

RSU/SAD #37

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USE OF SCHOOL FACILITIES FORM

The SAD #37 Board acknowledges our responsibility to protect and manage our capital investments as well as our wish to have citizens feel welcome in and a part of our schools.

School related extra-curricular groups have first priority. The right of others to use school facilities will be decided by school administrators upon written request. Upon written application, the party requesting agrees to pay any fees assessed, to provide for custodial or protective personnel required, and to repair or replace any property damaged.

All approved persons or groups granted permission to use District facilities shall hold SAD #37 and the Board 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.

Whenever possible, the hours of use should coincide with hours during which custodians are on regular assigned duty. The availability may change from school to school. *If a custodian or cook is required beyond his/her normal working hours, the person requesting the facility will be responsible for paying them directly on the date the event is scheduled.*

All trash must be removed by the responsible party.

Please see back of form for a copy of the Board's policy regarding facility use.

Name of school you are requesting to use: _____

Event the building is to be used for: _____

Date and Time the building is needed: _____

Person requesting and responsible for use of the facility: _____

Address/Telephone: _____

Admission fee for this event: \$ _____ If no admission, are donations accepted? Yes No

Administrative Use

Custodian assigned: _____ Fee: \$ _____ ~ Cook assigned: _____ Fee: \$ _____

Approved Disapproved by: _____
Building Principal Date

Approved Disapproved by: _____
Superintendent Date

MSAD #37'
USE OF SCHOOL FACILITIES POLICY

1. It shall be the policy of MSAD #37 to allow public use of its school facilities insofar as that use is in agreement with the law and is not in conflict with regular school use, for civic, educational, or charitable purposes. Requests by town officials and official committees will be accepted. Permission may be granted group organizations conducting entertainment providing the proceeds are to be utilized for educational and civic purposes. Permission may given to individuals representing recreational community "groups".
2. Request for such use of facilities must be approved through the building principal who is authorized to rule on said requests after consultation with and approval by the Superintendent. Citizens may appeal a negative decision to the Building and Grounds Subcommittee. A list containing details regarding approved requests for use of school facilities will be provided periodically to the Board. (Initial Board revision, 8-30-89)
3. Authority to grant the use of the gymnasiums for practice(s) by in-district groups is vested in the school principal.
4. Authority is also vested in the principal acting upon the advice of the Superintendent to grant use of facility for routine meetings not in conflict with No. 1 above.
5. There is to be no smoking in school buildings or on school grounds at any time. (Board revision 8-28-96)
6. Facilities are not to be utilized for public dances except those run by regular school sponsorship.
7. At least one member of the staff shall be present during the entire time the facilities are in use. The exact number of staff members (including police) to be present is to be determined by the building principal.
8. The payment of expenses for employees, utilities, etc. will be assumed by the sponsoring organization after consultation with the principal.
9. Any school in the district shall be open to private use for wedding receptions and anniversary parties, funerals, and other events of a substantially similar nature. (Approved with addition 2-29-84)
10. Use and/or possession of alcoholic beverages in District owned buildings or on District property is prohibited. (Board revision 6-27-90)
11. School facilities may be used as an emergency shelter by health care organizations, municipal officials, the Civil Defense Director, fire chief, or other designee(s) after the Superintendent and the Board Chair are informed and have provided permission.