

EAST MILLINOCKET SCHOOL BOARD POLICY

COMMUNITY USE OF SCHOOL FACILITIES ADMINISTRATIVE PROCEDURE

NEPN/NSBA Code: KF-R

The East Millinocket School Department encourages the responsible use of school facilities and athletic fields in accordance with the following procedures:

A. All requests for use of facilities and/or fields will be made to the building principal at least two weeks prior to the date of use. School use will always take priority over any other use.

B. Whenever possible, use of facilities will be arranged at a time corresponding with regular custodial hours.

C. The following rates will be in effect:

*When a kitchen is used, a kitchen worker must be present. The group using the kitchen will be charged \$20.00/hour for kitchen worker services by the East Millinocket School Department.

The above rates may be reduced or waived, with prior approval of the Superintendent and the School Committee for municipal government, school connected groups, civic and non-profit organizations that do not charge fees or which are involved in fundraising.

D. No group or organization, other than the recreation department, provided they have their own liability insurance may use the indoor facilities at any time without a custodian or school employee on duty the premises

E. A custodial fee will be charged for use that occurs any time a custodian is not on regularly scheduled duty. The custodial fee will be waived if a school employee volunteers custodial services.

F. When there is a multiple use of the facility, rental and custodial fees may be adjusted at the discretion of the building principal, with prior approval of the Superintendent.

G. Outside organizations will be responsible for adhering to all fire and safety code regulations.

H. The outside organization will be responsible for providing police coverage when the building principal determines that police presence is appropriate.

NEPN/NSBA Code: KF-R

- I. The group using the facility/field will be responsible for any damage to property, theft of property or injury to any person(s) resulting from use of the facility/field. Liability insurance coverage will be the responsibility of the using group. Proof of this insurance may be required.
- J. The person or group using the facility/field shall report any damage to property, theft of property, or injury to any person(s) immediately to the custodian on duty and the building principal.
- K. No group using the facilities will have access to school equipment unless previously approved by the building principal (or assistant principal, if applicable).
- L. Possession and use of alcoholic beverages are prohibited on school property, including athletic fields.
- M. Smoking is prohibited on school property, including athletic fields.

Adopted: September 11, 2001
Revised: October 5, 2004
Revised: 2/2/2006