

**Rangeley Lakes Regional School  
Facility Use - Basic Rules and Regulations**

**NEPN/NSBA CODE: KF-R**

**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.

**RENTAL FEES FOR USE OF SCHOOL FACILITIES BY  
FOR-PROFIT ORGANIZATIONS**

SPACE	DAILY RENTAL FEE
Gym	\$175
Classroom	\$25/room
Cafeteria	\$75
Custodian	\$200/day
Cafeteria Staff Person	\$140/day
Library	\$50
Equipment	See RSU 78 Policy ED

\*\* A \$.50 per seat charge will be added to the admission charge for any non-school event at Rangeley Lakes Regional School.

Checks will be made payable to Rangeley Lakes Region School and sent to:  
43 Mendolia Road  
Rangeley ME 04970

Cross reference:      ED – School Equipment Use  
                                 ED-R – Equipment Loan Request  
                                 KF – Community Use of School Facilities

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

Adopted 9/26/06  
Reviewed: 7/1/2020; reviewed 4.3.2023