RENTAL POLICY FOR SCHOOL FACILITIES
Effective December 8, 2011

It is the School Committee's desire that use of school property be enjoyed by Norwood residents. It is the Committee's intent that such use will maintain safe conditions and preserve the property for school use. Under M.G.L. Chapter 71, Section 71, the School Committee is empowered and required, subject to such regulations as it may establish and without interference to its regular school program, to allow the use of school premises

> "*by individuals and associations for such, educational, recreational, social, civic, philanthropic, and like purposes as it deems for the interest of the community*."

The law further states that the affiliation of any such association with a religious organization shall not disqualify the association of such use, and that public schools may be used as places of assemblage for citizens to hear candidates for public office.

Therefore, 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.

School Committee approval shall be required for any exceptions to the fees and charges hereunder. 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 School Department.

A. **Implementation:** The Superintendent of Schools, or the Director of Buildings and Grounds as his/her designee, is responsible for the implementation of this Policy and shall have the final decision in all scheduling, permit issuances and interpretation of the Policy, unless otherwise directed by the School Committee.

B. **Fee Class Definitions:** The following three classes of eligible users have been established. The Buildings and Grounds Office shall have sole authority to determine the Class to which an individual, organization or activity requesting rentals should be assigned.

Class I – School and Town Department Related: School or Town Department is defined as a department, committee, or commission that is subject to appropriation by Town Meeting or exists as a requirement of state statute. An extension of this includes organizations, which are independent from the government structure, but are integral to the function or operation of the Town, as determined by the School Committee. School or Town employees desiring to rent school facilities will be considered Class II.

Class I also includes recognized Non-Profit Parent Groups: Parents who formally organize as a Parent Teacher Association (PTA) or Parent Teacher Organization (PTO) will be treated as a School Department. Although these groups may or may not be nonprofit organizations, formed by parents, and independent of public schools and/or controlled by schools, school districts, and school employees, their mission is to support and fund enrichment and curriculum standards for the ***classroom*** students attending the Norwood Public Schools. Typically, there is one recognized parent organization per school. This definition includes formally organized groups who are broad based in their support of students attending the Norwood Public Schools. Non-profit Parent Groups that form for a specific and narrow purpose to support a specific ***extracurricular activity*** in which a student participates (e.g., performing arts or sports) where the majority of the funds are used to support only that specific extracurricular activity would also be included in this definition provided there is a pre-existing recognized student organization by the Principal. Examples of these parent groups are: Norwood Boosters, Norwood Parent Music Association (PMA), Norwood Gridiron Club, Norwood Diamond Club, Backstage Boosters, or other similar groups, as deemed appropriate by the School Committee.

Class II – Non-Profit Norwood Community Groups, Organizations and Activities: Any non-profit group, organization or activities, **composed entirely (100%) of members who are Town of Norwood residents.** Examples of this Class are: Norwood Little League, Norwood Youth Football, Norwood Lacrosse, Norwood Youth Soccer, Norwood Basketball Association, Norwood Boys and Girl Scouts, Norwood Community Concert Band, South Norwood Committee, or other similar groups, as deemed appropriate by the School Committee. **Non-profit groups, organizations or activities which are comprised of a *majority* of Norwood residents shall be considered as Class III.**

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*.

* Non-profits or registered public charities operating a **one time** fund-raising event for the exclusive benefit of the Norwood Public Schools may be considered as Class I if approved by School Committee.

This Policy does not apply to Organizations which have negotiated separate lease agreements with the Norwood School Committee for space at the Savage Educational Center.

C. **Rental Fees and Custodial Charges:** Norwood School Committee will lease its facilities and will charge for both rental fees and custodial costs based on the following schedule:

