

# Reading Public Schools



## Guidelines for Booster Organizations

### 1.0 Introduction

The Reading School Committee recognizes the role of the various booster organizations in assisting the Reading School Department in enriching the athletics and co-curricular programs of the school district. As stated in Reading School Committee Policy KJA [\[Link to Policy KJA\]](#) "the School Committee recognizes that the endeavors and objectives of Booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system." As such, "booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and extra-curricular programs of the schools." Furthermore, "care must be taken to avoid compromising or diluting the responsibilities and authorities of the School Committee."

In light of this policy, the following guidelines have been developed to delineate activities and events that support the mission and vision of Reading Public Schools and to establish expectations for collaboration between booster organizations and the Reading School Committee acting through the Reading Public Schools Administration. These guidelines are intended to provide important information to ensure that booster organizations are operating in compliance with all applicable laws, regulations, policies and procedures for the mutual protection of booster organization members, school and town officials, employees, and students.

Even though the district may recognize a booster group, the district expressly disclaims any liability arising from its recognition of a booster group or the group's adherence to the district guidelines. The district is legally separate from the booster organizations and it shall not be financially obligated for any liabilities the group may incur. The Reading School Department recognizes and respects that booster organizations are private organizations operating solely under the control of its own board officers and members.

### 2.0 Definitions

2.1 **Booster Organization:** For the purposes of these guidelines, a booster organization is a group that is organized for the purpose of supporting a Reading School Department athletic or extra-curricular program or activity and/or to recognize student accomplishments within that activity. Booster organizations are composed of parents,

alumni, and/or other community members coming together for the purpose of supporting specific school activities for the benefit of students such as athletic teams, academic teams, drama clubs, and musical groups. Booster organizations serve as auxiliaries to the school program and conduct activities and fundraising events whose primary participants are parents and community members.

- 2.2 School-sponsored program or activity: Any athletic or extracurricular program or activity conducted under the auspices of Reading Public Schools and administered by the Reading School Department.
- 2.3 School-related event: An event conducted as part of or directly connected to a school-sponsored team or activity. Examples would include team practices, competitions, field trips, and team or club banquets. Not included would be booster-sponsored events such as a celebration of retiring or departing coaches, pre-event pasta parties, trips to major league baseball or basketball games, etc.
- 2.4 Coaching Assistant: A coaching assistant is an individual providing additional coaching or instructional services to an athletic team or extracurricular club or activity funded solely by donations from booster organizations. Such individuals are non-represented employees of Reading Public Schools with employee-at-will status. The salary range for the position shall be as established by the Reading School Committee. The hiring, supervision, evaluation, and termination of these individuals shall be in accordance with applicable laws, regulations, and school department policies and procedures.

### **3.0 Applicable Laws, Regulations, Policies and Procedures**

- 3.1 Massachusetts General Laws require that certain organizations engaged in fundraising activities for support of public purposes be registered as a non-profit corporation with the Commonwealth of Massachusetts' Secretary of State{[Link to Secretary of State, Non-Profit Corporations Information](#)} and as a public charity with the Office of the Attorney General (public charity registration is only required if the organization is raising in excess of \$5,000 per calendar year) {[Link to Office of the Attorney General, Non-Profits & Charities Information](#)}. Registration does require the organization to draft and file Articles of Organization and Organization By-Laws, templates for which can be found on the Secretary of State's website link above.
- 3.2 Organizations that provide receipts to donors as a "charitable tax deductible donation" must be officially approved by IRS as a tax-exempt organization. It is the organization's responsibility to be both knowledgeable and compliant with all state and federal laws.
- 3.3 Control of all funds raised by or provided to the booster organization must be remain with the booster organization members and shall not be retained by students or Reading employees. Massachusetts General Laws {[MGL Chapter 44, Section 53](#), [MGL Chapter 71, Section 47](#)} require that funds received by public employees or in connection with school-sponsored activities be turned over and deposited with the town treasurer into a municipal or school district account. As such, Reading Public School employees should not be involved in the financial activities of the organization. This includes ordering

