

COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS

The MSAD 11 School Board recognizes that the primary purpose for use of its facilities is to deliver its education programs. The School Board also recognizes the capital investment the community has made in its school buildings and facilities. The School Board believes that such facilities should be available for use by the MSAD 11 community as provided herein for short-term social, community, service and recreational purposes when such uses will not interfere with school programs or activities. For the purpose of this policy, references made to school facilities and grounds include all buildings, auditoriums, gymnasiums, playing fields, walkways and parking lots.

MSAD 11 retains the right at all times to make individual decisions regarding the use of school facilities and may revoke permission for use of its facilities at any time without prior notice or liability.

The Superintendent/designee shall be responsible for the overall implementation of this policy and for developing any necessary administrative procedures concerning facility use. Each building administrator is responsible for administering this policy on a day-to-day basis and shall report to the Superintendent/designee.

PRIORITY USE OF FACILITIES

The use of school facilities for school educational activities and authorized extracurricular activities shall, at all times, take precedence over any community use of said facilities. The building administrator is authorized to approve and schedule the use of school facilities by non-school organizations in accordance with this policy and related procedures. At all times, use of school facilities as needed by any of the District's municipalities for the purpose of voting in municipal elections or in the event of a weather or civil emergency when school buildings are required for official emergency management use shall take precedence. The School Board shall define facilities use categories and priorities as defined therein:

- 1) School educational programs and sanctioned extracurricular activities (these uses take precedence over all other uses);
- 2) Municipal/civic functions and programs;
- 3) Service groups and non-profit organizations serving students in the school unit;
- 4) Non-student related service groups and non-profit organizations located in the school unit;
- 5) Non-resident groups and individuals;
- 6) Profit-making businesses/groups.

The building administrator and business manager will have sole discretion to determine which priority category organizations/individuals wishing to use the MSAD 11 facilities falls under.

It is not the intention of the MSAD 11 School Board to make its facilities available to commercial/business enterprises or for private functions such as weddings, parties, or similar

events; nor is it the MSAD 11 School Board's intent to make its facilities available to individuals or groups outside the MSAD 11 community.

Prohibited Conduct

The following conduct is prohibited:

1. No school facility shall be made available to any group or individual advocating unconstitutional or illegal acts, or are contrary to the best interest of the MSAD 11 School District or the welfare of students and employees as determined by the building administrator and/or business manager.
2. Possession or consumption of alcoholic beverages, illegal drugs, marijuana, or tobacco products on school property, including all buildings, athletic fields, parking lots and recreational fields.
3. The possession of weapons (knives, guns, etc.).
4. Usage of the district's facilities after 11:30 p.m., unless previously approved by the superintendent.
5. 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).
6. No school facility shall be made available for any purpose that may present a risk of damage to school buildings, grounds, or equipment, which includes: use of open flames, including candles, fireworks or other special effects.
7. Parking on landscaped areas. Vehicles must be parked in designated areas only.
8. Animals, other than those cited in Policies IMG and IMGA, are not allowed on school property except with prior authorization from the building administrator.

Conditions of Use

1. 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.
2. 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.
3. 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.
4. If the building administrator deems necessary for school personnel to be present at an event, school personnel shall be paid at the expense of the user.
5. 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, lessees may be required to pay for custodial services if the event requires custodial support over and above the normal custodial schedules and duties.

6. 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.
7. In addition to rental fees, lessee 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.
8. 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.
9. Lessees 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. Lessees 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.
10. All applicants granted use of the 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.
11. 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.
12. 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.
13. All fees, rentals and payment for staff services shall be made payable to MSAD 11. Tipping of custodians or other school personnel is not permitted. Under no conditions shall payment be made directly to staff members.
14. 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 or activity.
15. 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.
16. All injuries and accidents must be reported immediately to the building administrator.
17. All school facilities will be closed on all Federal and State holidays, unless the building administrator and/or superintendent grant prior approval.
18. Any event advertising must make it clear that the event is not school-sponsored.

19. Users must comply with all life safety code requirements and school safety rules.
20. 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

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.

In the event supervising staff is needed, fees as listed in the policy's fee schedule will be charged.

Guidelines Governing the Food and Concession Stand

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

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 facility 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.

Suspension of Privileges

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.

Cross Reference: Facilities Rental Contract and Facilities Fees and Rates

ADC – Tobacco Use

EFE – Competitive Food Sales – Sales of Food in Competition with the School Food Service Program

Adopted: Prior to 1985

Revised: January 9, 1992; December 1, 1994; June 7, 2007; August 2, 2012, December 6, 2012, March 2, 2016