RENTAL FEE SCHEDULE AND CUSTODIAL CHARGES						
High School						
RENTAL SPACE & CLASS	**CLASS I**		**CLASS II**		**CLASS III**	
	Rental Fees	***Custodial Charges**	**Rental Fees**	***Custodial Charges**	**Rental Fees**	****Custodial Charges**
Classroom	$0	$0	$20/hr	$0	$60/hr	$36/hr
ψComputer Lab	$0	$0	$25/hr	$0	$75/hr	$36/hr
½ Gymnasium	$0	$0	$35/hr	$0	$100/hr	$36/hr
Full Gym	$0	$0	$60/hr	$0	$180/hr	$36/hr
Locker Rooms (Each)	$0	$0	$25/hr	$0	$75/hr	$36/hr
ψψAuditorium	$0	$0	$80/hr	$0	$250/hr	$36/hr
ψLecture Hall	$0	$0	$50/hr	$0	$150/hr	$36/hr
Cafeteria	$0	$0	$40/hr	$0	$125/hr	$36/hr
ψLibrary	$0	$0	$40/hr	$0	$125/hr	$36/hr
Bathrooms 136 and 140	$0	$0	$18/hr	$0	$50/hr	$36/hr
ΩTurf Field	$0	$0	$55/hr	$0	$165/hr	$36/hr
Press Box	$0	$0	$12/hr	$0	$35/hr	$36/hr
Savage Center and Coakley M.S.						
RENTAL SPACE & CLASS	**CLASS I**		**CLASS II**		**CLASS III**	
	Rental Fees	***Custodial Charges**	**Rental Fees**	***Custodial Charges**	**Rental Fees**	****Custodial Charges**
Classrooms	$0	$0	$10/hr	$0	$35/hr	$36/hr
Gymnasiums	$0	$0	$25/hr	$0	$85/hr	$36/hr
Auditorium (Coakley)	$0	$0	$25/hr	$0	$100/hr	$36/hr
Auditorium (Savage)	$0	$0	$20/hr	$0	$85/hr	$36/hr
Cafeteria (Coakley)	$0	$0	$25/hr	$0	$60/hr	$36/hr
Library (Coakley)	$0	$0	$20/hr	$0	$75/hr	$36/hr

All Other Schools						
RENTAL SPACE & CLASS	**CLASS I**		**CLASS II**		**CLASS III**	
	Rental Fees	***Custodial Charges**	**Rental Fees**	***Custodial Charges**	**Rental Fees**	****Custodial Charges**
Classrooms	$0	$0	$10/hr	$0	$35/hr	$36/hr
Gymnasiums	$0	$0	$20/hr	$0	$45/hr	$36/hr
Cafetorium	$0	$0	$15/hr	$0	$45/hr	$36/hr
Library	$0	$0	$15/hr	$0	$40/hr	$36/hr

Rental Fees and Custodial/Grounds/House Manager Charges Notes:

1. Total cost to the renter is the sum of the rental fees and applicable Grounds/House Manager/Custodial charges.
2. *Custodial charges of $36/hr apply to Class I and II when facilities are rented during hours that the school is not normally open, including Saturdays, Sundays and holidays, or when otherwise required due to the nature of the event, such as PTO/PTA events which require additional custodial support.
3. **Custodial charges of $24/hr apply to Class III when facilities are rented during rentals that take place during normal work hours when custodians are in the building.
4. ψ Technology House Manager charges of $35/hr apply to Class I and II when these spaces are rented and renter requests use of computers or other Technology equipment in these spaces.
5. ψψ Auditorium House Manager charges of $35/hr apply to Class I and II when this space is rented and renter requests use of control room, lighting, audio board, rigging or other equipment in this space.
6. Ω Grounds worker charges of actual labor rate time 1.5 apply when the turf field is rented for 4 or more hours in one day.
7. **Minimum rental period is 2 hours** and rentals shall be made in full hour increments.
8. Excluding the High School, maximum daily rental fee for Class II is $75 per rental space/room, and maximum daily rental fee for Class III is 6 hours of rental charges per rental space/room, with rental period not to exceed 8 hours. Custodial charges apply per the schedule.
9. Renters shall only be allowed to use the building spaces or grounds for which they have rented and are paying for.
10. Additional custodial, Grounds and House Manager charges may apply as indicated elsewhere in this Policy.
11. Cafeteria rentals do not include use of the Kitchen, unless approved by the Buildings and Grounds Office.
12. Long-Term Class II Rentals: Rental fees for long-term rentals (over 500 hours per year) shall be negotiated with the Director of Buildings and Grounds, independent of the established rates in this schedule. Final long-term rental rates shall be approved by the Superintendent, who will inform School Committee via information packet. Custodial charges apply per the schedule. No spaces in the High School will be included in Long-Term Agreements.
13. Due to limited parking in the area, rentals at the Coakley Middle School will be very limited during the months of April, May and June. The Director of Buildings and Grounds will evaluate and approve or decline all requests at the Coakley during this period.
14. There will be a $1 per ticket sold additional fee charged to Class III renters that charge admission at the door for a rental activity in the Auditorium or Gymnasium.
15. Refer to Sections P and Q of the policy for additional requirements pertaining to the High School.

