

EAST MILLINOCKET SCHOOL BOARD POLICY
COMMUNITY USE OF SCHOOL FACILITIES

NEPN/NSBA Code: KF

Definition: “School Facilities” are buildings and grounds, parking lots, playing fields and fixed equipment.

It is the Board’s desire that the local taxpayers who support the school should be able to obtain maximum use of the facilities, to the extent consistent with the primary educational function of the school. It is intended that community uses for educational, recreational, social, civic, philanthropic and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule approved annually by this Board.

The Superintendent is responsible for developing administrative regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the public school students; preference to local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

These factors are to further guide community use:

- A. A certificate of insurance shall be required as appropriate to the particular use;
- B. No alcoholic beverages may be brought onto the school property at any time.
- C. Tobacco use is not allowed on school property;
- D. School facilities may not be used for illegal purposes;
- E. Community adults and children are free to use outdoor grounds and facilities for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups;
- F. Any approval of the use of school facilities requires the signing of a *Facility Use Agreement* setting forth the conditions of use;
- G. Application for use is to be made through the Principal or designee with final approval determined by the Superintendent; and School Board (if the request is unique, specialized, or requires specialized equipment, support, etc.)
- H. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.

- I. Any unexpected or unanticipated costs associated with the use of said facilities, shall be the responsibility of the person/group approved to use the facilities (i.e. damage to school property, any custodial costs, cleaning and or repair, expenses, etc.)

Facility use may be granted without rental charge, as follows:

- A. Not-for-profit educational, recreational, cultural and fraternal organizations having a significant number of members who are community residents;
- B. Not-for-profit groups which present programs that are designed to be educationally, recreationally or culturally beneficial to local citizens; and
- C. Municipal-sponsored groups and organizations.

Other groups shall pay rent (in advance) on a multi-increment scale which reflects highest amounts for groups engaging in a profit-making enterprise on school grounds.

The following may be requested of any group:

- A. Reimbursement for incidental expenses (utilities, etc.);
- B. A deposit with the application, refundable after leaving the facility in satisfactory condition;
- C. Reimbursement for property damage and any cleaning and repair costs;
- D. Reimbursement for custodian or other staff costs when necessary to the use of the facility (set and disarm the security system); and
- E. An onsite custodian be present depending on the nature and scope of the use, as determined by school administration.
- F. Fees for rental of equipment.
- G. The Superintendent/Designee shall develop procedures for implementing this policy.

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