

**RANGELEY LAKES REGIONAL SCHOOL  
FACILITY USE AGREEMENT**

**1. Facility Use Request**

- 1.1 Organization Requesting \_\_\_\_\_
- 1.2 Space Requested: \_\_\_\_\_
- 1.3 Date(s) Requested: \_\_\_\_\_
- 1.4 Time Requested: \_\_\_\_\_

**2. Type of Event**

- 2.1 Please provide a brief description of the event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 2.2 Is the event open to the public  
Yes No
- 2.3 Will an entry fee be charged?  
Yes No If "yes," fee to be charged \_\_\_\_\_.
- 2.4 Is the event scheduled for a weekend? Yes No If yes, arrangements must be made with the Principal and Head of Maintenance for opening and closing of the building and for cleanup. Custodial time will be needed. Such costs will be the responsibility of the event sponsors with custodial time being paid at the overtime rate.

**3. Contact Person**

- 3.1 Name: \_\_\_\_\_
- 3.2 Address: \_\_\_\_\_
- 3.3 Telephone: \_\_\_\_\_ (Home)  
\_\_\_\_\_ (Business)  
\_\_\_\_\_ (Cell)
- 3.4 E-mail address: \_\_\_\_\_

**4. On-site Contact Person (if not person listed in #3 above) (This person will be the individual who will be on-site for the actual event and all rehearsals).**

- 4.1 Name: \_\_\_\_\_
- 4.2 Address: \_\_\_\_\_
- 4.3 Telephone: \_\_\_\_\_ (Home)  
\_\_\_\_\_ (Business)  
\_\_\_\_\_ (Cell)
- 4.4 E-mail address: \_\_\_\_\_

**5. Insurance\* (Please refer to RSU #78 Policy KF: Section 3 Insurance)**

- 5.1 Policy Holder: \_\_\_\_\_
- 5.2 Insurance Carrier: \_\_\_\_\_
- 5.3 Liability Limits
  - Bodily Injury \_\_\_\_\_
  - Property Damage \_\_\_\_\_

5.4 Insurance may be procured via a TULIP program provided by Maine Municipal Association

- Go to [www.ebi-ins.com/tulip](http://www.ebi-ins.com/tulip)
- Enter the ID code 0419-004 and complete the application.
- Enter credit card information. Once done, a certificate of insurance will be sent to the school.

\*Proof of insurance is a requirement. A copy of the policy is to be provided to the school.

### HOLD HARMLESS AGREEMENT

On behalf of the organization herein named, I agree

- To waive any claims including attorneys fees that the organization may have against Regional School Unit #78, Rangeley Lakes Regional School and any and all of its agents.
- To indemnify the Regional School Unit #78, Rangeley Lakes Regional School and any and all of its agents against any loss, damage, or expense of any kind which may be sustained or occur due to the organization use of the building and/or grounds.
- To hold harmless Regional School Unit #78, Rangeley Lakes Regional School and any and all of its agents for loss or injury of any kind.
- That I have read RSU #78 Policy KF and KF-R and agree to all rules and regulations contained therein.

**Contact Person:**

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Signature)

**School Use Only**

Fee: \_\_\_\_\_

Food service or custodial costs: (Estimate) \_\_\_\_\_  
(Food service) (Custodial)

Application Recommended Not Recommended If not recommended, list reason(s) on back of form.

