

Title: APPLICATION FOR USE OF SCHOOL FACILITY  
AND CONDITIONS CONTROLLING THE USE OF  
SCHOOL FACILITIES

Policy: DEA

NEW SHOREHAM SCHOOL DISTRICT  
BLOCK ISLAND SCHOOL

Since the school belongs to the people of the town, and since the plant facilities are established, maintained, and operated by funds largely provided by local taxes, the School Committee accepts the responsibility for making its plant facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare, or recreational activities that do not infringe upon, nor interfere with, the conduct and best interest of the school system.

Accordingly, fees will be charged according to the following standards and set by action of the School Committee.

Class I: Free use of school facilities may be granted to the following organizations or groups, provided that membership and participation is available to any local citizen.

1. Block Island School affiliated groups: PTO, employee associations, scholarship associations, school committees, booster clubs, county or state school performances, for example.
2. Youth Service Groups: Boy Scouts, Girl Scouts, 4-H, Brownies, Cub Scouts, for example.
3. Officially appointed groups of the Town and Town sponsored recreational programs, and local citizen groups.

Class II: Fees shall be charged for the use of selected parts of school facilities by Block Island community non-profit civic, recreation, and citizen associations: approved charitable, philanthropic, and cultural groups, service clubs, fine arts associations, theater groups, and other organizations not operating for profit and devoted to community interest and child welfare. Such determination based on energy and other associated costs born by the school department.

Class III: Fees will be charged for the use of school facilities by organized groups within the community for profit and groups not within the community for nonprofit, charitable, philanthropic, civic, or other non-commercial, non-personal purposes.

Special Charges: Groups that request use of facilities for time that requires extra custodial help, cafeteria help, fire guards, police, or technicians' costs may be charged the exact extra costs incurred, including employer related costs.

Use of school facilities are subject to the following conditions:

1. No one will be allowed to enter the building until the person in charge has entered, and the person in charge will not leave the building until the last person has left. Only those people specified by the superintendent (or his/her designee) may obtain the school key from the Communication Center. The person(s) responsible as designated in the application will be responsible for the building to the degree deemed necessary by the school authorities.

2. All activities must be confined to that portion of the building contracted. Any use of specialized equipment or area must have authorized personnel in attendance who will have final authority to specify the manner of use of specialized equipment.
3. Any problems or deficiencies will be reported to the school custodian and to the school office. Communication with service providers will be by authorized school department personnel.
4. Any accident which incapacitates a participant for any period of time, or which has the potential to do so, must be recorded on the standard accident report within 24 hours. This report must be completed in triplicate with one copy going to the injured party.
5. Copies of all correspondence, information, advertisements, rosters, and any other pertinent information relating to a program must be kept on file in the school office.
6. No alcoholic beverages are to be used in or on school premises.
7. Block Island policy and state law prohibits the use of any substance or item that contains tobacco, including, but not limited to, cigarettes, cigars, pipe tobacco, snuff, and chewing tobacco. It also prohibits having in one's possession a lighted cigarette, cigar, pipe, or other substance containing tobacco. Community members who wish to smoke must leave the school property.
8. School property shall not be defaced in any manner. Damage to any property or equipment must be reported and paid for by the responsible party.
9. All moving of furniture and all changing of existing school facilities are to be done under the direct supervision of authorized school personnel.
10. The school facility must be left in the same or better condition as it was found. The School Committee reserves the right to engage custodial services at the expense of the applicant if conditions warrant.
11. Sneakers are the only acceptable footwear for the participants of athletic activities in the gymnasium. Black carbon-soled running shoes are prohibited.
12. Use of the cafeteria with the kitchen requires the attendance of approved personnel with any associated cost the liability of the user.
13. Fees are to be paid within five days after use. Please make check payable to the Block Island School. (Note: fee schedule may change.)
14. The applicant understands that should any of the rules and regulations be broken, the organization may lose the privilege to use the building in the future. The administration reserves the right to approve or disapprove all applications for use of school facilities.

Policy Adopted: 2/13/1995; Revised: 1/11/2010

***New Shoreham School District, Block Island School***

Facility Fee Schedule: Adopted January 11, 2010

Area	Class 1	Class 2	Class 3
Gymnasium	No charge	\$25/hour	\$40/hour
Cafeteria (w/ kitchen)	No charge	\$25/hour	\$40/hour
Cafeteria (w/o kitchen)	No charge	No charge	\$25/hour
Other Rooms	No charge	No charge	\$25/hour
Special Charges	At cost	At cost	At cost