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School Facility Rental Information

Welcome to the Lynn Public Schools School Facility Rental web page. In cooperation with the City of Lynn's Inspectional Services Department, all forms and information pertaining to renting of 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 by e-mail at facilityrentals@lynnschools.org.

Community Use of School Facilities Rental Information Links

["Community Use of School Facilities" School Committee Policy KF](#)

[Rental Information File KF-R-1](#)

[Rules and Regulations File KF-R-2](#)

[Rental Rates File KF-E-1](#)

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.

The Secretary of the School Committee’s approval shall be required for any exceptions to the fees hereunder. The Secretary of 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.

Permits for rental usage will be the following categories that have been established in priority order:

- A. Lynn Public School Activities or Activities Sponsored by the Lynn Public Schools, including:

Afterschool Academic Support Provided by Lynn Public School Staff

Lynn Public School Athletics

Lynn Public Schools Fine Arts Programs

Lynn Public School’s Staff Activities and Meetings, Parent-Teacher Activities and Meetings, School Alumni Associations, After School Programs and school related organizations/foundations sponsored by the School Committee.

Recognized Parent Groups: Parents who formally organize as a Parent Advisory Committee (P.A.C.), Parent Teacher Organization (P.T.O.) or Parent Teacher Association (P.T.A.). These groups may or may not be nonprofit organizations formed by parents. Typically, there is one recognized parent organization per school. This definition includes other similar formally organized groups who are broad based in their support of students attending the Lynn 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.
- B. City of Lynn Department Programs: Departments are defined as a department, committee, or commission that is subject to appropriation by the Lynn City Council or exists as a requirement of state statute.
 - C. Lynn Community Groups, Community Activities and Registered Public Charities: Any youth group, community or recreational activities sponsored by a non-profit Lynn organization that provides a benefit for the Lynn community (i.e., over 50% of participants are Lynn residents). Non-profit groups operating a one-time fund raising event for the benefit of the Lynn Public Schools or citizens of Lynn 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.
 - D. Other Non-Profits and Commercial and Individual: Any non-profit organization not primarily focused on Lynn (i.e., 50% or less of participants are Lynn residents). Also 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.

LEGAL REFS: M.G.L. 71:71; 71:71B; 272:40A

Lynn Public Schools

Amended: March 31, 2016

Community Use of School Facilities
School Rental Information

Rental Information

Under Lynn Public School Committee Policy KF, it is the policy of the Lynn School Committee to make facilities available to individuals and associations for such education, recreational, social, civic, philanthropic, and like purposes as it deems for the interest of the community.

All authorized persons or organizations must comply with the following rules and regulations for use of school buildings in the City of Lynn. The City of Lynn and the Lynn School Committee reserves the right to make changes and/or additions to these rules and regulations if deemed appropriate for the safe use of the school buildings.

School Year “Available Hours”

The following “Building Hours” are hours during the school year during which the buildings are available to be rented. These hours exclude weekends, holidays and vacations *and are subject to change*. Exceptions may be granted by the Director of Inspectional Services and the Superintendent.

High School building hours 7:00 am – 10:00 pm

Middle School building hours 7:00 am – 10:00 pm

Elementary School building hours 7:00 am – 10:00 pm

School facilities are not available for rental on the following holidays: New Year’s Day, Independence Day, Thanksgiving Day, and Christmas Day.

The Director of Inspectional Services and the Superintendent of Lynn Public Schools or their designees, may waive the facility availability on a holiday listed above, if he/she deems the request to be an extraordinary event and custodial coverage can be obtained.

Summer rental requests are rarely granted so that all schools can be cleaned and repairs made for fall use. The school “Building Hours” change during the summer months. Summer “Building Hours” hours will dictate the hours of school availability.

As outlined in the Lynn Public School Policy KF, scheduling priority will be given to groups in the following order:

- A. Lynn Public Schools.***
- B. City of Lynn Department.***
- C. Lynn Non-Profits.***
- D. Other Non-Profits, Commercial and Individual***

Lynn Public Schools

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Community Use of School Facilities
Rules, Regulations and General Information

1. No permit will be confirmed until it has been recommended by the principal and therefore, processed by the Director of Inspectional Services and the Superintendent of Lynn Public Schools or his/her designee and has been processed, and approved, through the application process.
2. Facility Permit Requests must be filed with the Facilities Office at least 14 school days prior to the date of the desired rental. Requests cannot be made through school custodians or other school personnel.

Application Becomes Available

October 1st
January 1st
April 1st
July 1st

For Facility Permits Covering

December 1st – February 28th
March 1st – May 31st
June 1st – August 31st
September 1st – November 30th

A request for a one-time annual event may be made prior to the date the application becomes available for the requested date if accepted at the discretion of the Facilities Office.

