

## **Community Use of School Facilities**

The RSU 3 Board of Directors believes that community members should be able to obtain maximum access and opportunity for using school facilities. RSU 3 schools and its associated programs have first priority of use. After first priority needs have been met, RSU 3 Facilities will be available to organizations, municipal groups or individuals who wish to sponsor appropriate civic, cultural, or educational activities, as long as these activities do not interfere with the conduct of the school programs and are in the best interests of the school system.

School facilities are as defined classrooms, gymnasiums, school grounds, cafeteria, library, CPAC, athletic fields and other available spaces that may be deemed appropriate. *Note: There are separate policies governing the use of the CPAC (Policy Code: KFC) and Athletic Fields (Policy Code: KFA).*

### **Priority of Use:**

Use of School Facilities will be awarded based on the following:

- First Priority Users: RSU 3 school programs and organizations
- Second Priority Users: Municipal Organizations (selectpersons, fire dept., etc.) within RSU 3
- Third Priority Users: Non-Profit organizations located within RSU 3
- Fourth Priority Users: Non-Profit organizations located outside of RSU 3
- Fifth Priority Users: All other Individuals and Organizations

*(Lower Priority users may NOT be displaced by higher priority users once agreements have been signed and appropriate fees have been paid).*

### **A.General Use Guidelines**

1. Individuals, groups or organizations seeking the use of RSU 3 Facilities must seek approval from the appropriate building Principal or designee. User groups will be required to sign a Facility Use Agreement which sets forth the conditions which include the specific use, time, responsible person(s) and other requirements of use.
2. Generally, all non-school activities shall not begin until after the regular instructional day has ended and must be terminated by 9:00 p.m. Monday through Saturday, and by 5:00 p.m. on Sunday to provide for proper custodial care. Exceptions may be made by the Superintendent of Schools and/or designee based on the type of activity or event.

3. ALL user groups will be held responsible for damage to facilities occurring during their functions. All damage will be reported to the building principal and sponsoring organization. IMPROPER USE of a facility by any user group may be cause for denial of further use.
4. When NECESSARY, keys or access cards will be issued to the individual(s) assuming responsibility for the facility. Keys are NOT TO BE DUPLICATED and will be returned within a timely fashion.
5. The transfer of use from one user group to another without authorization of the building principal is not allowed.
6. Use of school facilities for public dances as an ongoing activity is denied.
7. User group participants and attendees shall be restricted to those sections of a facility in which the function is taking place and restricted to the equipment that has been requested.
8. Food/refreshments are restricted to designated areas (such as cafeterias) and WILL NOT be taken into classrooms, gymnasiums, restrooms, libraries, performing arts center, etc. unless otherwise approved in writing.
9. The use of tobacco products is prohibited in all RSU 3 buildings and on all RSU 3 school grounds.
10. No illegal drugs or alcoholic beverages may be brought onto school property at any time.
11. At the conclusion of an activity, the user groups is responsible to restore the facility to its original condition including:
  - a. Performing necessary clean up in all areas used;
  - b. Moving tables, chairs, equipment, etc. back to its original location;
  - c. Assuring that all participants and attendees have left the facility;
  - d. Shutting off lights; and
  - e. Locking facility and returning any keys that may have been issued.
12. In any and all cases, the user group of a facility will assume all janitorial responsibilities including , but not limited to, pickup and removal of all trash and garbage, sweeping floors, dry mopping of gymnasium floors, cleaning of equipment and chairs, and other areas as necessary. Schools will supply cleaning materials and equipment as needed. If it is deemed necessary to have a custodian on premises, the user group will be charged a service fee to account for the custodian's time worked.

13. User groups will monitor all areas of a facility covered under their permit including corridors, bathrooms, and locker rooms to assure that RSU 3 rules and regulations are being adhered to by all participants and attendees.

**B. Special Considerations for Gym Use:**

1. Food/refreshments are prohibited from all gymnasiums areas except for water and popcorn, unless otherwise approved in writing.
2. Only sneakers or gym shoes are to be worn on gymnasium floors playing areas, and will not be the same footwear that is worn in from the street.
3. Use of gym equipment (basketballs, etc) is not allowed outside of the gymnasium area.

