provided to individuals or organizations that are raising funds for any of the above noted exempted groups. The rental fee is set for individual schools and individual spaces, and can be seen in Appendix B.
7. A permitted group must pay the rental fee for each and every space used for each individual occurrence used in an individual day.
8. All rental and custodial fees are payable to the 'Town of Reading' in a manner set forth below. Fees payable to the police and fire department must be made directly to those departments in a separate check.
9. A rental fee deposit is due at the time of the signing of the rental agreement. All remaining balances are due 30 after the event. A final invoice will be sent to the group after the event has taken place. Failure to make timely payment may result in revocation of future rental rights.
10. Rates and fees are subject to change without prior notice.

D. USE OF BUILDINGS

1. Persons and organizations renting school facilities are restricted to the specific area(s) approved and the nearest restroom facilities.
2. The rental of school facilities shall not be allowed while school is in session.
3. Alcoholic beverages of any kind are prohibited on school property
4. Smoking is prohibited everywhere inside school facilities, on school grounds, and within 1000 feet of school grounds, and within 1000 feet of school grounds.
5. Reading School Facilities are latex free facilities. No balloons of any kind, latex tubing, gloves, or other latex containing products are to be brought into school facilities.
6. Refreshments of any kind except water are prohibited inside all classrooms, gymnasiums, and auditoriums.
7. Established capacities shall not be exceeded under any circumstances.
8. All decorations used, including sets, scenery, costumes, and furnishings must be flame retardant and adhere to local and state fire codes.
9. Outside of school hours, school program use of building space will be scheduled through the Facility Rental Department to avoid conflicts with other groups, and to ensure custodial coverage and enforcement of the rules and regulations. "Outside School Hours" shall include after 5:00 PM on school days, all weekends, all holidays and all school vacations, including summer.
10. Weekday rentals (Monday through Thursday) shall not extend beyond 11:00 PM without the written permission of the Director of Finance and Operations or his/her designee.
11. As listed in Section B, priority for use of school buildings is given to school programs. No non-school event will be scheduled before 5:00 PM when school is in session without written approval of that individual school's principal. No tours of facilities during school hours, for potential permit holders, will be conducted without approval of the school's principal.
12. All requests prior to 5:00 PM will be scheduled by the building principal. All such requests that extend beyond 5:00 PM must be scheduled in collaboration with the Facilities Department to avoid conflicts after 5:00 PM.

13. The High School Athletic Director will submit schedules and be provided space for games and practice sessions at the High School, and other school buildings, as needed. **All use of space must conform to the most current Massachusetts Interscholastic Athletic Association's (MIAA) rules and regulations.** Individual coaches may not submit requests for practice space in addition to that requested by the Athletic Director. Programs not conducted under the auspices of the Athletic Director may not request facility space through the Athletic Director.
14. In the event of inclement weather, post-season participation, or emergency, the High School Athletic Director may reschedule a game within MIAA rules, superseding previously scheduled permits. The Athletic Director will inform the Facility Rental Department about all cancellations and make-up games at the earliest possible time, so that groups holding permits can be contacted and be given the opportunity to make alternate plans.
15. No school employee will hold fundraising events without written permission of the building Principal, who will insure that all legal requirements have been met, including but not limited to the School Committee Policy on Public Solicitations; IRS rules; MIAA regulations; and state law.
16. If a school building is closed due to unforeseen circumstances, i.e. weather, or electrical/heating problems, permits will automatically be cancelled. The Facilities Department office will attempt to alert primary contact, if time allows, prior to permit time.
17. The Reading School Committee or its designee reserves the right to cancel any performance or other activity involving a School Facility whenever, in its sole discretion, such cancellation is deemed to be in the best interest of the Reading Public Schools or the Town of Reading.
18. Failure to comply with these rules and regulations may result in the forfeiture of the future right to rent any Reading School facilities.