D. **Custodial Charges:** Custodial charges are additional to rental fees, and are applicable as indicated below. Custodians are responsible for the care of the School Department's buildings, equipment and facilities, including cleaning after the rental use.

1. Custodial Rates vary by Class and also depend of whether or not custodians are working in the school building during the rental. The nature of rentals also determines the degree of custodial support required.
2. At least one custodian shall be in the school at all times during a rental. Minimum one hour of custodial charges beyond the rental period shall apply to allow for opening, setup and closing of the facility. *Note: Minimum custodial charges will be three (3) hours, due to the 2 hour minimum rental.*
3. Standard rate for custodial charges is $36 per hour effective as of December 8, 2011, and shall be increased annually on July 1st, to reflect contractual salary increases of custodial staff.
4. Class I and II Rentals: Except as otherwise indicated, there are no custodial charges for Class I and Class II rentals which take place during time periods when custodians are working in the building during their normal shifts. Custodial charges of $36 per hour apply to Class I and II when rentals take place during times when custodians are not normally working in the building, including Saturdays, Sundays and holidays. Custodial charges of $36 per hour may also apply during certain rental periods when custodians are working in the building, such as for special events requiring additional custodial support, such as certain PTO/PTA events.

a. PTO/PTA Custodial Waiver Limits: An established limit of waived custodial charges will be established by the Buildings and Grounds Office for each school's PTO/PTA in Class II rentals which take place when custodians are not working in the building. When this hourly limit is exceeded at each school, custodial costs in this category shall be paid for by the PTO/PTA.

5. Class III Rentals: Custodial charges of $36 per hour apply to Class III for rentals which take place during times when custodians are not in the building, including Saturdays, Sundays and holidays. A custodial rate of $24 per hour shall apply for rentals which take place during times when custodians are in the building during normal working hours, and shall also be increased annually to reflect contractual salary increases.
6. Rentals which include large numbers of people as defined in this Policy, or which result in extraordinary custodial duties shall require the number of custodians at the number of hours as determined by the Director of Buildings and Grounds.
7. Large Groups: Additional custodial support is required for large groups. When there are less than 100 people in attendance, one (1) custodian will be required; between 100-300 people in attendance two (2) custodians will be required; between 300-600 people in attendance three (3) custodians will be required; between 600-900 people in attendance four (4) custodians will be required; and over 900 people in attendance five (5) custodians will be required. *Renter is responsible for contacting the Norwood Police and Fire Departments to make the necessary arrangements and is responsible to pay for the cost of all details that may be required by either department.*

E. **House Manager Charges:** House Manager charges are additional to rental and custodial fees, and are applicable when the Auditorium is requested for rent, or when technology equipment in the Lecture Hall, Library or computer labs are requested. House Managers are responsible for the care of the School Department's buildings, equipment and facilities.

1. Auditorium House Managers perform all tasks related to the operation of equipment in this space including: projection rooms, audio booth, house/theater lighting and rigging. Renters are not permitted to bring in their own operators.
2. Technology House Managers oversee the use of computers, Eno (Smart) Boards, projectors, dvds and related technology in computer labs, the Lecture Hall and the Library, when a renter specifically requests use of such equipment as part of their rental. This manager does not provide educational instruction and only show how the equipment is operated.
3. Standard rate for House Manager charges is $35 per hour effective as of July 1, 2011, and shall be increased annually on July 1st, to reflect contractual salary increases of staff.
4. House Managers shall be present for the entire duration of a rental period, plus one-half hour before and one-half hour after the rental for setup and closeout procedures.

F. **Grounds Charges:** Grounds charges are additional to rental and custodial fees, and are applicable when the Turf Field is requested for rent. Grounds workers are responsible for the care of the turf field, track, Press Box and associated equipment and facilities.

