

ELLSWORTH SCHOOL DEPARTMENT
COMMUNITY USE OF SCHOOL FACILITIES

DEFINITION: "School facilities" are buildings and grounds, parking lots, playing fields and fixed equipment.

It is the Ellsworth School Board's (ESB) desire that the local taxpayers who provide the school should be able to obtain maximum use of the facilities, to the extent consistent with the primary educational function of the school. 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 implementing regulations, and a fee schedule approved annually by this Board.

The Superintendent is responsible for developing administrative regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the public school students; 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 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 recreation whenever not otherwise scheduled. "Informal" includes "pick-up" games, running on the track, Frisbee, and other forms of recreation that do not require a fee or regular scheduled use.
- F. Organizations and groups seeking more formal recreation uses need to secure approval through these procedures;
- G. Any approval of the use of school facilities is to require the signing of a Facility Use Agreement setting forth the conditions of use;
- H. Application for use is to be made through the Principal or designee, with final approval determined by the Superintendent;
- I. Groups using facilities are prohibited from using school equipment, supplies, and other school property without the express written permission of the Ellsworth School Department; and

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- J. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.

Facility use may be granted without rental charge, as follows:

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

Other groups shall pay in accord with the facility rental scale in KF-R

The following may be required of any group:

- A. Reimbursement for incidental expenses (utilities, etc.);
- B. A deposit with the application, refundable after leaving the facility in satisfactory condition;
- C. Reimbursement for property damage and any cleaning costs;
- D. Reimbursement for custodian or other staff costs when necessary to the use of the facility;
- E. Fees for rental of equipment;
- F. Law Enforcement coverage;
- G. Inspection of facility by the Ellsworth Fire Department prior to use.

Policy effective September 1, 2015.

Adopted: April 14, 2015

Amended: October 9, 2018