

# MSAD 11 SCHOOLS FACILITIES USE APPLICATION

- Pursuant to School Board Policy KF, applicants must complete a Facilities Use Form at least two (2) weeks in advance of the event.
- The Superintendent reserves the right to cancel any event scheduled in school facilities if weather or other conditions warrant.
- Facilities may only be used during contracted times.
- All applications require a deposit at the time of application and that the balance be paid in full prior to use.
- The following must be supplied prior to the Application approval
  - (a) Non-Profits and Charitable Organizations may be required to provide proof of 501(c) status
  - (b) Certificate of Insurance naming MSAD 11 as additional insureds, when required

## APPLICANT INFORMATION

Name of Group / Organization (must be the same as Tax Exemption Form / Certificate of Insurance)		Date of Application	
Street	City / Town	State	Zip Code
Contact Person		Position / Title	
E-mail Address	Phone	Cell Phone	

## FACILITY INFORMATION

Facility Requested	School
Description of Activity	Number Expected Attendees
Special Requests, including custodial needs, tables, chairs, etc	

Requested Dates

	Date of Event	Set-Up / Breakdown Times		Meeting / Event Time	
		Start	End	Start	End
1					
2					
3					

The undersigned party renting school facilities under this agreement does hereby agree to indemnify Maine School Administrative District No. 11 from all claims resulting from the renting of said facilities, which indemnification would include but not be limited to payment of attorney's fees, and the undersigned further agrees to hold Maine School Administrative District No. 11 harmless from all claims resulting from the use of said facilities by the undersigned. In addition, if required, the undersigned agrees to provide Maine School Administrative District No. 11 as named insured, which insurance should be in an amount of at least \$1,000,000.

Damages that are incurred will be the responsibility of the contracting party.

Signing below indicates acceptance of the rules noted in the attached. Lessee agrees to abide by the policies and conditions of rental as set forth by the Maine School Administrative District No. 11 Board of Directors.

Is this a School Board sanctioned student activity group?

Yes  No

Does this Resident Non-Profit exist exclusively for the benefit of MSAD #11 students?

Yes  No

Check one of the following:

- I. School
- II. School Benefactor
- III. Municipal / Recreation
- IV. Resident Non-Profit Youth
  - 501(c) Non-Exempt
  - 501(c) Exempt
- V. Resident Non-Profit Adult
- VI. Resident For-Profit
- VII. Non-Resident For-Profit

## SIGNATURES REQUIRED

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Building Administrator

\_\_\_\_\_  
Date

# MSAD II FACILITIES USE ESTIMATED RENTAL FEES

## FACILITY RENTAL FEE

*See MSAD II School Facilities Fees & Rates*

Athletic Field Complex	_____	hrs @ \$ _____	per hour	\$ _____
Hooh Field Lights	_____	hrs @ \$ _____	per hour	\$ _____
Tennis Courts	_____	hrs @ \$ _____	per hour	\$ _____
Gymnasium (High School)	_____	hrs @ \$ _____	per hour	\$ _____
Gymnasium (Middle School)	_____	hrs @ \$ _____	per hour	\$ _____
Gymnasium (Elementary School)	_____	hrs @ \$ _____	per hour	\$ _____
ATM Room (High School)	_____	hrs @ \$ _____	per hour	\$ _____
Computer Lab	_____	hrs @ \$ _____	per hour	\$ _____
Classroom /Library	_____	hrs @ \$ _____	per hour	\$ _____
Music Room	_____	hrs @ \$ _____	per hour	\$ _____
Cafeteria	_____	hrs @ \$ _____	per hour	\$ _____
Little Theatre (High School)	_____	hrs @ \$ _____	per hour	\$ _____
Kitchen*	_____	hrs @ \$ _____	per hour	\$ _____

\* SNS Personnel must supervise the use of kitchen equipment to prepare or serve food. Additional fees will be charged.

