

Section F Contents

FACILITIES DEVELOPMENT GOALS.....	2
RETIREMENT OF FACILITIES.....	3
NAMING NEW FACILITIES.....	4
MEMORIALS.....	5
COMMUNITY USE OF SCHOOL FACILITIES.....	6

FACILITIES DEVELOPMENT GOALS

Section F: Facilities Development	File: FA
-----------------------------------	----------

The School Committee believes that educational program is influenced greatly by the environment in which it functions. The development of a quality educational program and of school facilities that help implement that program must go hand in hand.

Therefore, it is the Committee's goal to provide the facilities needed for the number and educational requirements of students in the school system and to provide the kind of facilities that will best support the educational program. To best use local resources, it is the Committee's intent, wherever possible, to partner with the Massachusetts School Building Authority.

Recognizing that school facilities are long-term community investments, the Committee will develop projects that reflect cost-effective designs, are consistent with good engineering practice, and use high quality construction, with attention to current and future technological practices for students, faculty, and school staff. Sites will be chosen to meet the educational need, maximize the use of any available community resources, and minimize any possible adverse education, environmental, social, or economic impacts on the community.

SOURCE: MASC August 2016

LEGAL REF.: M.G.L. 70B

963 CMR [2.00](#)

References:

Source: MASC August 2016

Version Control

Action	Date
First Reading	10/16/2017
Second Reading	11/6/2017
Adopted	11/6/2017

RETIREMENT OF FACILITIES

Section F: Facilities Development	File: FCB
-----------------------------------	-----------

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitations, and cannot reasonably and economically be brought up to the current educational standards, the building should be considered for a comprehensive closing study. The Superintendent will recommend to the School Committee, which facilities appear to justify further analysis.

The School Committee may seek both professional advice and the advice of the community in making its recommendations as to the retirement of any school facility. This will permit the public, which originally acquired the property, to benefit from its recycling or retirement.

A closing study will include direct involvement by those neighborhoods considered in the study and will be concerned with all or some of the following factors:

1. Age and current physical condition of the facilities, its operating systems, and program facilities
2. Adequacy of site, location, access, surrounding development, traffic patterns, and other environmental conditions
3. Reassignment of children, including alternative plans according to Committee policy
4. Transportation factors, including numbers of children bused, time, distance, and safety
5. Alternative uses of the building
6. Cost/Savings
 - a. Personnel
 - b. Plant Operation
 - c. Transportation
 - d. Capital Investment
 - e. Alternative Use
7. Continuity of instructional and community programs

SOURCE: MASC

Version Control

Action	Date
First Reading	10/16/2017
Second Reading	11/6/2017
Adopted	11/6/2017

NAMING NEW FACILITIES

Section F: Facilities Development	File: LBC
-----------------------------------	-----------

Naming a school facility is an important matter that deserves thoughtful attention. Personal prejudice or favoritism, political pressure, or temporary popularity should not be an influence in choosing a name for a school, a portion of a school, or a portion of school grounds. Whenever possible, the wishes of the community, including parents and students, should be considered in naming school facilities.

The School Committee has the authority to approve the naming and renaming of buildings, structures, and facilities located on school property. The School Committee also has the authority to name subsections of existing structures or facilities, such as classrooms, auditoriums, and gymnasiums. The School Committee may elect to authorize the designation of naming rights for specific portions of our facilities to the Newburyport Education Foundation through advanced approval of a list of naming opportunities to be reviewed annually.

Names and/or wording associated with school facilities shall be consistent with school district policies and promote messages aligned with the mission, vision and goals of the school district. To the extent possible, names and/or wording should be designed not to restrict the use of a space or inhibit changing the function of the space should that become necessary in the future.

When the opportunity to name or dedicate a new school or school related property, structure or facility is forthcoming, an orderly procedure will be communicated at the next available School Committee meeting. The Committee's agendas should clearly reflect the intent to consider, review, and vote on naming opportunities.

Submission of a name for a school space may be made by any resident or by the Superintendent, in writing, and should be made to the School Committee Chair. If a name is being initiated at the local school level, the Principal must take reasonable steps to include the School Council and PTO in the nomination of the name before submission to the School Committee.