- items with booster group funds, receiving fundraising receipts, or signing checks from booster group accounts.
- 3.4 Massachusetts law governs when and how eligible organizations can conduct raffles which require the payment of a fee for a chance to win a prize. Raffles include 50/50 raffles and donation drawings. Public schools are not “eligible organizations” but booster organizations with 501(c)(3) status may be. Information on how to conduct a legal raffle can be obtained at the office of the Reading Town Clerk and/or the Massachusetts Attorney General’s website.
  - 3.5 State law prevents booster organizations from utilizing the Reading School Department’s sales tax exemption for purchases or sales.
  - 3.6 Organization members must comply with the Massachusetts Conflict of Interest statute. [{Information on the Conflict of Interest Law}](#)
  - 3.7 Booster and parent organizations must comply with state law and regulations on the sale of food on school premises. Booster organizations are encouraged to review and become knowledgeable of applicable laws including state and local food handling requirements, State and Federal nutritional standards. Booster organizations must contact the Town of Reading Health Agent and obtain the necessary approvals and/or permits prior to selling food on school premises.
  - 3.8 The Reading School Committee policy requires that Reading Public Schools hire all school employees (paid or unpaid) performing services for the Reading Public School district. It is the District’s responsibility to supervise school-sponsored programs and activities; hire, evaluate and terminate athletic and activities personnel; and hire and supervise officials and judges. If a booster or parent organization wishes to pay for additional and/or extra-curricular services, referred to as “coaching assistants,” these individuals must be hired in compliance with the policies and procedures of the district. The booster or parent organization should donate funds to the district for the proposed expenses prior to the district making any commitment to hire the “coaching assistant”. The funds must be sufficient to pay for the actual services plus any benefits due the employee.
  - 3.9 Transportation of any Reading School Department team, club, or student to or from competitions or related school-sponsored events must be provided through or coordinated by the Reading School Department so as to ensure proper liability coverage and insurance protection of students and property. Booster organizations wishing to provide funding for transportation should donate funds explicitly for said purpose.
  - 3.10 A booster organization may sponsor overnight trips but all such trips must be approved by the Reading School Committee. Approved trips will be considered as a school-sponsored activity and all district rules will apply including those pertaining to insurance coverage, liability protection, transportation requirements, and school handbook rules and regulations.

- 3.11 The Reading School Department is not permitted to allow booster organizations to use the school's mailing permit for mailings for fundraising purposes.
- 3.12 In accordance with Reading School Committee policy, donations to the Reading Public Schools will be voted on to be accepted as gifts by the Reading School Committee. Such items then become the property of Reading Public Schools.
- 3.13 Any booster organization activity that would require or involve any construction, expansion, or renovation of school facilities or property, or would increase maintenance costs, shall have prior approval of the Reading School Committee.
- 3.14 Organizations should be aware of other regulations that are applicable to certain activities or programs such as Athletics Program regulations as provided for in the Massachusetts Interscholastic Athletics Association's Blue Book.

#### **4.0 Recognition of Booster Organizations**

In order to be recognized as a booster organization by the Reading School Department, we ask that the organization be aware of and agree to abide by the norms, expectations, and recommended practices outlined below. In addition, we ask that booster organizations file an application for recognition as described in Section 4.3 below.

#### **4.1 Norms and Expectations**

##### **4.1.1 Organization and Operations**

- 4.1.1.1 Booster organizations agree that they will apply for recognition from the Reading School Department in order to use any Reading School Department name, logo, resource, or facility.
- 4.1.1.2 No booster organization will organize pupils or sponsor school activities or solicit moneys in the name of the Reading Public Schools, any individual school in the district, or any inter-scholastic team; rather, booster organizations will do so only in the name of the booster organization.
- 4.1.1.3 The booster organization will maintain bank, financial and tax exempt status separately from the Reading School Department. The booster organization will, upon request, provide to the Superintendent a copy of their financial records or a detailed treasurer's report.
- 4.1.1.4 The organization will submit to the Director of Finance & Operations any amendments to the Articles of Organization or Organization By-laws within 60 days of the date of the amendment. A copy of the form submitted to the Secretary of State is acceptable.