E. CUSTODIANS

1. A custodian on regular duty will not be available for service during the time of the rental, except in cases of emergency. The responsibility of a regularly scheduled custodian will be limited to opening/closing the facility. In the event that extra duties are needed, the group holding the permit will be charged for the custodian's time needed for the activity or to clean up the facility.
2. Under no circumstances shall a custodian, either on regular duty or assigned for a specific program, be responsible for supervision of participants before, during, or after an activity. Adequate and responsible adult (ages 21+) supervision shall be provided at all activities involving youth, and said supervision must be present throughout the program. Entry into the facility will not be permitted until the responsible supervision is present, and at the conclusion, the supervisor must remain until the last youth has safely left school property.
3. The custodian will only provide spaces/equipment that are approved on the permit, and will not authorize any other space/equipment without approval of the Director of Facilities or his/her designee.
4. In the event that the services of a custodian are needed, a custodian will be assigned by the Director of Facilities or his/her designee, and may not be chosen by the permit holder.

F. FIRE SAFETY REGULATIONS

1. Open flames/smoke are not permitted in any school location without a permit from the Reading Fire Department. Use of matches, candles, incense, and pyrotechnics are strictly prohibited.
2. **Depending on the nature of the event, certain permits may be reviewed by the Reading Fire Department for compliance with the Massachusetts Board of Fire Prevention Regulations ([527 CMR](#)) other local bylaws and regulations to determine whether a Firefighter must be hired through the Reading Fire Department.** The Firefighter's role will be to insure that occupancy limits have not been exceeded; to monitor that all egress areas remain available for use and are marked; to check that all fire protection devices are working; to insure that all fire codes are followed; to respond to any immediate fire emergency and evacuation; and to perform as first responder to any medical emergency.
3. In the event that a Firefighter must be hired, there is a four-hour minimum payment requirement for their services.
4. The fire official may require an inspection of decorative materials or installation of additional electric equipment prior to use. If additional electrical work is deemed necessary to provide alternative stage or theatre lights and sound, a request for such work must be submitted to the Director of Facilities and shall only be performed by the Reading School Department's approved electrical contractor or licensed personnel.
5. The Reading Fire Department must provide a permit for use of a smoke machine. In the event it is approved, a Firefighter must be hired during the use, as he/she will temporarily disconnect the fire protection system in the area in which the smoke machine is being used.
6. In accordance with Massachusetts Board of Fire Prevention Regulations ([527 CMR](#)), the room or facility occupancy capacity cannot be exceeded. Occupancy capacity is posted in each major area of assembly.
7. Emergency egress areas should be identified to all attendees at the beginning of each program or activity.

G. POLICE SAFETY REGULATIONS

1. **Depending on the nature of the event, certain permits may be reviewed by the Reading Police Department for compliance with Massachusetts General Law and local regulations to determine whether a Police Detail must be hired through the Reading Police Department.** The Police Detail's role will be to provide security to the facility; insure that vehicles are parked legally; and insure that emergency vehicles have access to the facility. If a Firefighter is not present on site, the Police Detail will provide first responder first aid in the event of an accident or injury.
2. In the event that a Police Detail must be hired, there is a four-hour minimum payment requirement for their services.
3. In accordance with [MGL, Chapter 138, Section 1](#), no person shall possess or consume an alcoholic beverage within the limits of any park, playground, public land or public building owned or under the control of the Town of Reading, except with written permission of the appropriate controlling Town tribunal.
4. In accordance with [MGL, Chapter 272, Section 40A](#), any person who gives, sells, delivers or has in his possession any alcoholic beverage in any public school or any premises used

for public school purposes is subject to imprisonment or fine. [MGL Chapter 272, Section 40A](#) also authorizes the School Committee to grant permission to a public or non-profit organization using a public school building during non-school hours to possess and sell alcoholic beverages, provided such organization is properly licensed under the provisions of [MGL Chapter 138, Section 14](#).

5. In accordance with [MGL, Chapter 101, Section 22](#), no person, including licensed hawkers and peddlers, shall sell or offer to sell items within 1,000 feet of any school during hours that school is in session until one hour after closing of the schools. No person shall sell or offer to sell items within 1,000 feet of any recreational area in organized use, including school grounds.
6. Parking regulations will be strictly enforced at all times, regardless of time of day, day of week, or time of year.

