



Community Use of District Facilities

District facilities shall be made available with responsible adult supervision for community activities of an educational, recreational or civic nature when such usage does not conflict with their use for school purposes.

1. The following categories are listed in priority order for usage:
 - a. Activities directly related to the required K-12 school program;
 - b. Activities related to the extracurricular K-12 school program such as sports and seasonal programs;
 - c. Community school-sponsored programs such as classes and workshops;
 - d. Non-profit community usage of the facilities such as meetings and sports leagues sponsored by local organizations. Non-profit youth groups take priority over non-profit adult groups;
 - e. Profit-making organizations.

2. A list of no-charge activities shall include, but not be limited to:
 - a. Recognized youth groups, such as Boy Scouts, Girl Scouts, 4-H clubs, sports leagues and other similar groups open to boys and girls under 21 years of age;
 - b. Meetings of citizens, community clubs or local improvement associations, as long as such groups are not affiliated with a religious organization or a political party;
 - c. Business meetings of teachers or other persons connected with the public schools when such meetings have the approval of the principal;
 - d. Educational meetings or classes sponsored by established, nonpartisan, nonsectarian community organizations such as the Red Cross, League of Women Votes, etc.;
 - e. Other no-charge groups shall be determined by the local school committee and principal.

3. Activities for which a charge shall be made include, but are not limited to:
 - a. Religious services/activities;
 - b. Meetings of professional societies not connected with public education, commercial, fraternal organizations and labor unions;
 - c. Meetings of political parties, local affiliates of political parties or political candidates;
 - d. Athletic contests for which admission is charged when such contests are not sponsored by the district;
 - e. Any group making a private gain;
 - f. Adult community recreation.

4. Fees
 - a. "Fees" are defined as the charge imposed for a specific space at a specific time for a given group. Fees are not charges imposed to cover costs incurred by the district for additional (i.e., more than regularly scheduled) custodians, building supervision, security or other staff support.
 - b. Fees for facility use must be prepaid before the facility can be used. Standard hourly rates will be determined by the business and operations department for additional staff support and must be paid in advance of the event.

5. Rules for use of school facilities:
 - a. Applications may be picked up from a school or the district office. It is to be submitted to the principal in person for consideration based upon the above priorities;
 - b. The applications will be processed in order of receipt, but not before September 15. Larger groups will receive priority;
 - c. The party requesting the facility will be notified, in writing, when the application is approved or denied by the district office or principal;
 - d. Application approval shall not be construed as a lease.

6. Equipment and facilities:
 - a. No school athletic equipment, which is not attached to the structure, shall be used;
 - b. Bleachers are available, if approved on the original application, and are set up under the supervision of the custodian;
 - c. Showers and locker rooms are not available;
 - d. Any other equipment such as projectors, etc., will not be provided by the school ;
 - e. No cafeteria equipment will be used by outside groups. If meals are to be prepared or general use of the kitchen is required, a cook (preferably from that building), shall be in the kitchen. The cook's time shall be paid for by the group using the kitchen at the standard rates determined by the business and operations office;
 - f. Keys will not be issued to nondistrict personnel. Building use during nonschool hours is contingent upon the availability of appropriate district employees to work during the event;
 - g. Folding chairs are to be erected and stored by the group using the facilities, unless provision has been made for additional custodial service;
 - h. No decorations or applications of materials to walls, ceilings or floor will be allowed without prior approval.

7. Responsibilities
 - a. The person in charge of the group shall be at the school for the entire time the facility is used. If this is not possible, another adult named on the application must be present and designated as being in charge of the group;
 - b. The person in charge of the group using the facilities shall be responsible to restrict use to members of his/her group and to the area for which application is made;
 - c. The applicant for use will be held responsible for the conduct of the group and the care of district property. The sponsoring group will be held liable for damage to district property or equipment. Destructive or improper conduct shall be grounds for revocation of a permit;

- d. The building and equipment shall be left as it was found;
- e. Gym shoes shall be used in the gym at all times;
- f. Activities contrary to individual school policies or rules will not be approved;
- g. Rules covering special conditions shall be determined by the principal as consistent with Board policy.

8. Availability

- a. District facilities may be made available during nonschool hours when custodial staff is regularly scheduled to work;
- b. When there are conflicts, the school's special events take precedence.

NOTE: Violation of any of the stated regulations will result in immediate termination of the use of the facility. The individual who signs the application requesting the building shall be financially responsible for any damage which may occur and the signature of the applicant and alternate indicates that the regulations governing the use of the building have been read and understood.

9. Fees for Community Use of Facilities

Information on fees for community use of district facilities may be obtained through the business and operations office.