- 4.1.1.5 The booster organization will advise the Director of Finance & Operations, in writing, any time the officers of the group change. A copy of the form submitted to the Secretary of State is acceptable.
- 4.1.1.6 Booster organizations agree to submit to the Director of Finance and Operations copies of IRS Form 990 and the Commonwealth of Massachusetts' Form PC within 30 days of filing.
- 4.1.1.7 Booster organizations will submit to the Director of Finance and Operations, a budget indicating projected sources of revenue and projected expenditures for the school year or season within 30 days of the start of the year or the season. ([Go to Budget Template](#))
- 4.1.1.8 Booster organizations will not charge fees or dues for students to participate in any school-sponsored activity or club. Booster organizations may, however, charge dues to parents for membership to the booster organization itself.
- 4.1.1.9 The booster organization shall appoint a school liaison to coordinate communication and organizational requirements between the booster organization and the Reading School Department.
- 4.1.1.10 All officers of the organization will sign and acknowledge that they have read and understand these Guidelines. Copies of signed acknowledgements will be forwarded to the Director of Finance and Operations. ([Go to Acknowledgement Form](#))
- 4.1.1.11 The booster organization acknowledged the right of the Reading School Department to rescind the recognition of any booster organization if their operations and/or purpose are inconsistent with these procedures or any Reading School Committee policy. Without proper recognition, use of school names, logos, and/or facilities may be prohibited. If booster organization operations are inconsistent with any applicable federal, state, or local laws or regulations, Reading Public Schools may, subject to advice of counsel, be required to report such activity to the appropriate authorities.

#### 4.1.2 Fundraising

- 4.1.2.1 At the beginning of each school year or within 30 days of the start of an athletic or production season, booster organizations agree to submit to the Superintendent or his/her designee a list of fundraising events that each organization proposes to hold that year or season so that the Superintendent or his/her designee may review the proposed events and determine whether they re in conflict with any of the school's educational programs or activities. If a conflict is determined to exist, the Superintendent or his/her designee will notify the organization

within a reasonable time prior to the start of the season and work toward resolving any scheduling or other relevant conflicts.

- 4.1.2.2 Booster organizations will provide copies of any event flyers or similar notice to the building administrator and the Superintendent for any fundraiser conducted by the booster organization prior to distributing to the school community and a minimum of two weeks prior to the event. The flyer or notice will include:
- Purpose of the fund-raiser,
  - Type of activity (i.e, bake sale, carnival)
  - Date(s), time(s), and place(s) of the activity,
  - Name of the sponsoring organization,
  - Name and phone number or email address of the organizations' representative for the event
- 4.1.2.3 Booster organizations will not require students to solicit funds for the booster organization; students may voluntarily participate in booster organization fundraisers. It will be made clear to all donors or potential donors that students are raising funds for the booster organization and not for their specific athletic or extracurricular team or club. The organization will not require members or students to fundraise or raise a certain amount. For example, a student's ability to attend a trip will not be based on raising a certain amount of money.
- 4.1.2.4 Students will not wear team uniforms when fundraising on behalf of the booster organization.
- 4.1.2.5 Booster organizations wishing to utilize school facilities for fundraising or for booster organization activities will comply with Reading School Department procedures, and as applicable, state and/or local laws and rules. [\[Go to Facility Rental Rules & Regulations\]](#) Such procedures include a requirement to furnish and maintain evidence of liability insurance and to name the Town of Reading and Reading Public Schools as an additional insured with not less than 15 days' notice of cancellation or modification of such insurance.
- 4.1.2.6 Any fundraising activities that utilize school facilities or school resources are expected to spend 100% of the net proceeds from those activities for the direct benefit of the school program or school activity which the booster organization supports as stated in its organizations mission and/or by-laws.
- 4.1.2.7 No fundraising activities will be conducted by booster organizations on Reading School Department property during normal school hours without specific approval of the Superintendent.