H. BOARD OF HEALTH REGULATIONS

1. Smoking is not permitted in any school building or on any school grounds, in accordance with [MGL Chapter 71, Section 37H](#) of the Education Reform Act of 1993 and Article 1 of the Reading Board of Health regulations.
2. A temporary food permit and license fee may be may be required for any event that involves the sale or distribution of food, in accordance with the Reading Board of Health regulations. If food will be sold or served, please contact the Board of Health Department at Reading Town Hall, 16 Lowell Street, Reading or call (781) 942-6653. It is important to contact the Board of Health well in advance of your event to give sufficient time for processing permits.

I. TOWN CLERK REGULATIONS

1. A request for a raffle permit must be submitted to the Reading Town Clerk's Office in order to hold a raffle or bazaar, according to [MGL, Chapter 271](#). A raffle is defined as "an arrangement for raising money by the sale of tickets, certain among which, as determined by chance after the sale, entitle the holders to prizes." A bazaar is defined as "a place maintained by the sponsoring organization for disposal by means of chance of one or both of the following types of prizes: (1) merchandise, of any value, (2) cash awards, not to exceed twenty-five dollars each." An example of a bazaar is a Las Vegas Night. There is a permit fee charged at time of application.
2. Any person wishing to hold an auction must apply for a permit through the Reading Town Clerk's Office, according to [MGL, Chapter 100](#). A copy of the application will be reviewed by the Reading Police Chief and returned to the Town Clerk with a recommendation. There is a permit fee charged at time of application.

J. USE OF GYMNASIUMS

1. Hardball sports are not permitted in gymnasiums, for the protection of walls, lighting fixtures, and floor surfaces.
2. **Food and beverages are not permitted in gymnasiums.**
3. No tape may be added to the gymnasium floors or walls without the approval of the building Principal or his/her designee.

4. Custodians may change the height of an adjustable basketball backboard, with the approval of the building Principal and/or Director of Athletics. Permit holders may **not** change the backboard heights themselves. If the desired height is other than the standard height for that particular gym, the permit applicant must submit the desired heights in writing on the permit application. There is no guarantee that the request will be honored.
5. Appropriate athletic footwear is required on gymnasium floors. Black soled shoes, cleats, certain “street or dress shoes” and spiked heels can damage the floor surfaces. Care should be taken to remove sand and grit from the soles of shoes to lessen damage to floor surfaces.
6. The posted occupancy limit may not be exceeded.

K. USE OF RMHS STADIUM FIELD, TRACK, OR PRACTICE FIELD

1. Events Sunday through Thursday shall end by 9:00 p.m. Events on Friday and Saturday shall end by 10:00 p.m.
2. Such events shall be limited to sporting events only (e.g. football, soccer, field hockey, lacrosse and track).
3. Outdoor band rehearsals/events Saturdays, Sundays and holidays shall not extend beyond 8:15 p.m. when using outdoor fields.
4. The stadium shall not be used for organized games/events prior to 9 a.m. on Saturday, Sunday and holidays.
5. Practice shall begin no earlier than 8 a.m. on Saturday, Sunday and holidays; however, there shall be no cheering or use of whistles, PA systems, or musical instruments prior to 9 a.m.
6. The School District shall implement a traffic management control program to ensure that traffic associated with the events has dispersed as soon as possible. This plan should request that participant busses access and exit the Stadium via Birch Meadow Drive and Main Street (Rt. 28)
7. To aid in dispersing fans quickly after the game ends as a means of reducing noise levels, the stadium lights shall be turned off 20 minutes after the event.
8. Prior to the start of each school year, the School District will notify the RMHS neighborhood of known nighttime activities that will occur on the RMHS Stadium field. This will include the schedule for sporting events, band events/practice, and potential dates for playoff games.
9. For student spectators, all school rules will apply at all school events in the stadium.
10. For all spectators, in accordance with applicable laws, alcohol or illegal substances are not allowed on the school premises. In addition, in accordance with law, smoking on school premises is not allowed.
11. In rare circumstances the Superintendent of Schools (for school activities) or the Town Manager (for town activities) may make exceptions to the above guidelines.
12. These guidelines shall be reviewed by the administration at the close of each season.