The written request should specify the intent of the requestor and the reasons why this particular name would fit the facility. It should offer appropriate background information on the person or organization after which the facility will be named. An offer of a financial contribution to the School District may accompany the naming request, but the School Committee is not obligated to accept or reject a name based upon financial considerations alone. Philanthropic contributions in support of the School District are encouraged by the School Committee. The School Committee may acknowledge generous donors by designating appropriate spaces within the School District's facilities consistent with the level of financial commitment.

Following the submission of a naming request, the School Committee Chair will specify a consideration period that allows for public comment, following which the Committee will deliberate and vote on the name.

Version Control

Action	Date
First Reading	10/16/17
Second Reading	11/6/2017
Adopted	11/6/2017

MEMORIALS

Section F: Facilities Development	File: FFA
-----------------------------------	-----------

The School Committee recognizes that the death of a student, member of the staff, or prominent community member is deeply felt by the school community. As places designed primarily to support learning, school sites should not serve as the main venue for permanent memorials.

Permanent memorials within the schools may be limited in form to perpetual awards or scholarships.

Any permanent memorials in existence before the adoption of this policy can only be removed by a vote of the School Committee.

SOURCE: MASC August 2016

Version Control

Action	Date
First Reading	10/16/17
Second Reading	11/6/2017
Adopted	11/6/2017

COMMUNITY USE OF SCHOOL FACILITIES

Section F: Facilities Development	File: FG
-----------------------------------	----------

1. It is the policy of the School System to encourage the use of school buildings and grounds by responsible Newburyport organizations and individuals for such educational, cultural, recreational, social, civic, philanthropic, and like purposes subject to any regulations which it may establish from time to time.
2. The use of a school facility will not be granted to any person or persons for individual gain, whether financial or other.
3. The School Committee prohibits the use of alcohol in any building or on any school campus.
4. The use of a school facility will not be permitted if such use interferes with a school function or activity.
5. In acting on requests for the use of school facilities, the School System will not discriminate on the basis of race, sex, religion, national origin, or political viewpoint.
6. The Superintendent of Schools has the final authority in defining the classification of a particular group.

School Facilities/Fields rentals are at the discretion of the Superintendent of Schools. Rules and procedures for for facilities use are attached and form part of this policy.

SOURCE: School Committee April 2015

Version Control

Action	Date
Adopted	4/28/2015
Updated	11/2015
Updated	3/11/2017
Updated	6/4/2017
Updated	10/16/2017
Adopted	11/20/2017

RULES FOR USE OF NEWBURYPORT PUBLIC SCHOOL FACILITIES

1. **Application forms to request the use of any school facility, including gymnasium shall be obtained through the Office of the Principal**, at least 14 days prior to event or event series. The Principal shall have the sole discretion to grant permission for the use, or to recommend changes in the request for all non-profit groups or entities. Each building principal may establish additional guidelines related to the uniqueness of his/her building. Renter has discretion to change use of facilities based on weather or other circumstances.
2. The person, persons, or organizations, granted the use of the Public School Facility shall assume full liability for any damage to the building, equipment, or grounds resulting from such use. No scenery, furniture or other fixture shall be attached to any part of the building without the express permission of the School Building Principal.
3. The applicant shall pay the established fee for the use of the Facility. **Checks are payable to “Newburyport Public Schools” and sent, along with the signed agreement to, Bresnahan Elementary School, c/o Office of the Principal, 333 High St., Newburyport, MA 01950; or Nock Middle School, c/o Office of the Principal 70 Low St., Newburyport, MA 01950; or Newburyport High School, c/o Office of the Athletic Director, 241 High St., Newburyport, MA 01950.**
4. **Building Use Forms must be submitted a minimum of 14 days in advance of an event or activity. Any requested changes to an existing reservation must be made a minimum of 72 hours in advance of the event or activity; or in the event of weekend building use, by close of business on the previous Wednesday.**
5. The applicant shall pay for such police, firemen, and custodial service as may be required by the Superintendent of Schools/designee. Payment for such services shall be made directly to the Newburyport Public Schools on the basis of a statement provided by the School Department to the applicant.
6. Custodians shall be provided by the school and shall be assigned in accordance with the provisions of the collective bargaining agreement. We understand that a custodian is required one hour before and event and a minimum of one hour after departure for clean-up. It is also understood that after 6:00 PM two custodians are contractually required to be in the building and if there are no other activities in the building we will be billed for the cost of both custodians. (The Director of Facilities reserves the right to assign additional custodians to work larger events. Every effort will be made to notify the renter in advance if this is necessary.)
7. In no case shall any person other than a regular employee of the School Department, or a person approved by the School Department, be permitted to perform any service connected with the operation of the building or grounds, or any part of its equipment.
8. The applicant shall assume full responsibility for adhering to and enforcing State and Federal laws, as well as compliance with City ordinance regarding the prohibition, possession, and/or use of any alcoholic beverages, any tobacco products, or any firearms in the building, or on the grounds.
9. A permit may be cancelled without notice if its provision or its intent are violated in any manner and the Superintendent of Schools/designee shall be sole judge of such violations.
10. No permit shall be issued for any activity, which would include any display of fireworks or that violate State Fire Code Regulations.
11. No food or beverages are allowed in the auditorium. The use of latex balloons is prohibited in all buildings.

