# KF-R Community Use of School Facilities Procedures

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All requests for indoor or outdoor facility use or rental shall be addressed to the individual building supervisor in charge of that facility.  The Superintendent or his/her designee is authorized to approve and schedule the use of school facilities based on the MSAD 35 Facilities Use Form.

**Memorial Services**

If requested by the family, use of school facilities for a memorial service for a student or employee may be granted after the event as long as the service takes place in a customary time frame.

**Prohibited Uses**

Community use of school grounds where crowd control might become a problem shall not be granted, i.e. sporting matches, concerts, private parties, weddings, etc.  Car washes are prohibited.  Religious ceremonies shall be prohibited.

**Community Use of School Facilities - Rules and Regulations**

The following are rules and regulations governing the use of  MSAD 35 facilities:

1. All requests for the use of school facilities shall be made on the MSAD 35 Facilities Use Form, which is available at all school offices and online.  Building administrators are the delegated authority to approve and schedule requests that do not require Board approval.
2. If a school kitchen or kitchen equipment are to be used, it must first be approved by the Food Services Director.  A member of the school cafeteria staff is required to use any/all kitchen equipment.
3. All Buildings will be available only up to 9:00 PM daily.
4. Use of tobacco products or alcohol is not permitted in or on MSAD 35 property. All MSAD 35 policies regarding substance use must be adhered to at all times.
5. An adult who signs the application forms assumes all responsibility when multiple buildings are in use for an event.
6. The sponsoring organization assumes all responsibility for care/cleaning of the school property and any damages incurred during the use.  A security deposit and/or cleaning fee may be required on a case-by-case basis.
7. Payment for the use of MSAD 35 school facilities will be made to the Superintendent of Schools’ office.

8. No person is to participate in athletics unless proper footwear is worn.
9. Food and beverages shall be allowed only in approved areas.
10. All school expectations for conduct will be followed.
11. Electrical equipment must be connected to power sources under the supervision of the custodian.
12. No vehicles shall be parked on school playing fields or lawns.
13. Additional regulations may be added if deemed necessary by the building administrator.
14. If facilities use requires audio, stadium lighting, or electrical equipment, the event will require an MSAD 35 approved events manager and custodian.
15. There may be additional fees for larger events to cover the cost of building supplies.
16. The propping of doors is not permitted. Doors that are propped can result in heating loss and/or property damage, and cause safety concerns. If a door is propped open, the group may be subject to an additional fine.
17. The District will provide the responsible adult(s) access to the building through an app on their mobile device that will allow them to let participants in. Training on the use of this app will be provided by the District.

*Policy Adopted: June 17, 1981*

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