## GROUP A

Auditorium Technician	_____	hrs @ \$ 15.00	per hour	\$ _____
Lighting /Electrical	_____	hrs @ \$ 35.00	per hour	\$ _____
Projection	_____	hrs @ \$ 35.00	per hour	\$ _____

## GROUP B

Custodial	_____	hrs @ \$ 30.00	per hour	\$ _____
	<i>2 hour minimum</i>			
School Nutrition Services (SNS)	_____	hrs @ \$ 30.00	per hour	\$ _____
	<i>2 hour minimum</i>			
Open /Close Fee	_____	hrs @ \$ 50.00	per hour	\$ _____
	<i>Required for events taking place outside of normally scheduled custodial coverage.</i>			
Maintenance Fee	_____	hrs @ \$ 50.00	per hour	\$ _____
	<i>In the event a maintenance response is required, a minimum 3 hour call-out fee will apply.</i>			

## GROUP C

### Security /Police Required

*Leasee will be billed directly through the Gardiner Police Department. Fee may vary based on the responding officer's rate of pay.*

## GROUP D

Estimated Attendees \_\_\_\_\_

\$ \_\_\_\_\_

*In addition to rental fees, leasee shall be required to pay a refundable security fee based on the number of anticipated attendees. The security fee shall be refunded in its entirety provided the facilities are left in the same condition in which they were obtained. It is the sole discretion of the building administrator to make this determination.*

### Security Deposit

1 - 50 Attendees	\$100	250-350 Attendees	\$400
50 -150 Attendees	\$200	350 + Attendees	\$500
150-250 Attendees	\$300		

TOTAL ESTIMATED COST \$ \_\_\_\_\_

DEPOSIT \$ \_\_\_\_\_

*(1/2 Estimated Cost) Due at the time of application*

BALANCE \$ \_\_\_\_\_

*Required to be paid in full prior to use.*

*The Estimated Facilities Rental Fee includes the total of all known fees. It does not include additional charges that may be assessed for additional custodial /maintenance /SNS services. The estimate is not a guarantee of total charges.*

## CONDITIONS OF USE

\_\_\_\_\_ Initial for understanding

- Applicants must complete a written Facilities Use Form at least two (2) weeks in advance requesting to use school facilities. The Facilities Use Form includes a release and indemnity provision and an agreement that the applicant will comply with all MSAD 11 policies and rules.
- No community application for use of school facilities, other than auditoriums, shall be approved more than six (6) months in advance of the intended use. Applications for use of school auditoriums may be approved up to twelve (12) months in advance.
- The School Board shall approve a schedule of fees for use of school facilities utilizing actual cost as data in the determination of and are subject to change without notice.
- If the building administrator deems necessary for school personnel to be present at the event, school personnel shall be paid at the expense of the user.
- The hours during which school facilities are used will, to the extent possible, coincide with the hours during which custodians are regularly scheduled. At the discretion of the building administrator and business manager, leasees may be required to pay for custodial services if the event requires custodial support over and above the normal custodial schedules and duties.
- School facilities or equipment used by the applicant will be examined before and after use. It is the responsibility of the persons or organizations using school facilities to leave them in the same condition in which they were obtained. If this is not done to the satisfaction of the building administrator, a charge may be levied for any required clean-up costs, in excess of any fees otherwise applicable.
- In addition to rental fees, leasee shall be required to pay a refundable security fee based on the number of anticipated attendees. The security fee shall be refunded in its entirety provided the facilities are left in the same condition in which they were obtained. It is the sole discretion of the building administrator to make this determination.
- All organizations/individuals charged a rental fee are required to pay 50% deposit at the time of application with the balance to be paid in full prior to use. Organizations/individuals not charged a rental fee may be charged a deposit fee if during past usage of school facilities that organization/individual did not leave the facility the same way it was found, as determined by the building administrator.
- All individuals or groups using school facilities are responsible for the preservation of order and must meet all requirements of state statutes, ordinances, conditions and policies and procedures of the MSAD 11 School District. Failure to comply with this requirement will result in the revocation of use privileges.
- Leasees not covered by the MSAD 11 School District liability policy may be required to provide a certificate of insurance. It is the sole discretion of administration to determine whether a certificate of insurance will be required as well as the amount of insurance coverage required for the event. Leasees required to provide a certificate of insurance coverage must provide a copy of their certificate of insurance covering the period under contract naming MSAD 11 as an additional insured prior to the event.
- Applicants applying for facilities use as a non-profit organization must provide proof of 501 (C) status at the time of application. (Applies to organizations that fall under Priorities IV, V and VIIa)
- All applicants granted use of school district facilities shall hold the MSAD 11 School District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of district facilities. The applicant further agrees to make restitution promptly for any loss or damage occurring during use of said facilities and equipment.
- Use of equipment is limited to the items specified on the application form and a fee or deposit may be assessed for said use. Installing decorations or scenery, moving equipment or other furniture is prohibited unless special permission is obtained in advance from the building administrator.
- The person or organization designated on the Facilities Use Form shall be the only group using the facility for the specified event or activity. The duly authorized representative of the organization or group must be at least twenty-one (21) years of age, shall assume responsibility of the activity and shall remain present throughout the activity.
- All fees, rentals and payment for staff services shall be made payable to MSAD 11. Tipping of school personnel is not permitted. Under no conditions shall payment be made directly to staff members.
- For community events with a projected attendance of 500, the building administrator, in conjunction with the appropriate law enforcement, will determine the need for police security. Payment for police services will be the responsibility of the individual or group using the facility for the specified event of activity.
- Community adults and children are free to use outdoor grounds and facilities for recreation when not otherwise scheduled. Formal approval of buildings and grounds rentals will only be granted to recognized organizations and groups.
- All injuries and accidents must be reported immediately to the building administrator.
- All school facilities will be closed on all Federal and State holidays, unless the building administrator and/or superintendent grant prior approval.
- The building administrator has the sole discretion to determine whether equipment may be stored on school premises. Equipment stored on school premises are stored at the owner's risk. MSAD 11 does not accept responsibility for damages to or loss of property stored on school premises.

