

COMMUNITY USE OF SCHOOL FACILITIES

“It is the intent of this plan (Regional School Unit #34 reorganization plan) for the municipalities and RSU to forge a cooperative relationship with regards to use of property. Property retained by the municipalities shall be available for use by the RSU at no cost and property conveyed to the RSU shall be available to the municipalities at no cost when said properties are not in use by the owner entity. Buildings and grounds shall continue to be used in the best interest of the communities.”

It is the Board’s intent to make available community use of RSU #34 facilities and grounds_ to the extent consistent with the primary educational function of the school as well as to the extent that such use does not result in the consumption of resources provided for the primary educational function of the schools . It is intended that community uses for educational, recreational, social, civic, philanthropic and like purposes be approved by the administration, in accordance with this policy.

The Superintendent is responsible for developing administrative regulations which provide for: timely approval/denial of applications; uses which do not interfere with educational or extracurricular programs of the public school students; give preference to local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

These factors are to further guide community use:

- A. A certificate of insurance naming Regional School Unit #34 as an additionally insured shall be required as appropriate to the particular use;
- B. No alcoholic beverages may be brought onto school property at any time;
- C. Tobacco use shall not be allowed on school property;
- D. School facilities may not be used for any illegal purposes;
- E. Community adults and children are free to use outdoor grounds and facilities for non-organized activities whenever not otherwise scheduled. However, formal approval of buildings and grounds use will be required of recognized organizations and groups for organized activities;
- F. All groups shall have a custodian on site or other school employee as approved by the Superintendent when the facility is in use. If kitchen facilities are used, a member of the food service staff or other school employee as approved by the Superintendent shall be on site when the kitchen is in use. The cost of custodian and/or kitchen coverage shall be the responsibility of the group using the facility.

- G. All groups shall have sufficient supervision on site for each use.
- H. Application for use is to be made two weeks in advance of the event through the Principal, with final approval determined by the Superintendent.
- I. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care or for non-payment of fees.

A standard rental fee of one hundred dollars (\$100.00) per day as well as an incidental expense fee shall be charged for each use. The standard rental fee may be waived for the following groups:

- A. Not-for-profit educational, recreational, cultural and fraternal organizations having a significant number of members who are community residents;
- B. Not-for-profit groups which present programs that are designed to be educationally, recreationally or culturally beneficial to local citizens; and
- C. Municipal-sponsored groups and organizations.

In addition to the standard rental fee, even if the rental fee is waived, **all** groups shall be responsible for the following:

- A. Reimbursement for incidental expenses such as paper towels, toilet paper, soap and cleaning supplies. The Superintendent shall annually set a per use fee for incidental costs.
- B. Reimbursement for property damage and any cleaning and repair costs;
- C. Fees for rental of equipment.

The Superintendent may require a deposit or pre-payment of any or all fees and charges.

First Reading: February 24, 2010

Adopted: March 17, 2010

Revised: November 2015