L. USE OF AUDITORIUMS/PERFORMANCE CENTERS

1. **Food and beverages are not permitted in Auditoriums or Performance Centers.**
2. Refreshments may be served/sold in the lobby area outside of the Auditorium or Performance Centers with the prior permission of the Director of Finance and Operations, and/or the School Principal and only with an approved temporary food permit from the Reading health Department. Use of the school cafeteria or kitchen is not included and must

be rented for an additional fee. If both the Performance Center and other school facilities are rented, additional custodian(s) will be assigned and the renter will be charged in accordance with the Schedule of Rental and Custodial Fees.

3. Permit holders, at conclusion of event, should pick up performance programs and other handouts.
4. The posted occupancy limit may not be exceeded.
5. School equipment located in the auditorium, including lighting systems, sound systems, and pianos or other musical instruments, cannot be used without prior written approval. Reading Public Schools reserves the right to require the employment of RPS approved technicians for operating its lighting and sound systems. Any expenses related to the employment of such technicians shall be at the sole expense of the renter or renting organization.
6. Rental fees do not include parking lot attendants, use of free standing spot-lights, ticket printing or sales, ushers, additional stage lighting, additional sound equipment, concession sales, or special effects.
7. Stage curtains shall not be altered or removed.
8. Tape used to mark the state floor shall be plastic and easily removable. Masking or duct tape are not permitted. At the conclusion of the activity, all tape and other alterations to the stage must be removed.
9. At the conclusion of the rental, the stage shall be returned to its original condition.
10. No alterations or changes shall be made to the stage counterweight systems or the cables on the stage fly bar units.
11. Rehearsals shall not begin before 4:00 p.m. on weekdays.
12. The permit request should include a request for length of time allowed to keep sets or scenery in place for performance, and this request will be reviewed by the building principal and Facility Rental Coordinator. The final determination will be based on other known uses and needs for the space.

M. USE OF KITCHENS

1. If the permit request requires use of kitchen facilities or equipment, the permit must be reviewed by the Director of School Food Services/designee to determine whether a member of the Food Services staff must be present during use. The School Food Services staff person would be responsible for insuring adherence to all health and safety regulations, supervision of proper use of the equipment; and supervision of clean-up. A fee will be charged in the event a School Food Services staff member must be on duty, to cover the cost of his/her time. The hourly fee is listed in Appendix A.
2. There is a two-hour minimum for Food Service staff on special duty.

N. USE OF TECHNOLOGY AND AUDIO VISUAL EQUIPMENT

1. If a permit request includes the use of televisions, microphones, VCR or DVD players, computers, sound systems, lighting, computers, sound systems, lighting, or any other type of technology and/or audiovisual equipment, the Performing Arts Department Head, or school Principal must approve the permit. A determination will be made on the availability of the equipment and on the need for a Technology staff member to be present during use. In the

event a Technology staff person must be on duty, a fee will be charged to cover the cost of his/her time. The hourly fee is listed in Appendix A.

2. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.

O. ACCIDENTS AND DAMAGE TO BUILDINGS

1. In the event of an accident during the time of the permit renters should immediately contact the Facility Rental Coordinator or his/her designee to file a formal accident report. The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay will lead to denial of future permits for that individual and organization.
2. Additional charges for property damage must be paid within 30 days of receipt of notice and shall be payable to the Town of Reading.
3. The permit holder is responsible for surveying the room(s) provided by the permit prior to use, and notifying the custodian immediately if there are any problems that could jeopardize the safety of any individual.
4. In the event that damage to the facility or equipment occurs, the custodian must be notified immediately. Permit holders may not make any repairs without the approval of the Director of Facilities or his/her designee.