## GUIDELINES FOR KITCHEN USE

\_\_\_\_\_ Initial for understanding

- Only School Nutrition Services (SNS) staff members are authorized to prepare and serve meals. Organizations desiring to purchase and provide pre-cooked foods for meals that are to be served in support of their function may do so. With the exception of Priority I Organizations, the fee schedule will apply.
- Use of kitchen equipment and facilities by anyone other than SNS staff without the approval of the SNS Director and the building administrator is prohibited. Once approval to use the kitchen is granted, SNS personnel must supervise the use of kitchen equipment to prepare or serve food. Additional fees, as listed in the policy's fee schedule, will be charged.

## **GUIDELINES GOVERNING THE FOOD AND CONCESSION STAND**

\_\_\_\_\_ Initial for understanding

- Requests to operate food and concessions stands must be made at the time the rental application is submitted. Applicable public health and licensing requirements must be met at all times. (Reference policy EFE - Competitive Food Sales)

## **CONTRACTUAL OBLIGATIONS**

\_\_\_\_\_ Initial for understanding

- The user shall agree to hold MSAD 11 free, harmless, and indemnified from any claims, suits, or causes of action arising from or out of its use of a school facility.
- The user shall not assign or transfer its permit to use school facilities to any other person/ organization without the express permission of the appropriate school official. An agreement to use school facilities may be canceled or amended by the user for good cause provided that seven (7) days notice is given to the building administrator. The right to cancel or amend an agreement to use school facilities at any time is reserved by the appropriate school official. On any day that schools are closed for inclement weather or other emergencies, use of school facilities will be determined at the discretion of the building principal and/or superintendent. Users are responsible for notifying their membership of such circumstances.
- The Superintendent, or his/her designee, has the sole authority to determine whether the building should be closed for reasons of public safety and will be held harmless in this situation. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are canceled automatically without penalty to either party. Every effort will be made to reschedule any canceled event to a mutually acceptable date.

