

DEDHAM PUBLIC SCHOOLS

Rental Policy

Regulations and Instructions

The use of public school facilities for school-related purposes will take precedence over all outside use, and such use is exempt from all charges with exceptions as noted and defined. School facilities will be used according to the regulations and rental fee schedules established in this Policy.

The School Committee retains the right to deny the use of school facilities to any group if it deems the use is detrimental to the interest of the community or interferes with the operation of the schools. School Committee reserves the right to make changes, deletions and / or additions to this policy if deemed appropriate for the School Department.

1. **Implementation:** The Superintendent of Schools, or his/her designee, is responsible for the implementation of this Policy and shall have the final decision in all scheduling.
2. **Fee Class Definitions:** The following three classes of eligible users have been established.
Class I – School.
Class II – Non Profit Dedham Community Youth Groups, and Organizations: This includes any non-profit groups, or organizations who are Town of Dedham residents. Examples of this Class are: Dedham Youth Football, Dedham Lacrosse, Dedham Youth Soccer, or other similar groups, as deemed appropriate by the School Committee.
Class III – All other groups, organizations and activities: This includes all groups, organizations or activities which do not meet the requirements of Class I or II, including individuals, private and commercial groups, societies, religious organizations, non-profits and registered public charities.
3. **DEDHAM PUBLIC SCHOOLS FUNCTIONS TAKE PRIORITY** over all other requests. In the event of a scheduling conflict, approval of event is contingent upon factors such as availability, suitability, overbooking, staffing, or other conflicts.
4. **REQUESTS** for use of school facilities must be submitted at least THREE (3) weeks in advance of the proposed event.
5. If **AUDIO/VISUAL SERVICES** / (Lighting, Sound, Film, or Video Projection, etc.) are required, you **MUST** submit your request specifying these details at least six (6) weeks in advance. You must contact the Audio/Visual Director of that facility **BEFORE** filing this application to ensure that these services can be provided and staffed.
6. The applicant will pay a **RENTAL FEE** according to the School Committee Policy. This fee is to be paid no later than seventy two (72) hours prior to the event. **CHECKS** can be made payable to **DEDHAM PUBLIC SCHOOLS** and sent to Dedham Public Schools c/o Administration Office, 100 Whiting Avenue, Dedham, MA 02026.
7. A separate fee will be paid for the **CUSTODIAN(S)**. They will provide you with a written invoice, payable within 72 hours. **NOTE: SET-UP and CLEAN UP TIME will be INCLUDED.**
8. The applicant, or designee, agrees to be present **PRIOR TO, DURING AND AFTER THE EVENT**. The school facilities shall only be made available for the hours shown on permit (open and close times). Renters must abide by these times and the Superintendent's Office may stop any event that has gone past the permit time. No rental shall begin before 8:00 am or extend beyond 10:00 pm without approval from the Superintendent's Office.
9. No liquor, no smoking on school property. Eating or drinking of any food /beverage is not allowed except in the cafeteria. School kitchens are **NOT** available. No **OUTSIDE VENDORS**.
10. For student events, applicant must provide sufficient **ADULT** supervision. Events that require the use of the Ladies room at the High School or Middle School may require a matron to be in attendance.
11. Applicant must hire **POLICE DETAIL** - one officer per 200 spectators (200 plus may require additional police). Applicant must adhere to **ALL MUNICIPAL AND STATE SAFETY CODES**. Public **OCCUPANCY** must not exceed the number on the **OCCUPANCY CERTIFICATE**.
12. Staging, outboard electrical equipment, special effects equipment, additional lighting, additional power, etc., must be approved by **FIRE, Health and Building Departments** 48 hours prior to the event.
13. **ARRIVAL / DEPARTURE TIMES:** The school facilities shall only be made available for the hours shown on permit (open and close times). Renters must abide by these times and the Superintendent's Office may stop any event that has gone past the permit time. No rental shall begin before 8:00 am or extend beyond 10:00 pm without approval from the Superintendent's Office.
14. **EQUIPMENT USE** – No equipment shall be used by renters unless it is specifically listed on the approved rental application. Organizations wishing to bring equipment into schools as part of rentals shall make arrangements at the time of the rental application, and such equipment shall be removed by the end of the rental period. The Dedham School Department takes no responsibility for any equipment brought into the schools.
15. The Cost to repair any damage as a result of **USE / MISUSE** will be charged to applicant. After the event, the facility must be restored to its **ORIGINAL CONDITION** (complete removal of floor tape, posters, props, scenery, equipment, etc.).
16. **ALL LIABILITY IS THE SOLE RESPONSIBILITY OF THE APPLICANT.**
17. Failure to comply with these regulations will result in forfeiture of fees and any future right to rent or use the facilities.

**THIS FORM (THREE COPIES) NEEDS TO BE SUBMITTED TO THE ADMINISTRATION BUILDING ALONG WITH ADDITIONAL PAPERWORK.
FAILURE TO SUBMIT COMPLETE PAPERWORK WILL DELAY PROCESSING YOUR REQUEST.**

DEDHAM PUBLIC SCHOOLS

Use of School Facilities

2022-2023 Rental Fees

	DEDHAM RESIDENTS	FULL COST
MS/HS GYMNASIUM	\$45.00/hr.	\$90.00/hr.
MS/HS AUDITORIUM	\$70.00/hr.	\$140.00/hr.
MS/HS COMPUTER LABS*	\$65.00/hr.	\$135.00/hr.
MS DLL*	\$65.00/hr.	\$135.00/hr.
HS CAFETERIA	\$74.00/hr.	\$148.00/hr.
MS/HS CLASSROOM	\$15.00/hr.	\$30.00/hr.
ELEMENTARY SCHOOLS		
GYMNASIUM	\$30.00/hr.	\$60.00/hr.
AUDITORIUM	\$30.00/hr.	\$60.00/hr.
CLASSROOM	\$15.00/hr.	\$30.00/hr.

*DPS Personnel are required to be hired when renting these rooms. Additional paperwork is needed.

Note: Rental fees are due no later than 72 hours prior to the event. Checks should be sent and made payable to:

DEDHAM PUBLIC SCHOOL FACILITIES FUND
 C/O Administration Building
 100 Whiting Avenue
 Dedham, MA 02026
 Attn: Ginger Cullen, Business Office

Separate checks should be issued for rental fee, custodian, and matrons if needed.

Custodians: \$42.06/hr (based on current year contractual agreement). Paid directly to custodian prior to organization leaving the premises. Custodian hours include set-up and preparation time. Please note: Cash will not be accepted.

Computer and/or Audio Visual Services: \$45.00/hour plus equipment fees and additional personnel fees. Contact Main Office of the school to be used.

Police Detail: Required for events over 200 participants. Contact Dedham Police Department 781-751-9322 to arrange. Payment is made directly to the Officer on duty. Police details must start 45 minutes prior to event and extend 45 minutes after event.



The Dedham Public School does not discriminate on the basis of race, color, religion, national origin, sex, gender identity, sexual orientation, age, genetic information, ancestry, military status, disability, pregnancy, or pregnancy related condition in its educational activities or employment practices.

Administration Building, 100 Whiting Avenue, Dedham, MA 02026 • (781) 310-1000 www.dedham.k12.ma.us