**C. Special Considerations for Kitchen Use:**

1. Groups seeking use of a RSU 3 kitchen facility must request approval from both the School Nutrition Director AND building Principal at least two weeks prior to the use date. The building Principal and the School Nutrition Director shall issue a written permit for the use pending completion of a Facility Use Agreement, stipulating specific use, date, time, responsible person(s), and other requirements.
2. If the kitchen is to be used, a paid school nutrition program worker must be present in a supervisory capacity. A Deposit of 50% of the estimated costs for wages and benefits to be paid will be due to the School Nutrition Director before the date of use. After the use, the user group shall be invoiced for all wages and benefits paid to the school nutrition worker as per fee schedule, subtracting those funds already paid as part of the deposit.
3. Persons using kitchen facilities shall:
  - a. Report any problems to the School Nutrition Director and/or Building Principal immediately;
  - b. Be responsible for any theft or damage to the facility;
  - c. Be responsible for unplanned fees charged should an employee be needed to clean up after the event;
  - d. Clean all surfaces (tables, counters, etc) and/or equipment used;
  - e. Remove and dispose of all trash, etc. in an appropriate manner, or ask a custodian for assistance.

**D. Insurance:**

A certificate of insurance may be required for an event not sponsored by a RSU 3 school or municipal government organization. This certificate of insurance shall be

in the amount of \$1,000,000.00 naming RSU 3 as an additional insured and covering the period requested.

#### **E. Rental and Service Fees:**

RSU 3 has the right to charge additional fees for the use of School Facilities. Rental and/or service fees may or may not apply to all users. Individual, for-profit organizations, private and exclusive groups, and organizations outside of RSU 3 will be charged a deposit and/or fee for using school facilities, as per approved fee schedule.

- First priority Users: No rental fees, but possible service fees.
- Second Priority Users: No rental fees, but possible service fees.
- Third Priority Users: Possible rental and/or service fees.
- Fourth Priority Users: Rental and service fees.
- Fifth Priority Users: Rental and service fees.

The Superintendent of Schools may waive rental and service fees based upon specialized circumstances, but this will be the rare exception rather than the rule.

#### ***F. Procedure for Requesting Use of Facilities:***

Scheduling of facilities will be coordinated by each Building Principal and/or Designee. Each Building Principal and/or designee has the right to deny requests that are not in the best interest of the school. Conditions for usage include: adequate adult supervision, care of equipment and facilities, adherence to police and fire regulations, and appropriateness and suitability of the activity for school use.

Step 1: Any individual or group requesting the use of school facilities must complete a Facilities Request Form and submit it to the Building Principal and/or Designee for approval. RSU 3 Facility Request forms will be available at the School's Front offices.

Step 2: The Building Principal and/or Designee will determine the availability of the facility in accordance with the priority of use guidelines.

Step 3: The Building Principal and/or Designee will issue a SIGNED Facility Use Agreement Form to the individual or group requesting use of facilities. (*Note: This is only for priority 2-5 users*).

- If rental and/or service fees apply, those will be listed on the form. If Rental fees are listed, the Individual or group requesting use of facilities is required to pay 25% of the rental fee up front as a deposit. The remaining fees are due upon completion of the event.

- If Service fees are listed, the individual or group requesting use of facilities is required to pay 50% of the anticipated service fees up front as a deposit. The remaining fees are due upon completion of the event whereby the district will send an updated invoice for the amount owed.
- If Proof of insurance is required, such proof shall be presented in writing to the Building Principal and/or designee prior to the event.

*Note: Only after all required deposits are paid will the individual or group requesting use of facilities be finally approved. If such deposits are not paid, or proof of insurance is not delivered, RSU 3 has the right to deny use of facilities.*

The Superintendent of Schools is responsible to keep an up to date rental and service fees chart that will be made available to any individual or group requesting use of RSU 3 Facilities.

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