1. A minimum of 2 hours of Grounds crew charges shall apply for each turf field rental of 4 hours or longer.
2. If access is requested by the renter for use of bathroom facilities within the school building, additional rental and custodial charges apply.
3. Grounds crew pickup and empty trash barrels around the field, perform grooming of the turf field, open and close Press Box when rented as part of the field and operate irrigation system if required to cool the field.
4. Standard rate for Grounds crew is actual salary rate time 1.5 as of July 1, 2011, and shall be increased annually on July 1st, to reflect contractual salary increases of staff.

G. **Payments and Deposits:** Fees and custodial, grounds and house manager charges are payable on receipt of invoice and due within 30 days of invoice date. Continuously late payments or failure to make payments will result in the inability of a group or individual to rent any school facilities in the future, and may result in legal action. The School Department requires a certified check at the time of rental application as a security deposit for certain spaces at the High School. A $1,000 security deposit is required for rental of the Turf Field, Auditorium, Library and Lecture Hall. A $500 deposit is required for rental of the computer labs. Deposits may also be required for other significant rental requests, and deposits will be applied towards the final invoice for the rental.

H. **Permits:** An approved Permit, issued by the Buildings and Grounds Office, is required for all rental events, functions, and usage. An approved "Application for Building and Facility Use" form is a prerequisite for consideration of a permit request. No permits will be issued to a person under 21 years of age. A copy of the permit shall be held by the representative of the group during the rental period, and shall be shown to custodial staff when requested. Permits will be mailed to renters along with an estimate bill (where appropriate).

I. **Rental Request Submittal Requirements:** Information regarding rental of school facilities can be found on the Norwood Public Schools website. As part of the rental request, the following items shall be properly completed and submitted to the Buildings and Grounds Office as one package (incomplete or incorrect submittals will not be evaluated): "Application for Building and Facility Use" form, "Hold Harmless Agreement and Hazing Law" form, Insurance Certificate

and a copy of the driver's license of the person making the rental request on behalf of a group, organization, activity or themselves. Rental request submittals must be received by the Buildings and Grounds Office **at least 10 days before the date of the rental request.**

J. **Insurance Requirements:** All Class II and III renters shall purchase and obtain Commercial General Liability insurance with a minimum $1,000,000 limit per incident ($3,000,000 General Aggregate). The Town of Norwood shall be named as additional insured and shall also be identified as the certificate holder. Insurance shall be specific to the requested rental, including listing of school building, and shall be valid for the rental period. Provide update certificates as necessary.

K. **Cancellations:** The School Department reserves the right to cancel or move the location of all rentals as may be required: to accommodate school functions, due to bad weather conditions or other emergencies, unavailable custodial staff, or due to unanticipated conditions. All rental activities will automatically be cancelled on the days that school has been cancelled. The Buildings and Grounds Office will make reasonable efforts to notify renters of changes and cancellations. The applicant shall submit a written notice requesting cancellation of, or changes to, an approved permit. The request must be received at the Buildings & Grounds Office no later than 9:00 am three business days prior to the event. Email notification is acceptable – contact the B&G Office for email information. It is the responsibility of the applicant to verify receipt of written or email notification by calling (781) 440-5830. A $50 administration fee will be assessed for each date cancelled/changed. *Failure to provide or receive written notice using these timelines will require **full payment** for all hours requested on the approved application.*

L. **Permit Revocation:** The Buildings and Grounds office may revoke a permit at any time, if it is determined that the rental activities are not in accordance with the Policy or if it is otherwise determined that the rental activities are not in the best interest of the School Department.

M. **Supervision:** An appropriate level of adult supervision (minimum 21 years of age) shall be provided at all times during the rental. Attendees or participants of the rental shall not enter school areas that are outside of the rented space or associated common space (bathrooms and hallways). It is the responsibility of the rental supervisor to notify the School Department custodian on duty when trespassers or uninvited guests are found in the school. Under no circumstance will custodians or any other School Department staff be responsible for supervision of participants before, during or after an activity.

N. **Playing Fields and Other School Facilities:** Rental of school department playing fields is managed and scheduled through the Town of Norwood Recreation Department, except for fields at the High School. See Section Q. for High School field rental information. Standard rental rates have not been established for use of parking lots at any school. Rental requests for these facilities will be negotiated with the Buildings and Grounds Office on an as-needed basis.