#### 4.1.3 Donations and Expenditure of Funds

- 4.1.3.1 Booster organization funds should be donated to the district for specific purposes, such as the purchase of specific items of equipment or to provide financial assistance to students with need in relation to uniforms or trips. This is the preferred method. However, if particular items are purchased directly by the booster organization and then provided to a particular activity or sport, these items then become the property of Reading Public Schools.
- 4.1.3.2 Staff may make requests to the booster or parent organization for desired donations. The building administrator or Athletics Director should be informed by the booster group of the group's intent to fulfill a request prior to the donation being made.
- 4.1.3.3 Booster groups may make donations of capital equipment to the school department. However, the booster organization agrees that capital equipment (over \$5,000) will only be purchased with the prior approval of the Athletics Director, Building Principal, or Director of Finance and Operations. The preferred method for the acquisition of such capital equipment will be for booster organizations to donate the funds to the district for purchase of such items. The district will then follow the appropriate purchasing laws, regulations and procedures in procuring the equipment. If approved equipment is acquired by the booster organization and donated directly, such equipment shall become the property of Reading Public Schools. Please note that the district will not accept any donations merely to avoid the purchasing and/or construction requirements of the local and state code or regulation.
- 4.1.3.4 The facilities department will be consulted, prior to purchase, on all items requiring installation. The business office must be consulted on purchase of items requiring a maintenance contract.
- 4.1.3.5 Booster organization gifts should enhance activities for both male and female students. The Reading School Department will consider gender equity and budget implications before accepting booster organization donations to ensure compliance with Title IX and other Civil Rights Act provisions. The School Committee may refuse donations which detract from the experience of students or fail to provide equal access on the basis of race, gender, etc.

#### 4.1.4 School-related Events

- 4.1.4.1 School principals shall be notified of any athletic or activity-related banquet, award ceremony, or similar event at which students will be in attendance.

4.1.4.2 Such events will require that attendees follow all existing Reading Public School policies and rules defined in student handbooks for banquets or similar events. Please be advised that student handbooks specify that no alcoholic beverages shall be served or available at school-related events where students are present. Violation of these rules could subject students to disciplinary measures.

4.1.4.3 Booster organizations acknowledge that the athletic director, activity advisor, principal, or superintendent has the authority to stop any function that they determine is in violation of any policy of the Reading Public Schools.

## 4.2 Recommended Practices

4.2.1 It is recommended that the organization by-laws require the bonding of the any organization member that is an authorized signatory for banking purposes.

4.2.2 It is recommended that any booster group planning to provide awards or recognition to teams or individual students consult with the Building Administrator and/or Athletics Director or Activity Advisor prior to any public announcement being made.

4.2.3 It is recommended that booster organizations that conduct fundraising activities whose purpose is to provide resources to the schools keep accurate and complete records of each fundraising activity, recording the net receipts of each activity, keeping a current balance of all monies received and expended.

4.2.4 It is recommended that booster organizations familiarize themselves with and abide by all requirements regarding the retention of records. For example, organizational records such as bylaws and articles of incorporation need to be kept permanently as is the case with meeting minutes, agendas, and year-end financial reports and statements, and tax-exemption documents such as IRS Form 1023 and your IRS determination letter.

4.2.5 To help maintain continuity within the organization in light of officer and member turnover, it is recommended that the activities of the organization be clearly documented and that a procedure for retaining those documents be established. Among the documents that should be retained by the organization are:

- Cash receipts
- Cash disbursements and general ledger
- Bank records

- Income tax returns
- Minutes of meetings as defined by the organization by-laws

4.2.6 It is recommended that the organization obtain a secure storage box or similar means to ensure security of important documents.

### 4.3 Application for Recognition

Reading Public Schools asks that any new parent booster organization submit an application for recognition. Existing organizations are asked to file a renewal application each year. The requested application includes:

1. The name of the organization
2. The date of application
3. A copy of the organizations articles of organization and bylaws (for new organizations; existing organizations should submit copies only if amendments were made to those initially submitted).
4. The names, addresses, phone numbers, and email addresses of all officers.
5. The name of the bank where the group's account will be located and certification that no employee of Reading Public Schools will be an authorized signer on a booster organization's bank account.
6. The tax identification number of the group [{Apply for Federal Tax ID Number}](#) and the Attorney General Account Number assigned upon registration as a public charity.
7. A brief description of annual objectives, school department facilities to be used, and the intended use of funds generated.
8. A template for the Application can be found by clicking on the following link: [{Go To Application for Recognition}](#)

Other Helpful Resources:

No. American Booster Club Association: [www.boosterclubs.org](http://www.boosterclubs.org)

Parent Booster USA: [www.parentbooster.org](http://www.parentbooster.org)

MIAA Bluebook: <http://www.miaa.net/bluebook.htm>

## **RELATIONS WITH BOOSTER ORGANIZATIONS**

The School Committee recognizes that the endeavors and objectives of Booster organizations and similar groups can be a valuable means of stimulating interest in and endorsement of the aims and achievements of our public school system.

