Section KF/ECAB - Building Access and Usage – DRAFT – Jesse Hefter

1. Purpose

The Public Schools of Brookline are committed to operating safe and well-functioning schools that are also welcoming of the public and the school community. Accordingly, building leaders are expected to work with central building operations and administration to develop a plan for school access that achieves the following objective, which supports community access to building spaces. This includes allowing for alternative building uses to broaden community access and support, for example, partnerships with the Brookline Senior Center for after-hours/weekend use of school spaces.

The physical infrastructure of the Brookline Public Schools represents a significant investment by the community and should be accessible to and benefit the community. Supporting after-school and extended day programs improves access to PSB for working families.

This policy establishes guidelines for access to and use of school buildings to ensure a safe, secure, and productive learning environment for students, staff, and visitors.

2. Scope This policy applies to all students, staff, faculty, visitors, and external organizations using school facilities. While the Superintendent is responsible for the broad strokes of this policy, the Director of the Office of Administration and Finance and the Director's staff shall work together with both school and external building users to ensure consistency in policy implementation.

3. General Access Guidelines

School buildings are open for students and staff from [insert time] to [insert time] on school days. Visitors must check in at the main office upon arrival, present identification, and receive a visitor's pass. Access outside of regular hours requires prior authorization from school administration. Unauthorized people are not permitted on school grounds.

4. Security Measures

All exterior doors will remain locked during school hours, with access controlled through designated entry points. Security cameras may be installed in common areas for safety monitoring. Staff and students are responsible for reporting suspicious activities or unauthorized individuals to the school authorities immediately.

5. Classroom and Facility Usage

Classrooms, laboratories, and other instructional spaces may only be used for academic purposes unless prior approval is granted for extracurricular or community events. Special areas, such as gyms, libraries, and auditoriums, require scheduling through the respective administrative office. Use of these special areas is contingent upon the scheduled party adhering to all rules associated with such areas. Damage to school property must be reported immediately, as responsible parties may be liable for the repair costs. Fees may be charged for community or private use of school facilities outside regular school hours to ensure proper maintenance and supervision.

Rental fee schedules shall be recommended by the Superintendent and approved by the School Committee.

6. After-Hours and Weekend Access

Staff members needing access beyond regular hours must obtain permission from administration and follow sign-in procedures. Student groups or clubs must have a faculty sponsor present for after-hours activities. External organizations must request facility use in advance and comply with all school policies. Use of school facilities after hours for community programs or events may be subject to rental fees, depending on the nature of the event and the costs incurred by the school.

7. After-School Program Usage

PSB is committed to providing school building spaces that enable after-school programs, including academic support, extracurricular activities, and enrichment programs. Where possible, schools will provide stable spaces and consistent contacts. Program coordinators must submit schedules and participant lists to the school administration in advance. A designated staff member or supervisor must always be present during after-school activities. After-school program participants are expected to follow all school policies regarding behavior, safety, and facility usage. Any changes to program schedules or facility needs must be promptly communicated to the administration.

Where applicable, fees may be assessed for the use of school facilities outside of regular school hours to cover maintenance, utilities, and staffing costs. Fee structures will be determined based on the type of event, the organization requesting use, and the duration of facility use, and will be provided to program coordinators as early as possible.

8. Emergency Procedures

In case of emergency, all individuals must follow school evacuation and lockdown procedures. Emergency exits must always remain unobstructed. Fire alarms, security systems, and emergency equipment must not be tampered with under any circumstances.

For questions regarding building access and usage, please contact the school administration office.

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