

Policy KF - Community Use of School Facilities

GENERAL

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with the school program. All arrangements shall be subject to the provisions which follow.

RESPONSIBILITY

The board authorizes the building administrators of the schools, subject to approval of the superintendent, to accept and act upon requests for use of school buildings and grounds in accordance with board policies and regulations. The board, acting through its agent, the building administrator, reserves the right to approve or reject any application.

RULES AND REGULATIONS

Requests for use of the gymnasium, cafeteria, shower rooms, and grounds are to be made to the building administrator of the school at least fourteen (14) days prior to the date of use.

Proper forms, available at the school, are to be submitted before permission to use the facility may be granted.

Groups are responsible for payment of all Federal, State and other taxes and/or fees.

REGULATIONS FOR RENTAL OF FACILITIES

- A. School Department facilities may be used as available according to the three following categories:
1. School-connected purposes;
 2. Civic, community, cultural, educational, or philanthropic purposes; and
 3. Commercial purposes.

Category 1 refers to all school personnel and affiliated organizations whose purposes are school oriented. No fee for building use will be charged, but there may be a service charge.

Category 2 is divided into two groups: (A) uses open to the public or to restricted attendance with admission charged and proceeds going to benefit projects of the organization; (B) uses open to the public or to restricted attendance for community betterment.

Category 3 refers to commercial or profit-making organizations or individuals.

- B. The use of facilities will be granted according to board policy by the superintendent of schools.
- C. Use of tobacco products in school buildings and other school unit facilities, on school buses, and on school grounds is prohibited at all times by all persons.
- D. Approved applicants shall be responsible for damage that may be caused by his/her use or sponsorship.
- E. Approved applicants will be invoiced after the event, and checks will be made payable to Town of West Bath, with Building Usage written in the memo.

- F. Approved applicants shall comply with local ordinances pertaining to buildings and their use, and shall adhere to the appropriate local police and fire regulations at the applicant's expense.
- G. No person under the influence of intoxicating beverages or controlled substance shall be permitted in any facility, nor shall any person bring, use, or serve alcoholic beverages or controlled substance in any facility at any time.
- H. A utilities charge will be added by the School Department for time used. This may be waived only in those instances when the event takes place during the district's operational hours between 7:00 AM and 7:00 PM, Monday through Friday, and the function does not require a custodian's direct attendance.
- I. The building administrator shall have authority to enforce any and all building regulations and policies.
- J. Under no conditions shall the use of the kitchen equipment be allowed by other than cafeteria personnel. If food is prepared and/or served by other than cafeteria personnel, school lunch employees will be present at the current rate.
- K. Approved applicants are expected not to use facilities in any way that would be considered below the standards of entertainment or amusement ordinarily provided by school groups or allied organizations.
- L. As a general rule, school equipment will not be loaned for use outside the buildings, except movable tables and chairs, when available, at a rate of \$4.00 per table and 50 cents per chair. A custodian must be present when tables and chairs are moved in and out of school buildings.
- M. Schedule of Fees are based on cost and are intended only to defray expenses that would otherwise accrue to the School District.
- N. When dances are scheduled, WBSAU guidelines apply.
- O. The board reserves the right to adjust regulations or cancel applications for building use.
- P. Category 2 and 3 groups must provide Certificates of Insurance naming WBSAU as an additional insured prior to use.
- Q. Use of facilities shall not interfere with School Department programs.
- R. School authorities are not responsible for loss or damage of articles brought into or left on school properties.
- S. Services of the building custodian do not include the erecting and dismantling of equipment unless such is the property of the school.
- T. Equipment of the applicant shall be removed from the facility promptly upon completion of the use so as not to interfere with school activities. Whenever materials, equipment, furnishings, or rubbish are left following the use of the facility by persons not officially connected with the school, the applicant will be required to pay for the cost of removal, which will not be delayed for the convenience of the persons who used the facility.
- U. The WBSAU reserves the right to insure that the community event is well supervised to protect the safety of the attendees and the physical plant.
- V. The superintendent is authorized to allow the use of facilities for community events such as a town meeting. A facilities use form must be filled out to insure building coverage for custodial services. In the spirit of community cooperation, the superintendent can waive all rental and custodial fees.

SCHEDULE OF FEES

| <u>Location</u> | <u>Category 2A</u> | <u>Category 2B</u> | <u>Category 3</u> |
|-----------------|--------------------|--------------------|-------------------|
| Gymnasium | \$75.00 | \$75.00 | \$150.00 |
| Kitchen | \$75.00 | \$50.00 | \$150.00 |
| Classrooms | \$30.00 | \$30.00 | \$60.00 |

Legal Reference:

Title 20A, MRSA, Sec. 1001

Policy ADC – Tobacco Use and Possession

First Reading: 10/07/15

Second Reading: 11/04/15

Adopted: 11/04/15