\_\_\_\_\_  
Head of Maintenance

\_\_\_\_\_  
Date

Application Approved Denied

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

## **Facility Use - Basic Rules and Regulations**

NEPN/NSBA CODE: KF-R  
RANGELEY SCHOOL DEPARTMENT

### **All Facilities:**

- No smoking is allowed in the building or on school grounds
- Possession of or drinking of alcoholic beverages is not permitted.
- The activity shall be restricted to that area for which permission is granted.
- The activity shall not extend beyond the hours approved in the request.
- All programs shall be planned so they do not interfere with the regular school schedule. If a conflict should arise, the school sponsored activity will take precedence.
- The organization using the facility shall be responsible for moving any or its own equipment to and from the facility.
- The supervisor in charge of the activity shall be present before the activity is due to start, and is to remain with the group until all have left.
- The Rangeley Lakes Regional School assigned supervisor, as designated on the request for facility use form, has complete decision making authority while present.
- School authorities must have free access to all rooms at all times.
- Room(s) or facility used by applicant will be carefully examined after use for cleanliness, condition, lights out and windows closed. The applicant will make good promptly for any loss or damage occurring as a result of use of school property.
- No school property or equipment is to be altered or removed from the premises without official authorization.
- At least a ten-day advance notice is required.
- The using organization may be required to furnish appropriate public liability and property damage insurance.
- Keys will not be issued. The supervisor will have them.
- No reservation will be made until this application is returned and approved by the school's Administration.
- Signs or posters shall be placed in areas as to not cause damage to the facility
- Rangeley Lakes Regional School shall have the rights to all concessions unless an exception is granted by the Superintendent

### **Classrooms:**

- Return chairs and desks are to be returned to proper order
- Do not erase any materials on the blackboards
- Bring your own supplies - do not borrow things from the teacher's desk, files, closets, etc.
- Do not touch or move any projects or materials
- Use of the kitchen, art room, darkroom, computer lab, science lab, or special education room require special permission which is granted by the Principal (Specific rules/regulations will apply to each room)

### **Gym:**

- No beverages or food will be brought into the gym.
- The floor will be swept both prior and after use.
- All equipment is to be stored properly
- Lights must be turned off
- Bleachers are to be closed
- Hand rails must be placed on both ends of bleachers if they are used
- The hall areas outside the gym must be monitored for appropriateness of activity.

The person or the organization herein named agrees that members and guests will observe the regulations both as individuals and as an organization. Full financial responsibility will be assumed for any and all damages done to Rangeley Lakes Regional School property during the aforementioned period of use. Our organization/group will at all times hereafter indemnify the above-mentioned school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above-described building by our organization, and we will further hold said school harmless for loss or injury of any kind in connection therewith.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Adopted 9/26/06

## Community Use of School Buildings

NEPN/NSBA CODE: KF

RANGELEY SCHOOL DEPARTMENT

The Rangeley Board of Education recognizes the investment of the community in the Rangeley facility and grounds. As such, Rangeley Lakes Regional School will be available for organizations and individuals who wish to sponsor civic, cultural, educational, recreational or political activities that do not conflict or interfere with the conduct of school programs or the best interests of the schools and community.

1. School Use Policy – The RSU #78 Board of Education is the ultimate authority in all matters relating to the rental and use of the Rangeley Lakes Regional School’s facility. As such, the Board will designate the building Principal to determine building use for maintenance, school related, and other activities. Blocks of time may be reserved on a regular or occasional basis by the building Principal.
2. Categories of Users (in priority order)
  - 2.1 School programs
  - 2.2 School related programs and groups e.g. parent and booster groups
  - 2.3 Rangeley Board of Education activities
  - 2.4 Rangeley Board of Selectmen and other town agencies
  - 2.5 Non-profit groups and organizations within Rangeley and the Plantations
  - 2.6 Non-profit organizations located outside of Rangeley and the Plantations
  - 2.7 For profit organizations only when acting as an agent for a non-profit organization or group within Rangeley or the Plantations.
  - 2.8 For profit organizations at the discretion of the Superintendent
3. Insurances: The Rangeley Board of Education has the sole right to determine the amount of insurance coverage required. Organizations must provide a copy of their insurance certificate covering the period under contract naming RSU #78 as an additional insured, if required by the Superintendent or his/her designee. A certificate of insurance will be required if a fee is charged for public entertainment, and the event is provided by an organization not associated with the Rangeley Lakes Regional School, the Town or Rangeley or the Plantations.
4. Contact Person: The organization using the facilities must provide the name of at least one adult contact person who will be responsible for the activity/activities in the facility for time agreed.
5. Cancellation of an event: The Superintendent or his/her designee has the sole authority to determine whether the Rangeley Lakes Regional School facility should be closed and scheduled events cancelled for the event(s). Notification to the contact person will be made as soon as possible. The organization using the facilities must understand and agree to waive and release any and all claims that organization may have against any entity or person arising from or related to the cancellation of a scheduled event. The organization further agrees to defend and indemnify RSU #78 or its “agents” in the event that any claims are made against them as a result of or related to the cancellation of a scheduled event. This indemnity includes all costs including attorney fees.
6. Injuries/Damages: Any organization using the school facility understands and agrees to waive any claim including attorneys fees that the organization may have against RSU #78 and its agents for any injury.

