

USE OF SCHOOL FACILITIES

The School Committee is pleased to have the school facilities used for community affairs and programs. Such use shall be subject to the following regulations and fees:

1. The School Department reserves the right to deny the use of a school facility when it deems such to be impractical or detrimental to primary educational function of the building.
2. Applications shall be submitted in writing to the School Business Manager no less than two weeks prior to the scheduled event. The application shall provide evidence of compliance with MGL Chapter 385 (CORI).
3. Littleton citizens and organizations shall have first preference for building use. Applications by organizations from other communities will not be granted without School Department approval.
4. Applications shall not be granted for personal or family use and shall not be granted to minors.
5. The School Business Office, in granting an application, shall determine what level of cafeteria, custodial, and/or technology staffing shall be assigned to a function which is to take place while the building is already open and occupied as well as beyond normal school operating hours.
6. School Department reserves the right to cancel the use of a facility if school is cancelled due to weather conditions.
7. Payments for the use of school facilities are to be made payable to the Town of Littleton, c/o School Department and are due five days after approval of the event unless otherwise arranged with the Business Manager Office.

CROSS REF.: Policy ADDA – CORI
MGL Chapter 385 - CORI

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