O. **Parking:** Parking for rental activities, including attendees, participants and guests, shall be within designated parking areas only. Cars parked in areas not intended as parking spaces (such as on grass or sidewalks), or in other areas which the School Department deems to create safety problems, will be ticketed and/or towed from the site at no cost to the School Department.

P. **Additional High School Requirements and Information:** The following rental requirements are applicable to the High School, in addition to all previous requirements of the policy:

1. Food and Drink: Food and drink will only be permitted in the Cafeteria and the Gym Lobby when appropriate protective measures are taken for the flooring. Water will be permitted in the Gymnasium.
2. Capacities - The school has the following capacities:
    a. Auditorium: 800 seats with 8 handicap
    b. Auditorium stage: 80' wide by 48' deep
    c. Gym: 18,000 sf – 2 full size basketball courts or 4 cross-courts
    d. Gym Bleacher Seating: 386
    e. Cafeteria: 78' x 92' area – 420 seat capacity
3. Auditorium:
    a. Auditorium House Manager is required for this rental, in addition to custodial support.
    b. Equipment that may be used includes: Speaker system, video projection system, clear-com communications system, microphone systems, assisted listening system, complete theatre lighting system, complete theatre hoist and rigging system, and control room.
    c. Rental of the Auditorium shall include the following ancillary spaces: Ticket/Concession Booth, Lobby C115, Bathrooms 150A and 154A, Control Room 257 (projection booth) and Drama Classroom 127 (for stage prep/dressing room).
    d. Class III users shall pay an additional $40 per use charge for use of the piano and a piano tuning charge of $150 may be charged if the piano is moved and requires retuning.
    e. Submit details of proposed use (dance, play, show, meeting, etc.) on application.
    f. Equipment must be set up and removed within the rental period.
    g. No nailing into the stage, no open flame, no pyrotech. Flame retardant materials shall be used.

h. Permission shall be obtained from the Norwood Fire Department as necessary for stage performances.

4. Computer Labs, Library and Lecture Hall:
    a. Technology House Manager is required for this rental, in addition to custodial support, when use of technology equipment is requested in these spaces.
    b. Equipment that may be used includes: Eno (Smart) interactive boards, computers, DVD/VHS, document camera, ceiling mounted digital projector and Bose sound system.
5. Gymnasium:
    a. Equipment that may be used includes: Speaker system with microphone, bleachers, some chairs and tables and score board (renter must provide their own controller).
    b. Rental of the Gymnasium shall include the following ancillary spaces: Ticket/Concession Booth, Lobby C115, Bathrooms 150A and 154A (Locker Rooms and Walking Track **not** included).
    c. One-half or the entire gymnasium can be rented.
    d. Hardball sports and floor hockey are prohibited. No tape shall be added to the floor.

Q. **Additional Turf Field Requirements:** The following rental requirements are applicable to the turf field at the High School, in addition to all previous requirements of the policy:
1. Field, Track and Press Box: Rental of the turf field shall include the track, but the Press Box shall be rented separately.
2. Long-Term Rental: There shall be no long-term rental agreements for the field.
3. Grass Field: The grass field in front of the school shall not be rented.
4. Food and Drink: Food and drink will only be permitted in designated areas. Only water is allowed on the turf field and track.
5. Restroom Facilities: Temporary/portable toilet facilities will be provided by the School Department in the vicinity of the track and field. Use of the bathrooms within the school must be rented separately and will also incur custodial charges.
6. Grounds: Support for field grooming, trash pickup, Press Box opening/closing and irrigation control is required for rental of the turf field depending upon the rental duration or if deemed to be required by the Buildings & Grounds Office.
7. Equipment: Included in rentals includes lacrosse nets and football pylons for end zones (track equipment is not included).
8. Turf Field and Track Limitations: To ensure the conditions of the warranty are maintained, the following must be strictly adhered to:
    a. No: bikes, cleats on tracks, rollerblades, skateboards, baby carriages, motor vehicles, animals, sports drinks, soda, gum, seeds, chewing tobacco.
    b. No shop puts (rubber tipped javelin and discus acceptable)
    c. No tents with stakes
    d. Smooth bottom blocking sleds
    e. No "cinder track" spikes
    f. Assemblies with platforms and chairs shall be limited and precautions shall be taken to avoid damage.

