

USE OF SCHOOL FACILITIES

General Conditions

1. All requests for use of school facilities by any group, other than school-sponsored activities and programs within each school, are to be submitted to the superintendent's office, on the proper form, with all information supplied, fourteen (14) days prior to the event, if possible.
2. Regular school activities will have priority for all space. All applications will be processed according to date of receipt of the application.
3. The granting of a permit for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the permit. It does not include any other time or times for preparation or rehearsal, unless specifically permitted.
4. A permit is not transferable. If the event is to be cancelled, the applicant should notify the superintendent's office forty-eight (48) hours in advance of the date reserved, if possible.
5. Violation by a permit-holder of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing permits and the denial of any permits in the future.
6. Special permission must be obtained for decorating, installing scenery, moving furniture, etc. School pianos are not to be moved.
7. Special school facilities (cafeterias, stage equipment, etc.) will require the use of school employees trained in their use and such cost will be added to the regular fee.
8. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment when and where required must be by school personnel, the cost of which will be added to the regular fee.
9. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on school premises must first present, in writing, proper insurance coverage with a "save harmless" clause protecting the board.
10. Scenery, decoration, or equipment, provided by the holder of a permit, must be removed from the school building promptly after the performance so as not to interfere with school activities. If there is a delay, the removal will be made by the board at the expense of the holder of the permit.

11. A school custodian is required to be on duty during the use of any school facility. Complete vacating of the facilities is to be made according to the terms of the permit. Departure time should be included in use hours applied for.

12. Smoking is prohibited on all SAD #59 property.

13. No alcoholic beverages will be permitted at any time. Any violation of this rule will prohibit future use.

14. The board and its authorized representatives shall have full and free access to the premises at all times.

15. If the application is approved, the person and/or organization will assume responsibility for orderly and careful use of the school facilities. The applicants assume liability for damage or loss of property that may accrue. The applicants will hold the board harmless from claims arising out of the use of the school buildings or grounds, for the function being sponsored, on the specified date or dates. The sponsoring group may be required to furnish a bond or certificate of insurance to indemnify the group and the board against any and all suits for injury or loss sustained by attendance at the function.

16. A few days prior to the school use, the applicant should review the use requirements with the building principal.

17. Kitchens and kitchen equipment are not to be used without authorization. If authorized, cafeteria personnel must be present. The costs of this service will be added to the regular fee.

Limitations of Use

1. Since the board is charged by law with the responsibility for school facilities, it must reserve the right to deny the use of school facilities when the board deems it necessary in the public interest.

2. Sponsoring organizations will conduct orderly meetings and such gatherings are not to incite others to disorder.

3. Sponsoring organizations will conduct meetings that are not abusive of other groups or individuals by reason of race, creed, or color.

4. No school facility, building, or grounds will be used for unlawful purposes.

5. Gymnasiums will not be used for dances without special provisions and permission.

Use of gymnasium requires use of proper footgear to prevent damage to floors.
Unauthorized use of gymnasiums apparatus is strictly forbidden.

6. No school facility is to be used for any other purpose or in any other way than its design use, without expressed written permission.

7. School facilities shall not be used for parties or celebrations that are essentially private in nature this exclusion includes birthdays, anniversaries, and other similar parties.

8. No program of the recreation department of the community will be held unless it is supervised by recreation personnel.

9. No signs, banners, pennants, placards, or similar items of advertisement are to be placed in the schools without the express consent of the school principal.

10. No ticket selling for any event or the sale of merchandise or food is permitted without written approval on the permit.

11. No group that limits membership in or attendance at its activities on a basis of race or color shall be allowed to use the school buildings or grounds.

12. Sunday use is discouraged and will only be permitted under special circumstances.

13. Any additional time for set-up, preparation, or extended exhibit hours will be charged at prevailing rates for extra personnel services and space uses. Custodial fees are included in regular rental fees, on weekdays. All rental fees are subject to additional charges for overtime on Saturday or Sunday.

14. Custodial services include opening and closing the building, operating room lights (no theatrical lighting), heating, operating ventilation equipment, and normal clean-up. Custodians will not be required to help load or unload equipment without additional compensation.

Special Conditions

1. All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules, and regulations of the board, the permit is subject to immediate cancellation. Upon notice by a duly authorized agent of the board, such activity is to cease. The board and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

Responsibility

1. Any group or organization using a public school facility is responsible for any damage above normal wear and tear, and is expected to:

a. Make necessary arrangements for a representative of the applying group to be present, with the permit, during the time the facility is used. This representative is to make himself known, and present the permit to school personnel for verification. He is to be responsible for the use of the facility.

b. Ensure, with the school representative, that

(1) exit doors are free from obstruction in the area being used;

(2) exit lights are turned on;

(3) locations of extinguishers are known; and

(4) fire, police, board rules and regulations, and school rules and regulations are observed.

Schedule Fees

1. No Fee Charged For Custodian

Special school activities, teacher organizations, parent-teacher meetings. Boosters Clubs for various school organizations and town government activities. (A custodian and/or a teacher must be in the building at all times when the building is in use.) During the hours when a custodian is not normally present in the building, a custodial fee may be charged.

2. Custodian Fee Only

Whenever one of the above organizations is operating a fund-raising activity.

When clubs from churches, charitable organizations, service clubs or recreation groups are using the facilities and do not have an audience situation.

3. Rental Fees

Groups or organizations other than the above will be charged a rental fee in addition to the fees for custodians or policemen. Annual fees to be established by the Board of Directors.

Rules Approved: 12/75
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