Generally, actions initiated by boosters provide the atmosphere and climate to foster and encourage community-school relationships.

Booster-proposed plans, projects, or activities must be evaluated and promoted in light of their stated contribution to the academic as well as the athletic and fine arts programs of the schools. Care must be taken to avoid compromising or diluting the responsibilities and authorities of the School Committee.

Adopted by the Reading School Committee on March 26, 2007

## BOOSTER ORGANIZATION BUDGET

**Booster Club Name** \_\_\_\_\_ **Year** \_\_\_\_\_

	Projected Amount	Actual (Annual) Amount
<b>Revenue</b>		
Parent Dues		
Donations		
Concessions		
Program/Ad Sales		
Fundraisers		
Event : _____		
Event: _____		
Event: _____		
Event: _____		
Event: _____		
Other _____		
Other _____		
<b>TOTAL INCOME</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Expenses</b>		
Coaching Assistants		
Event Entry Fees		
Uniforms		
Equipment		
Supplies		
Camps / Training		
Medical Supplies		
Banquet		
Awards		
Other _____		
Other _____		
Other _____		
<b>TOTAL EXPENSES</b>	<b>\$ -</b>	<b>\$ -</b>

\_\_\_\_\_  
**Booster Club Representative**                      **Date**

## **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

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 Reading Facilities Department to process appropriate permit requests for use of school buildings and parking lots, and to collect the designated fees.
2. The Director of Facilities 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 Facilities will refer the request to the Superintendent of Schools or his/her designee 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 Park and Recreation Department, Reading Town Hall, 16 Lowell Street.

## **B. PERMIT PROCESS**

1. Applicant must be at least 21 years of age and a Reading resident or representative of an approved Reading 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](http://www.reading.k12.ma.us) by clicking first on "Administration Offices/Home Page" then, at the Administration home page, under "Contents," clicking "Facilities Department." Once on the Facilities Department home page, under "Links," click on RPS On-Line Facility Rental Request System. If you are unable to access the website, contact the Facilities Department for assistance between the hours of 10:00 a.m. and 6:00 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 Director of Facilities may waive this requirement if he/she deems the request to be an extraordinary event. Completion of the online scheduling request form, fulfillment and approval by the School Department shall constitute the Rental Agreement Contract.
3. Scheduling priority will be given to groups in the following order: 1) Reading Public Schools, including its Community Education Programs, Parent-Teacher Organizations, Booster Club, and other school-related clubs and organizations the School Committee recognizes; 2) Reading Park and 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 Director of Facilities 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 Priority Groups #2, #3, and #4 will not be considered until after the Priority #1 cut-off date, ordinarily July 31st. In the event that a late request from a priority group is received, the Director of Facilities will make the determination for use, in consultation with the Superintendent of Schools, if needed. In certain circumstances, Priority Groups #2 through #4 may be "bumped" by Priority Group #1.
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 Facilities Department at least 10 days in advance of the change. The Director of Facilities 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 super cede or "bump" previously scheduled permitted events.
8. Summer requests are rarely 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 Park and Recreation programs.
9. All permit requests will be reviewed by the Reading Police Department and Reading Fire Department. In some instances, the Chief of Police and/or the Fire Chief will require a police detail and/or fire detail, and that decision will be noted on the permit and communicated to the user group.
10. The person submitting the permit request will be the primary contact for the program to be held under that permit. That person's signature on the application 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 is due at least 24 hours prior to the scheduled use for weekday events, 48 hours prior to Saturday events, and 72 hours for Sunday or holiday events. Fax notices can be sent to (781) 942-. Failure to provide written cancellation notice will require full payment of any fees required by the approved permit. Any change or cancellation, once approved, may be subject to a \$25 service charge.
12. Permits may not be shared with other groups, without written permission of the Director of Facilities.
13. 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 Facilities Department prior to the final permit being issued.
14. Any unchartered, unincorporated, and informal group or individual using school facilities without a Certificate of Liability Insurance must submit a letter to the Director of Facilities 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 written approval of the Director of Facilities.
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. The regular custodian hours are set by union contract, and are listed in Appendix A.
4. There will be a three-hour minimum for custodial services, with at least 30 minutes reserved at the conclusion of the event for clean-up services.
5. 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.
6. The current custodial fees are listed in Appendix B.
7. A rental fee, to assist with energy costs, additional maintenance costs, and the permitting process, 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 C.
8. A permitted group must pay the rental fee for each and every space used for each individual occurrence used in an individual day.
9. 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 as outlined below must be made directly to those departments in a separate check.

