

**USE OF SCHOOL FACILITIES BY
NON-SCHOOL-SPONSORED STUDENT GROUPS**

It is the purpose of RSU #2 board of directors to make school facilities available for RSU #2 student groups in order that they may use school facilities during non-instructional time. Applications by such student groups shall be given preference over non-student groups.

DEFINITIONS:

1. School facilities are:
 - a. school buildings or rooms in school buildings;
 - b. school grounds including playing fields and parking lots.
2. Non-school sponsored student groups are organizations or groups of school students from this school system which are not meeting as part of an official school-sponsored function.
3. Non-instructional time is the time before and after the regular school day before “homeroom” periods begin and after actual classroom instruction ends.

PROCEDURES AND REGULATIONS:

1. School facilities shall be made available to non-school sponsored student groups on application by the particular group’s representative to the principal.
2. The principal shall not deny access to any group on the basis of religious, political or philosophical purposes, nor on the basis of the content of the speech at the proposed meeting provided only that the meeting is held for lawful purposes.
3. Application for the use of school facilities shall be delivered to the office of the principal at least thirty days prior to the date of the proposed use.
4. The principal shall notify the applying group of the approval of the application at least fifteen days before the date of the proposed use, giving the designation of the room, field or place to be used and the approved hours of use
5. The use of the particular facility shall be without charge and the using group shall be responsible for leaving the facility at an approved time and in an orderly and clean condition. Failure to comply with this requirement may be the basis for the denial of that particular group’s future use of the facility.
6. A staff member or responsible adult will supervise all meetings of the group submitting the application. This supervisor shall be subject to approval by the building principal and this request shall be included with the application. [see no. 3 above]
In the event a staff member is not available to take this role, a custodian may be employed at the expense to the group in accordance with rates designated in KF-R2.
7. During the school year, if school is cancelled for any reason on the day of your event, your event is also cancelled.

COMPENSATION FOR USE:

1. To the extent possible, the hours during which school facilities are used should coincide with the hours during which custodians are on regularly scheduled duty.
2. Users of facilities during times when custodians are not on duty shall either:
 - a. pay expenses for a custodian to open the facility and clean up after the event; or

- b. Users of facilities for private, individual functions shall pay rental fees and expenses for a custodian to open the facility and clean up after the event in accordance with the rental rates KF-R.
3. If the superintendent determines that the facility has not been properly maintained by the designated individuals, a custodian may be assigned and the expense for these custodial services will become the responsibility of those persons using the facilities or permission to use the facilities may be revoked.
4. Organizations or individuals which charge admission for their activities may be charged a fee for use of the facility. The school board shall approve a schedule of fees for facility use based upon actual costs as determined by the administration. [see Addendum Fee Schedule]
5. The RSU reserves the right to require organizations or individuals to hire school personnel to be present during the scheduled activity.

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