3. Prompt and scheduled payments must be made when due.
4. To obtain a permit, applicants must have a liability insurance policy that covers liabilities up to \$1,000,000 or more. Proof of insurance may be required.
5. Federal, Local and/or State elections held in a school building will take precedence over other activities and events for scheduling purposes. Special or unforeseen elections supercede or “bump” previously scheduled permitted events.
6. The permit is issued for a stated period of time and the user must abide by the time. The City of Lynn and/or the Lynn Public Schools reserves the right to stop any event going past the time stated on the permits issued.
7. Phone and written notification of cancellation is required 24 hours before the scheduled event. If the event is scheduled to be held on Saturday, Sunday or a holiday, notification must be made 48 school hours in advance.
8. Cancellations must be made to both the Facilities Office and the Department of Inspectional Services Department by e-mail to: facilityrentals@lynnschools.org and the Inspectional Services Department at 781.477.7031. If an immediate response is not made, cancellations should be followed up by fax to: The Facilities Office at 781.477.7487 and The Inspectional Services Department at 781.477.7031.

9. School Buildings will only be opened to authorized representatives of the organization and at such time the representative will be responsible for the actions of the event attendees.
10. Renting organizations are responsible for proper use of the facilities, supervision of attendees, activities, payment of damages and payment of police and fire protection when required.
11. If school is closed, permits will be cancelled and rescheduled unless other arrangements are made through the Facilities Office and the City of Lynn's Inspectional Services Department prior to the cancellation. School Closings can be confirmed on the Lynn Public Schools Website.
12. No group, organization or individual will be authorized or allowed access to use a facility if they do not hold an approved permit.
13. No school permits will be issued to any persons under the age of 21.
14. The school district has the **Absolute Right of Cancellation** without liability if the facility is unavailable.

Custodial Support:

1. School custodians are required to be on duty at all times when a school building is in use. Custodians shall not be asked to grant special privileges which are not specifically designated on the permit.
2. Under no circumstance shall a custodian, either on regular duty or assigned for a specific event, be responsible for supervision of participants before, during or after an event. Adult supervision (21 years or older) shall be provided at all events and said supervision must be present throughout the event. Entry into a facility will not be permitted until the responsible supervisor is present, and at the conclusion, the supervisor must remain until the last attendee has left the school building.
3. The responsibility of a regularly scheduled custodian will be limited to opening/closing the building. A custodian on regular duty will not be available for service during the time of the rental, except in the case of an emergency.
4. For events that require the services of a custodian, the number of custodians shall be determined by the Director of Inspectional Services and will be determined from the information provided by the organization on the application form.

Use of Gymnasium Notes:

1. Food and/or beverages are not permitted in gymnasiums.

2. Hardballs are not permitted in gymnasiums for the protection of the walls, fixtures and floor surface, except that baseball and softball activities may be conducted with rubber-coated balls.
3. No tape may be added to the gymnasium floors or walls without the approval of the Director of Inspectional Services or his/her designee.
4. 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.

Use of Auditoriums Notes:

1. Food and/or beverages are not permitted in auditoriums.
2. Supervision of lighting, equipment, rigging, curtain, etc, is the responsibility of a school or city recognized employee.
3. Use of school equipment located in the auditorium, including musical instruments, must be requested when completing the rental application.
4. If school equipment is requested (Sound/Lighting) a school representative will need to be contracted for the event and shall be paid for by the applicant.
5. Organizations wishing to bring equipment into buildings must make arrangements with the City of Lynn Inspectional Services Department and a school designee during the initial application.
6. All equipment must be removed immediately after the event.
7. If any electrical services are needed, they are only to be performed by the designated City of Lynn's electrician or his/her designee and such work shall be coordinated with the Director of Inspectional Services.

Kitchen Support and Equipment:

1. Kitchen equipment and utensils should not be used and cannot be rented.
2. A food service worker must be assigned to any event/function that the kitchen area is requested and will be assigned by the Food Service Director or his/her designee.
3. If a food service worker is needed, his/her fees will be paid by the organization or group through the food service department.

4. It is not the role of the Food Service Director to prepare, cook, or clean up after a function.
5. If catering services by the Food Service Program are needed, the requestor must contact the Food Service Director at 781.477.7366 extension 3583.

Food and Beverages:

1. Food and Beverages are not allowed in school auditoriums or gymnasiums. Water only is allowed in the gymnasiums.
2. Food and Beverages cannot be sold or served on school premises unless permission is granted by the Superintendent of Lynn Public Schools.
3. If such sale is approved, all health regulations and permits, local or otherwise, must be adhered to at all times.
4. Applicants are responsible for contacting the Board of Health at 781.598.4000 to determine if a temporary food permit or license fee is required for any event that involves the sale or distribution of food.
5. Copies of all approved building permits will be sent as courtesy to the Board of Health.

Smoking:

1. Smoking is not permitted in any school building or on school grounds, in accordance with MGL, Chapter 71, Section 37H of the Education Reform Act of 1993.