## **RESPONSIBILITY FOR CARE, CUSTODY AND CONTROL OF SCHOOL FACILITIES**

\_\_\_\_\_ Initial for understanding

- The user shall be responsible for any damage to school property, other than normal wear and tear, while the facility is under the user's care, custody and/or control. Unless waived, in writing by the building administrator or another appropriate school official, the following rules shall be observed:
  - The user shall not drive nails, tacks or screws into the floors, walls, ceiling, desks or any other school property.
  - The user shall not paint, wallpaper, mark or deface any property.
  - The user shall not wire or connect electrical equipment (such as stage lighting equipment) or adjust the heat or air conditioning controls, unless specifically approved in advance by the appropriate school official.
  - The user shall not sell or serve food or drink or operate concessions in connection with the rental of school facilities without permission from the building administrator other than renting school cafeterias by special arrangement.
  - The user shall wear appropriate athletic shoes when using gymnasiums or tennis courts for athletic or recreational purposes.
  - The user shall remove its property such as decorations, theater props, and equipment from school premises, after use.
  - The user shall leave the school premises when its lease term has expired.
  - No school property shall be in use after 11:30 p.m., unless previously approved by the superintendent.
  - The user shall leave the school premises, including parking lots, in a secure, clean, neat and orderly manner.
  - The user shall become familiar with and shall comply with the fire codes of the city/town and state applicable to each facility being used.
  - The user shall protect all floors when moving chairs, furniture and/or equipment.

## **PROHIBITED CONDUCT**

\_\_\_\_\_ Initial for understanding

The following conduct is prohibited:

- No school facility shall be made available to any group that advocates unconstitutional or illegal acts, or are contrary to the best interest of the MSAD 11 School District or the welfare of students and employees.
- Possession or consumption of alcoholic beverages, illegal drugs or tobacco products on school grounds. School facilities include all buildings, athletic fields, parking lots and recreational fields.
- The possession of weapons (knives, guns, etc.).
- Smoking anywhere on the school district grounds or in the district's facilities.
- Usage of the district's facilities after 11:30 p.m., unless previously approved by the superintendent.
- Any activity which, in the opinion of school officials, would cause or be substantially likely to cause damage to school property (for example, playing fields should not be used during inclement weather or when their use will damage their condition for school purposes).
- Parking on landscaped areas. Vehicles must be parked in designated areas only.
- Animals, other than those cited in Policies IMG and IMG A, are not allowed on school property except with prior authorization from the building administrator.
- Use of open flames, including candles, fireworks or other special effects.

## **SUSPENSION OF PRIVILEGES**

\_\_\_\_\_ Initial for understanding

- Violations of any of these rules and regulations shall be grounds for the suspension of a user's privilege to use school facilities for such period of time as deemed fitting by the appropriate school official.

# MSAD 11 SCHOOLS FACILITIES USE APPLICATION

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## APPLICANT INFORMATION

Name of Group / Organization (must be the same as Tax Exemption Form / Certificate of Insurance)		Date of Application	
Street	City / Town	State	Zip Code
Contact Person	Position / Title		
E-mail Address	Phone	Cell Phone	

## FACILITY INFORMATION

Facility Requested	School
Description of Activity	Number Expected Attendees
Special Requests, including custodial needs, tables, chairs, etc	

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Check one of the following:

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- VI. Resident For-Profit
- VII. Non-Resident For-Profit

## SIGNATURES REQUIRED

Signature of Applicant	Date	
Signature of Building Administrator	Date	

# MSAD II FACILITIES USE ESTIMATED RENTAL FEES

## FACILITY RENTAL FEE

*See MSAD II School Facilities Fees & Rates*

Athletic Field Complex	_____	hrs @ \$ _____	per hour	\$ _____
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## GROUP A

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Estimated Attendees \_\_\_\_\_

\$ \_\_\_\_\_

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TOTAL ESTIMATED COST \$ \_\_\_\_\_

DEPOSIT \$ \_\_\_\_\_

*(1 / 2 Estimated Cost) Due at the time of application*

BALANCE \$ \_\_\_\_\_

*Required to be paid in full prior to use.*

*The Estimated Facilities Rental Fee includes the total of all known fees. It does not include additional charges that may be assessed for additional custodial / maintenance / SNS services. The estimate is not a guarantee of total charges.*

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- The possession of weapons (knives, guns, etc.).
- Smoking anywhere on the school district grounds or in the district's facilities.
- Usage of the district's facilities after 11:30 p.m., unless previously approved by the superintendent.
- Any activity which, in the opinion of school officials, would cause or be substantially likely to cause damage to school property (for example, playing fields should not be used during inclement weather or when their use will damage their condition for school purposes).
- Parking on landscaped areas. Vehicles must be parked in designated areas only.
- Animals, other than those cited in Policies IMG and IMG A, are not allowed on school property except with prior authorization from the building administrator.
- Use of open flames, including candles, fireworks or other special effects.