RULES FOR USE OF NEWBURYPORT PUBLIC SCHOOL FIELDS

1. Application forms to request the use of any school field shall be obtained through the office of the Athletic Director, (High School, Nock/Molin, or Bresnahan School), at least 14 days prior to the date of requested event or first date of series of requested events. Availability of such space on dates requested will be confirmed by the Athletic Director's Office. The use of such space will be subject to change based on weather or other circumstances.
2. The person, persons, or organizations, granted the use of the Public School Fields/Gymnasiums shall assume full liability for any damage to the building, equipment, or grounds resulting from such use. No scenery, furniture or other fixture shall be attached to any part of the building without the express permission of the School Building Principal.
3. The applicant shall pay the established fee for the use of the Fields. **Checks are payable to "Newburyport Public Schools" and sent, along with the signed agreement to, Newburyport High School, c/o NHS Athletic Director, 241 High St., Newburyport, MA 01950.**
4. The applicant shall pay for such police, firemen, and custodial service as may be required by the Superintendent of Schools. Payment for such services shall be made directly to the Newburyport Public Schools on the basis of a statement provided by the School Department to the applicant.
5. **Building Use Forms must be submitted a minimum of 14 days in advance of an event or activity. Any requested changes to an existing reservation must be made a minimum of 72 hours in advance of the event or activity; or in the event of weekend building use, by close of business on the previous Wednesday.**
6. Custodians shall be provided by the school and shall be assigned in accordance with the provisions of the collective bargaining agreement. We understand that a custodian is required one hour before and event and a minimum of one hour after departure for clean-up. It is also understood that after 6:00 PM two custodians are contractually required to be in the building and if there are no other activities in the building we will be billed for the cost of both custodians. (The Director of Facilities reserves the right to assign additional custodians to work larger events. Every effort will be made to notify the renter in advance if this is necessary.)
7. In no case shall any person other than a regular employee of the School Department, or a person approved by the School Department, be permitted to perform any service connected with the operation of the building or grounds, or any part of its equipment.
8. The applicant shall assume full responsibility for adhering to and enforcing State and Federal laws, as well as compliance with City ordinance regarding the prohibition, possession, and/or use of any alcoholic beverages, any tobacco products, or any firearms in the building, or on the grounds.
9. A permit may be cancelled without notice if its provision or its intent are violated in any manner and the Superintendent of Schools/designee shall be sole judge of such violations.
10. No permit shall be issued for any activity, which would include any display of fireworks or that violate State Fire Code Regulations.

- I 1. No food or beverages are allowed in the gymnasiums. The use of latex balloons is prohibited in all buildings.
- I 2. Any person using any of the school gymnasiums must wear sneakers or appropriate athletic shoes. No hard-soled shoes will be allowed on the playing area of these gyms.

USE OF PUBLIC SCHOOL FACILITIES

Group Definitions

Group 1

Newburyport Public Schools Clubs, Teams, and Organizations

Group 2

Newburyport school-related organizations (PTOs, Booster Clubs,) NYS

Group 3

Newburyport based youth approved teams (Babe Ruth, Little League, NBBA, NGBA, Youth Lacrosse, Youth Soccer, and Youth Football)

Group 4

Non-Profit with proof of status

Group 5

Individuals, Newburyport organizations and groups, and all for profit individuals and organizations. Local profit.

Group 6

Individuals, non-Newburyport organizations and groups, and all for profit individuals and organizations. Local non-profit.

Use of Athletic Fields

Use of all school system athletic fields is coordinated by the High School Athletic Director and the principal at each site.

No organized activity will begin on any athletic field prior to 9:00 a.m. on Saturdays, Sundays, or holidays. These restrictions may be waived by action of the School Committee.