

## **EAST MILLINOCKET SCHOOL BOARD POLICY**

### **USE OF SCHOOL FACILITIES BY NONSCHOOL STUDENT GROUPS**

**NEPN/NSBA CODE: KFD**

1. The use of school facilities by non-school groups or individuals must be approved by the East Millinocket School Board through the office of the principal or his/her designee. Final approval Principal/Superintendent.
2. School buildings, grounds or equipment may not be used by an individual for his/her personal gain without school board approval.
3. Organizational requests to use the school facilities must be submitted in writing to the school board through the office of the principal or Superintendent of Schools. Request forms are available in the principal's or superintendent's office.
  - a. Appropriate rental fees may be charged for building use and custodial fees. (Alarming/disarming the security system, making certain the facility is cleaned and left in good condition and that the use is contained to the areas designated for use.)
  - b. The requesting organization may be responsible for providing and paying for a police officer or constable at said function.
  - c. Evidence of public liability insurance will be presented with the written request.
  - d. The requesting party will assume financial responsibility for any damages to the school property being used.
  - e. Any custodial/staff needs must be paid in advanced.

Adopted 10/5/2005

Revised: 2/2/2006

Revised First Reading: March 28, 2017

Revised Second Reading & Approval April 11, 2017