

Exhibit 2
KF-R

COMMUNITY USE OF SCHOOL FACILITIES

REGULATIONS AND PROCEDURES

The following regulations and procedures are to be used in implementing Norwell School Committee policy KF: Community Use of School Facilities and pursuant to M.G.L. c 71 § 71 and govern all requests for facilities permits by any of the groups defined in the policy:

- Each organization requesting a facilities permit is required to designate one person to be responsible for meeting all requirements and guidelines of this policy.
- User shall, at its own expense, defend, indemnify and hold the Town of Norwell and Norwell Public Schools, its committees, agents, and employees harmless from and against any and all claims, including but not limited to claims for personal injury or property damage, suits, demands, actions, damages, losses, liabilities, proceedings, litigation, costs and expenses, including without limitation reasonable attorney's fees. Users must provide a certificate of insurance.
- All facility users will observe all fire and safety regulations as they are posted within each facility.
- Smoking, alcohol, and controlled substances are prohibited on all school premises.
- Decorations must be fireproof, approved by the superintendent or his designee, and must be erected and taken down in a manner not destructive to school property.
- Hours during which fee-exempt groups may use school facilities without incurring mandatory custodial fees is subject to the school calendar.
- The district reserves the right to limit the number of participants and/or to require a police detail. Permittee is responsible for acquisition and payment of details when required.
- If any space/furniture is rearranged, it must be put back in its original position.
- Food and beverages are permitted in designated areas only.

- Any food sold by renters of school facilities must come from a licensed, approved source with proper packaging and labeling as required by the Norwell Board of Health and state and federal food codes.
- An adult must supervise children at all times.
- Any special staff needs such as kitchen staff, technology staff, or custodial staff must be indicated at the time the request is made. Use of Kitchen or specialized facilities will require such staff.
- Groups and organizations receiving permission to use school facilities are restricted to the dates and hours approved for the building area and facility specified, unless requested changes are approved in advance by the building principal or designee.
- Applications for the use of school facilities will be received by each school principal. For gym and athletic field requests, applications first go to the Recreation Department for coordination and then to the building principal, or designee for approval. Decisions concerning each request will be made by the principal or designee.
- In lieu of the hourly rate, the Superintendent/designee may establish a reduced, lump sum yearly rental fee for use of cafeterias and community rooms during regular building hours by service oriented community organizations such as Norwell scouts and the Norwell Women's club; otherwise, Group 3 rates apply, as does the cost of any required school staff such as custodians. Criteria to be considered in establishing a reduced rental fee include frequency of meetings (weekly, monthly, etc.), service contribution to schools, and condition of facilities after use.
- Permission for use of district facilities does not constitute a district endorsement of any organization, the beliefs of an organization or group, nor the expression of any opinion regarding any political candidate, or the expression of any opinion concerning any issue.
- Non turf fields will be closed to non school organizations from December 1 – March 31, April vacation, one week in late June, one week in mid August and as needed for field maintenance.
- The district reserves the right to decline any requests, revoke or deny use privileges for failure to comply with policy or due to facility conditions.

Special Events

1. When fields or facilities are used as neutral sites to host other towns such as jamborees, tournaments, playoffs, benefits, tradeshow, craft fairs, etc.

Camps and Clinics

1. Activities where participants pay additional fees to participate. Such payment could be to the league, the organization's treasury or a third party. (i.e. the regular season charge does not cover the cost of the clinic or camp regardless of what it is called).