## **SUSPENSION OF PRIVILEGES**

\_\_\_\_\_ Initial for understanding

- Violations of any of these rules and regulations shall be grounds for the suspension of a user's privilege to use school facilities for such period of time as deemed fitting by the appropriate school official.



**MSAD 11 SCHOOL FACILITIES FEES and RATES**  
Effective April 1, 2017

Facility	School	Municipal/Civic Functions & Programs	Resident Service Groups & Non-Profit	Resident Non-Student Related Services	Non-Resident Organizations	For-Profit
	Priority I	Priority II	Priority III	Priority IV	Priority V	Priority VI
*See additional applicable fees **See additional charge for day and weekend long events	No Rental Fee*	No Rental Fee*	No Rental Fee***	\$50/hr	\$75/hr	\$100/hr
Athletic Field Complex (High School & Middle School)	No Rental Fee*	No Rental Fee*	No Rental Fee***	\$25/hr	\$35/hr	\$50/hr
Elementary Fields	No Rental Fee*	\$75/hr	\$100/hr	\$100/hr	\$150/hr	\$200/hr
Field Lights	No Rental Fee*	No Rental Fee*	No Rental Fee***	\$25/hr	\$50/hr	\$100/hr
Tennis Courts	No Rental Fee*	No Rental Fee*	No Rental Fee***	\$50/hr	\$75/hr	\$100/hr
Gymnasium (High School)	No Rental Fee*	No Rental Fee*	No Rental Fee***	\$50/hr	\$75/hr	\$100/hr
Gymnasium (Middle School)	No Rental Fee*	No Rental Fee*	No Rental Fee***	\$50/hr	\$75/hr	\$100/hr
Gymnasium (Elementary School)	No Rental Fee*	No Rental Fee*	No Rental Fee***	\$50/hr	\$75/hr	\$100/hr
ATM Room (High School)	No Rental Fee*	No Rental Fee*	No Rental Fee***	N/A	N/A	N/A
Computer Room	No Rental Fee*	No Rental Fee*	No Rental Fee***	N/A	N/A	N/A
Classroom/Library	No Rental Fee*	No Rental Fee*	No Rental Fee***	\$15/hr	\$20/hr	\$25/hr
Music Room	No Rental Fee*	No Rental Fee*	No Rental Fee***	N/A	N/A	N/A
Cafeteria	No Rental Fee*	No Rental Fee*	No Rental Fee***	\$50/hr	\$75/hr	\$100/hr
Kitchen (may only be used if MSAD 11 Child Nutrition staff are available to work)	No Rental Fee*	No Rental Fee*	No Rental Fee***	\$50/hr	\$75/hr	\$100/hr
Little Theatre (High School)	No Rental Fee*	No Rental Fee*	No Rental Fee***	\$100/hr	\$125/hr	\$250/hr

\*All organizations utilizing/renting any of the facilities, may be subject to additional applicable fees, including: custodial, maintenance, kitchen, security, or technical staff fees.

\*\*Organizations classified in Priority 3 that use any of the MSAD 11 facilities for a day-long or weekend events (e.g. tournaments) will be charged a non-refundable fee of \$50/day to cover the use of the facility, plus a minimum of 2 hours/day for custodial services.

All fees and classifications will be determined at the discretion of the MSAD 11s Building Administrator and Business Manager.

**Other Fees:**

Auditorium Technician	\$15/hr
Lighting/Electrical	\$35/hr
Technology/Projection	\$35/hr
Custodial/Maintenance/ Kitchen	\$30/hr (2 hours minimum)

Organizations that do not clean up after an event, will be charged additional hours for custodial time to clean.

Events requiring police services, as determined by the building administrator/business manager in conjunction with the Gardiner Police Chief, will be billed directly through the Gardiner Police Department. Fees may vary based on the responding officer's rate of pay.

All checks are payable to MSAD 11 (non-payment of an invoice will result in an organization not being able to use the facility in the future).