City Clerk Regulations:

1. A request for a permit must be submitted to the City of Lynn City 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, entitles the holder to prizes." A bazaar is defined as "a place maintained by the sponsoring organization for disposal of means of chance or one or both of the following type 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 charge at the time of application.
2. Any person wishing to hold an auction must apply for a permit through the City of Lynn City Clerk's Office, according to MGL, Chapter 100. There is a permit fee charge at the time of application

3. Please call the City Clerk's office for additional information at 781.598.4000.

Fire Safety Regulations:

1. Prior to the performance of any stage production, the Inspectional Services Department and the Lynn Fire Department will be contacted for a safety inspection of the site and no performance will be allowed without the issuance of a permit for that purpose. Any fees for such permit will be the responsibility of the renter.
2. Open Flames/smoke are not permitted in any school location without a permit from Lynn Fire Department. Use of matches, candles, incense, and pyrotechnics are strictly prohibited.

Police Safety Regulations:

1. Whenever police are required for parking, traffic, security, etc, the applicant will obtain them. Police detail is required if the facility coordinator deems it's necessary due to multiple events scheduled and/or if attendance is expected to be 150-400 (1 policeman), or over 400 (2 policeman). Applicant will be billed by the Police Department. Applicant should contact the Lynn Police Department at 781.595.2000 to arrange for this coverage.
2. Any vehicle parked in a fire lane, no parking zone, or in front of a private driveway will be towed at the owner's expense.
3. When the attendance is 150 or greater, copies of permits will be sent as a courtesy to the Lynn Police Department.

Accidents and Damage to Buildings:

1. Decorations, posters, etc. will not be affixed to any part of a building unless specific approval is authorized on a permit. Said decorations must be affixed in such a way as to not cause permanent damage, alteration, or loss to the building.
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 the individual and organization.

Admission Taxes:

1. All regulations under Federal and Massachusetts Tax Codes with respect to tax admission, gaming or goods sold on property are the responsibility of the permit holder.

Cancellation Rights:

1. The City of Lynn and the Lynn Public School Department reserve the right to consider all applications and reject and/or make necessary changes in the event of an emergency. The City of Lynn and Lynn Public Schools reserves the right to terminate any permit with reasonable notice when able. Should such termination take place, the City of Lynn and Lynn Public Schools shall not be held liable for any lost income, losses incurred or otherwise any damages as a result of termination of the permit

Lynn Public Schools

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Lynn Public Schools ~ City of Lynn Rental Rates

Category A groups are not responsible for any custodial or rental costs.

Custodial Costs

Organizations listed in Categories B, C and D will be charged a custodian(s) cost based on the number of hours used and the custodian hourly rates.

The current hourly rates for one custodian Monday – Saturday is \$40.00 per hour; Sundays and Holidays are \$55.00. If more than one custodian is required for the event the rate will be adjusted accordingly.

Custodial charges are subject to a ½ hour opening and set-up charge as well as a ½ hour clean-up charge. Rentals will require a minimum of a three hour charge.

Rental Costs

In addition to custodian costs, rental rates are as follows:

Facility	Rate
LEHS, LCHS, LVTI, Marshall Gymnasiums	\$75.00/hour
Gymnasium (all other schools)	\$60.00/hour
Cafeteria	\$40.00/hour
LEHS Auditorium	\$60.00/hour
Auditoriums	\$40.00/hour
Aud. – Light Technician	\$50.00/hour
Classrooms	\$15.00/hour

Groups in Category B will pay $\frac{1}{6}$ of the total rental rate due.

Groups in Category C will pay $\frac{1}{3}$ of the total rental rate due.

Rental Rates	B (1/6)	C (1/3)	D
LEHS, LCHS, LVTI, Marshall Gymnasiums	\$ 12.50	\$ 25.00	\$ 75.00
Gymnasium (High School)	\$ 10.00	\$ 20.00	\$ 60.00
Cafeteria	\$ 6.67	\$ 13.33	\$ 40.00
LEHS Auditorium	\$ 10.00	\$ 20.00	\$ 60.00
Auditoriums	\$ 6.67	\$ 13.33	\$ 40.00
Aud. – Light Technician	\$ 8.33	\$ 16.67	\$ 50.00
Classrooms	\$ 2.50	\$ 5.00	\$ 15.00

Bulk Rentals

Groups in Categories B and C that expect the total use of school facilities to exceed 100 hours in a school year (or 50 hours after Winter Vacation) may submit an application to negotiate a bulk rate to the Facilities Office. The application may be requested by e-mail to: facilityrentals@lynnschools.org. Applications should be submitted by June 30 for uses the following school year (or October 31 for agreements to take effect following Winter Vacation).

The Facilities Office and the Department of Inspectional Services Department shall negotiate an agreement to charge such groups to cover costs to the Lynn Public Schools (including building wear and tear and custodial costs). Any agreements must be approved by the School Committee before taking effect.

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