

WILMINGTON PUBLIC SCHOOLS

SCHOOL FACILITY RENTAL INFORMATION

Welcome to the Wilmington Public Schools Facility Rental web page. In cooperation with the Town of Wilmington's Public Buildings and Public Works Departments, all forms and information pertaining to renting school facilities are posted in this location. We hope you find this information helpful when planning for your next event.

If you have any questions regarding facility rentals, please contact the Facilities Coordinator at 978-694-6000, ext.6, or by email to facilities@wpsk12.com.

Thank you for your interest in renting a Wilmington Public School Facility.

SCHOOL COMMITTEE POLICY KF:

“COMMUNITY USE OF SCHOOL FACILITIES”

Under 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 education, 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 are exempt from all charges with the exceptions as noted below. Public school facilities consist of all buildings currently serving as schools or school administration buildings and the grounds adjoining those buildings.

Exceptions

- If the school function takes place outside the normal building hours of the custodial coverage.
- If the school function requires set-up and/or clean-up.
- If the school function requires custodial and/or Department of Public Works (DPW) services throughout the event.
- If the school function requires the staffing of the Food Service Department.

Such services will be billed at the current contractual rate.

School Committee approval shall be required for any exceptions to the fees 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.

PRIORITY OF USE AND AVAILABILITY

The following **CATEGORIES**, in **PRIORITY ORDER**, have been established for rental permits:

1. Wilmington Public Schools Staff Activities and Meetings, High School Sports, Parent-Teacher Activities and Meetings, Alumni Activities, and school related organizations/foundations.

Recognized Parent Groups: Parents who formally organize as a Parent Advisory Committee (P.A.C.). These groups may be nonprofit organizations formed by parents. Typically, there is one recognized parent organization per school. This definition includes the Wilmington Educational Foundation and other similar formally organized groups who are broad based in their support of students attending the Wilmington Public Schools.

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, 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 student organization recognized by the Principal.

Wilmington High School Sports: Wilmington High School Sports are defined as programs under the High School Athletic Director's supervision.

2. **Town Departments including Town Elections and Meetings:** Town Departments are defined as a department, committee, or commission that is subject to appropriation by Town Meeting or exists as a requirement of state statute or ad hoc committees established for a specific Town purpose. An extension of this includes organizations which are independent from the government structure but are integral to the function or operation of the town.

Elections (local, state, federal) and annual town meetings held in school buildings will take precedence over other activities and events for scheduling purposes. Special or unforeseen elections may supersede and require a change to previously scheduled permitted events.

3. **Wilmington Recreation Department Programs:** Wilmington Recreation Department Programs are activities that run and are sponsored by the Wilmington Recreation Department for the benefit of the residents of Wilmington.
4. **Community Groups, Community Activities, Registered Public Charities, and Town of Wilmington Youth Groups (Non-Profit [Including Youth Sports] Groups):** Any youth group, community or recreational activities sponsored by a non-profit Wilmington organization that provides a benefit for the community. Non-profit groups operating a one-time fund raising event for the benefit of the Wilmington Public Schools or citizens of Wilmington with a Certification of Solicitation from the divisions of Public Charities will be charged as a Registered Public Charity for that single event. A Registered Public Charity is an organization exempt under IRS Code 501 (C) (3) or 501 (C) (4) and has registered with the Division of Public Charities under the Attorney General's Office.
5. **Commercial and Individual, Rental Fee and Labor Charge or Negotiated Lease (In-Town Profit and Out-of-Town Non-Profit Groups):** Any society, organization or individual desiring to rent a school facility for fund-raising purposes of a non-charitable nature, or who uses the facility for their own public recreational or entertainment purposes, or who is organized as a non-profit not based in Wilmington, will be charged according to the current schedule or a separate lease agreement will be made.
6. **All Others – Commercial Entities not Wilmington-based.**

LEGAL REFS.: M.G.L. 71:71; 71:71B; 272:40A Amended: September 23, 2015