10. Payment is required within five days of the actual event. Failure to make timely payment may result in cancellation of the event.
11. 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 and on school grounds
5. Reading School Facilities are latex free facilities. No balloons, 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 Facilities 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 Facilities 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 must inform the Facilities 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. **Each permit will 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. A Firefighter must also be hired through the Reading Fire Department for any event that fully utilizes a school kitchen or when stage/theatrical lights are in use.
5. The Reading Fire Department must provide a permit for use of any equipment/material that is judged to potentially jeopardize fire safety. 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.

6. 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.
7. 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.
8. Emergency egress areas should be identified to all attendees at the beginning of each program or activity.

## **G. POLICE SAFETY REGULATIONS**

1. **Each permit will 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 is 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 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 Director of Facilities or his/her designee.
4. Custodians may change the height of an adjustable basketball backboard, with the approval of the Director of Facilities 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**

## **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 Facilities, his/her designee, 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 Director of Facilities. The final determination will be based on other known uses and needs for the space.
13. Rental of the RMHS Performing Arts Center will require a one thousand dollar (\$1,000) security and damage deposit at the time of Agreement. This deposit shall be held in trust and, if damage should occur or repairs are necessary, such repairs shall be made and paid for from the deposit funds. Upon completion of repairs, any remaining amount shall be refunded to the renter along with an itemization of any repair or damage costs assessed to the renter. Should the deposit not cover the total cost of the damages or repairs, an additional invoice shall be delivered to the renter and shall be due and payable in full within 30 days of receipt.

#### **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 B.
2. There is a four-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, or any other type of technology and/or audiovisual equipment, the Director of Facilities, 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 B.
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.
3. There is a four-hour minimum for Technology staff on special duty.

## **O. ACCIDENTS AND DAMAGE TO BUILDINGS**

1. In the event of an accident during the time of the permit, an accident form must be completed and submitted to the Director of Facilities within twenty-four hours of the event or on the first business day after the event. A blank accident form will be provided with the permit.
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.
3. Additional charges for property damage must be paid within 30 days of receipt of notice and shall be payable to the Town of Reading.
4. 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.
5. 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.



**APPLICATION FOR RECOGNITION  
BOOSTER/PARENT ORGANIZATION**

Organization Name: \_\_\_\_\_

Date of Application: \_\_\_\_\_ 20\_\_\_\_\_

Person submitting the application: \_\_\_\_\_

\_\_\_\_\_ New Application \_\_\_\_\_ Renewal Application

List your officers for the academic year covered by this application:

	Name	Address	Phone	Email
President				
Vice President				
Secretary				
Treasurer				

Organization's Primary Bank: \_\_\_\_\_

Organization's Federal Tax ID (FEIN) #: \_\_\_\_\_

Organization's AG (Public Charity) #: \_\_\_\_\_

I certify that no Reading Public School employee is or will be an authorized signatory for any checks or other financial transactions on behalf of the organization.

\_\_\_\_\_  
(Initials)

**Please attach a copy of the clubs articles of organization and by-laws (for new applications only) and a brief description of the organization's annual objectives, school department facilities to be used, and the intended use of funds generated for the current academic year.**



**Statement of Understanding for Administrative Guidelines  
For Booster Organizations**

This is to acknowledge that I have read the Administrative Guidelines for Booster Organizations and will abide by the guidelines set forth. I will familiarize myself with School and State policies/law as they pertain to Booster Organizations, as outlined in the guidelines. I will submit the required paperwork to the School Department, Secretary of State, and Attorney General as needed; and will update each agency when there is a change.

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Signature

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Date

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Print Name

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Title

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Booster Organization