COMMUNITY USE OF SCHOOL FACILITIES

NEPN/NSBA Code: KF

Definition

The terms "School Facilities" and "School Property" incorporate buildings, grounds, parking lots, playing fields and fixed equipment within the jurisdictional control of Regional School Unit 78.

General

Users shall be permitted and encouraged to use school facilities for worthwhile purposes when such use does not interfere with school programs.

Approval

The Superintendent is authorized to approve and schedule the use of school facilities by non--school organizations in accordance with established regulations. These regulations shall provide for: timely applications; uses which do not interfere with educational or extracurricular programs; setting appropriate fee schedules and the acceptance of appropriate responsibility and liability by the user.

Guidelines for Use of School Facilities (Non-School Sponsored)

A. A certificate of insurance shall be required as appropriate.
B. Alcoholic beverages shall not be brought onto school property.
C. Tobacco use shall not be allowed on school property.
D. School facilities shall not be used for any illegal purposes.
E. A Facility Use Agreement shall be required.
F. Initial application shall be processed through the Building Principal. The Office of the Superintendent shall determine final approval on all applications.
G. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.

Facility use may be granted without rental fees, as follows:

A. Non-profit educational, recreational, cultural and fraternal organizations with a significant number of members who are community residents;
B. Non-profit groups presenting cultural, educational or recreational programs which are beneficial to local citizens; and
C. Municipal-sponsored groups and organizations.

The following shall be requested of any group:

A. Reimbursement for incidental expenses (utilities, etc.).
B. Reimbursement for property damage and any cleaning and repair costs.
C. Reimbursement for custodian or other staff costs when necessary.

Fees for Rental of Equipment:

A. Renter must be at least 21 years of age and assumes responsibility for appropriateness of activity, supervision and adherence to all policies.

B. Buildings and Equipment Security is the responsibility of the user/renter. School equipment and/or furnishings may be moved only with prior approval and must be returned to their original locations prior to departure.
C. Non-school activities are not covered by the school insurance policies. Groups/organizations must obtain their own liability coverage for risks associated with said activity (ies) and must provide, upon application, a certificate of insurance naming the Regional School Unit 78 as co-insured. Facility use may require additional support and/or custodial supervision and require the user to cover those additional costs.
D. Use of school equipment must be specifically requested in writing. Where rules so specify,
no item of equipment may be used except by a qualified operator. Respect for equipment, the facility and grounds are expected at all times. If damage occurs, please report it to the custodian on duty and the person responsible for assigning that facility. Any damage will be charged to the user renter.
E. Groups shall be adequately supervised by an adult(s) at all times. The name of that person(s) should be stated on the request form. Report all accidents or injuries to the person responsible for assigning the facility.
F. Clean up is the responsibility of the user/renter. The facility and/or grounds should look as good as, if not better than, it looked when you entered it. All trash should be deposited in the appropriate trash receptacles. If appropriate clean up is not done, a clean up fee will be charged to the organization.
G. All organizations wishing to use kitchen facilities will be charged the cost of having at least one food service employee on duty.
H. Security personnel may be required at the discretion of the administration.

Cancellation of Event

The Superintendent of Schools or his/her designee has sole authority to determine whether school facilities should be closed for reasons of public safety. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are canceled automatically without penalty to either party. However, every effort will be made to reschedule any canceled event to a mutually acceptable date. The Superintendent reserves the right to reschedule any event that he/she believes is in conflict with the needs of the Rangeley Lakes Regional School or Regional School Unit 78.

Long-Term Use

Long-term facilities use will be considered to be two or more successive weeks. Long-term rental of facilities will be considered after it is first ascertained that there will be no detriment to existing or future programs from this use. If space is available without detriment, space may be rented to
groups whose activities are consistent with the school's educational mission and other activities taking place in the building. Therefore, service agencies, educational groups, and youth oriented activities would have preference. The Superintendent of Schools, after consultation with the school administration, will determine the approval/denial of long-term requests.

The primary use of our school facilities are for the education of our students with that stated there may arise the situation that requires the Superintendent to schedule a student event on a scheduled long-term rental date causing the long-term renter to reschedule his/her function to another date.

Adopted: as D
Revised: August 12, 2013