NEPN/NSBA Code: KF

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7. Guidelines for Facility Use:

- 7.1 All groups and organizations using the facility must read and sign Board policy KF-R: Facility Use – Basic Rules and Regulations
- 7.2 Activities may not interfere with regular school activities unless arrangements are made with the Principal.
- 7.3 Organizations are responsible for moving and removing all their own equipment in and out of the facility.
- 7.4 School authorities and staff shall have access to the facility at all times
- 7.5 Illegal drugs and alcohol are prohibited in the school and on school grounds.
- 7.6 Organizations and participants are restricted to the areas of the facility being used.
- 7.7 Organizations are restricted to the time frames outlined in the agreement.
- 7.8 No school property may be removed or altered.
- 7.9 Signs and posters shall be placed in areas as to not cause any damage to the facility
- 7.10 The school department shall have the rights for all concessions unless agreed to by the organization and the Superintendent.
- 7.11 Any accident or damage to the facility must be reported to the Superintendent or his/her designee
- 7.12 Costs for police coverage will be borne by the user
- 7.13 No keys will be issued

#### 8. Application Process:

- 8.1 Complete the attached facility Use Agreement
- 8.2 Present the completed application, the certificate of insurance and the signed Facility Use – Basic Rules and Regulations document to the Principal a minimum of ten (10) working days prior to the date of need.

#### 9. Approval

- 9.1 The Principal shall review the applications and render his/her decision within two working days (application form for profit organizations must be approved by the Superintendent). If the application is not approved, an appeal may be made to the Superintendent within two working days. The Superintendent's decision will be final.
- 9.2 Upon approval of the building Principal, the organization may contact the person designated to schedule the facility.
- 9.3 The group contact person must make an appointment to be trained in use of the facility. This will include:
  - Alarm use (turning if off and on)
  - Facility security
  - Clean up methods
  - How to access emergency numbers

#### 10 Penalties

- 10.1 The group must leave the building in condition for next day of school
  - If custodians are needed to clean or prepare for a non-school sponsored event, the group will be charged the going cost per hour for a minimum of two hours for building clean-up and set up, and this groups ability to use the building will be suspended until payment is made to the Rangeley Lakes Regional School.

10.2 Any group leaving the building unsecured or setting off the alarm upon entering will be charged the going cost rate per hour for a minimum of two hours for custodial service to properly service the building. Also, that group's building use will be suspended until payment is made to the Rangeley Lakes Regional School.

11 Fees

- 11.1 Rangeley groups or organizations using the facility on a regular basis, such as men's basketball will not be charged a fee.
- 11.2 Rangeley groups or organizations using the facility fewer than five times per year will not be charged a fee
- 11.3 All groups and organizations be they either non-profit or for profit (see "2.6 and 2.8" above) and from outside Rangeley and the Plantations will be assessed a fee for each as follows:

<b>Facility</b>	<b>Non-Profits</b>	<b>For Profit Organizations</b>
Gym	\$100.00	\$200.00
Cafeteria	\$100.00	\$200.00
Classrooms	\$50.00	\$100.00

12 Meals and Custodial Services

- 12.1 Groups wishing to serve meals during their event must seek approval of the Principal or his/her designee.
- 12.2 Groups or organizations wishing to use kitchen facilities must do so in accordance with Board policy EFR: Food Service Program Regulation. Cost for food service personnel will be the going rate per hour with a minimum of two hours.
- 12.3 Groups may hire custodians to work their event. Cost for custodians will be the going rate per hour with a minimum of 2 hours.