**COMMUNITY USE OF SCHOOL FACILITIES RULES**

**Use of Facility by School Organizations, Clubs, Etc.**

These guidelines are intended to provide a fair and equitable way of granting special consideration for use of school facilities to school sponsored classes or club group activities. The Board and administration have the responsibility of looking after the facilities to insure that those same facilities are in a clean, safe and sanitary condition for student use the day following an activity. The Board also must have a degree of confidence that building doors will be secured and equipment returned to its proper place at the end of the use period. In order to achieve such assurance, the required use of a custodian and/or kitchen worker shall be as follows:

If a custodian is on usual duty and the required cleaning can be done during the scope of that duty period, there will be no charge. If additional time is required for clean up or building supervision until closing, charges will be set by the hourly rate of the custodian and/or kitchen worker. User will be billed for a minimum of one hour after event has ended.

If the activity occurs on a weekend or time when the custodian is not usually on duty, a charge of a minimum of 4 hours at the rate of time and one-half will be made, or if the time required for clean up and building supervision exceeds the 4 hours, the charge will be for the actual time worked at the rate of time and one-half.

If the kitchen is to be used for serving only (no use of utensils or equipment), the custodian may assume responsibility for supervision. The organization using the facility must clean the area used for serving.

If the kitchen is to be used for food preparation and utensils and equipment are to be used, a kitchen worker must be on duty. The charges will be as stated above.

## **Use by School Activity, Group or Organization**

Recognizing that it would make little sense for any school organization to run an activity that would result in a minimal profit to the group while at the same time having the District suffer the cost of custodian and/or kitchen service salaries, and other expenses such as heat, electricity, etc., the Board considers it important that each group work through the computing of the cost of the activity (including custodial and/or kitchen service costs) to anticipate the revenues that may be gained from the activity in order to determine if in fact the activity is worth the effort.

The Board expects that all uses of facilities will be lawful, orderly and consistent with responsible treatment of public property.

The Board has an established fee structure for facility use, which reflects the Board’s intent to provide reasonable and responsible use of its buildings yet maintain its accountability for protecting and securing the District’s assets.

When fees are reduced or waived for certain activities, the Board is in fact partially underwriting

those activities and is compelled to require that certain assurances are in place. School related and/or community groups that request that some fees be waived must be willing to abide by use rules as well as agree to abide and enforce Board policies regarding non-discrimination, code of fair practices, and treatment of students.

Approval of requests for reduced or waived fee use of facilities will require a written agreement to said abiding and enforcement of said policies and rules.

**Limited School Sponsored Activities on Sundays**

RSU/MSAD No. 64 supports Sunday participation for school-sponsored activities that originate under the Strategic Plan Community Partnerships Committee umbrella. Permitting eligible programs the opportunity to conduct activities on Sunday will address limited availability of the District’s facilities during the week and afford students who are participating in other school-sponsored activities an opportunity to avoid time conflicts.

Eligible Activities

School-sponsored activities eligible to conduct activities on Sundays are limited solely to activities that originated under the Strategic Plan’s Community Partnerships Committee umbrella.

Time Restraints

Time restraints in Policy KF do not apply to activities under this pilot.

Rules and Regulations

School-sponsored activities eligible for Sunday participation under this pilot will be conducted consistent with all applicable provisions of Policy KF. Student participants will be required to meet current eligibility standards for participation in co and extra-curricular activities.

**Use of School Equipment**

Arrangements for use of school furniture and equipment by those organizations who have made application for facility use shall be made at the time of completing the application. Furniture and equipment to be used may not be removed from the school and must be cared for in an appropriate manner. Damages to school furniture and/or equipment shall be compensated for by the parties using the facility.

School furniture and equipment shall not be loaned to any individual or organization. Equipment/furniture purchased for use at school shall not be removed from the schools of the District.

Adopted: August 20, 2018