R. **Miscellaneous Requirements and Provisions:**
1. **Designated Point of Contact:** Each rental request shall include the name and contact information of a single person who will be that organizations only point of contact with the School Department for scheduling and rental coordination purposes.
2. **Damages:** The renter shall be responsible for the entire cost to correct any and all damages that occur to buildings or grounds as a result of their rental, whether caused by attendees or participants, as determined by the Buildings and Grounds office. Failure to pay for such damages within 30 days of receiving demand from the School Department shall result in immediate cancellation of all rentals for this organization and will result in the inability of a group or individual to rent any school facilities in the future, and may result in legal action. Security deposits will be kept when appropriate to help cover costs of damages.
3. **Behavior:** Rude, offensive or illegal behavior or language by any attendees or participants of a rental shall be considered grounds for immediate revocations of permits, including but not limited to the following:
    a. **Smoking and Tobacco:** Smoking and use of tobacco products is prohibited in all school buildings and on all school property is indicated in Massachusetts General Laws (MGL).
    b. **Alcoholic Beverages:** Alcoholic beverages are prohibited in all school buildings and on all school property.
    c. **Illegal or Illicit Drugs:** Illegal or illicit drugs are prohibited in all school buildings and on all school property.
    d. **Weapons:** Weapons, including knives and fire arms, are prohibited in all school buildings and on school property.
    e. **Food and Drinks:** Food and drinks are permitted only when indicated on an approved Rental Application form, and only in approved areas.
    f. **Attire:** Proper dress and attire shall be work at all times by attendees or participants in rentals. Shirts and

shoes shall be worn at all times, and appropriate athletic shoes shall be used on athletic floors.

4. **Arrival and 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 Buildings and Grounds Department may stop any event that has gone past the permit time. No rental shall begin before 7:00 am or extend beyond 10:00 pm without approval from the Buildings and Grounds Office.
5. **Access:** School Department representatives shall have access to all school areas during rentals.
6. **Gambling:** No permits will be issued when the primary purpose of the event is to conduct games of chance (e.g. Las Vegas Nights or Casino Nights). Renters must be in compliance with MGL Chapter 271 Section 7a.
7. **Hardball Sports:** For the protection of walls, lights, fixtures and floor surfaces, hardball sports will not be permitted in any school facilities. Rubberized baseballs/softballs will be considered acceptable for use on a limited basis, except at the High School, and subject to approval of the Buildings and Grounds Office. Repeated damage caused by these sports may result in permit revocation.
8. **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 School Department takes no responsibility for any equipment brought into the schools.
9. **As-Is Conditions:** School buildings, facilities and equipment shall be accepted by renters in their existing "as-is" condition. Reasonable accommodations and repair attempts will be made where possible to facilitate rentals.
10. **Coakley and Savage Auditorium/Stage Requirements:** If a trained operator is needed for stage, lighting, curtains, scenery, sound and/or audio-visual equipment, then the renter shall provide such a person(s) at their own cost, who is acceptable to the Fine Arts Department and the Buildings and Grounds Office. See Section P for requirements at the High School.
11. **Summer Requests:** Summer rental requests are rarely granted, so that all schools can be cleaned and repaired for fall use.
12. **Back-up Rain Sites:** School buildings are not available for use as back-up rain sites. Rental permits are required for all rentals. If a rental is cancelled with insufficient notice, penalties shall apply per this Policy.
13. **Refunds:** No refunds will be issued for any individual, group or activity which has had permits revoked.
14. **Decorations:** Decorations are permitted only if they conform to State and Norwood Fire Department regulations and they do not interfere with the regular school program. Nothing should be pinned to curtains or drapes, nothing can be nailed to floors or walls and nothing can be tacked or stapled. Tape must be completely removed.
15. **Other Renters:** The School Department may rent separate space within a school building to more than one group at any one time. Each renter shall abide by their permits and shall share common space such as hallways and bathrooms as necessary.
16. **Heating and Cooling:** Only custodians shall be allowed to control heating and cooling functions within rented space.

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