

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 by community members subject to the following conditions:

1. Schedule A

Use of school facilities shall be granted to Eliot and South Berwick non-profit organizations. Examples include: Public agencies, Senior citizen organizations, school-related Booster groups, Parent-Teacher groups, Scouts, and other nonprofit organizations. Use may be granted when an admission fee is charged, provided that there is substantial benefit to the MSAD 35 communities.

Additional charges may be required if a District custodian, cafeteria worker, or Town policeman are required for those events where the building administrator deems those services to be necessary for the safety and well-being of the participants or of the facility itself.

Please see Schedule A Fee Structure.

2. Schedule B

Use of school facilities shall be granted for private use when there is educational value for students. Examples include: tutorial programs, sports camps, music lessons, or other programs deemed by the building administrator to have educational value for MSAD 35 students.

Additional charges may be required if a District custodian, cafeteria worker, or town policeman are required for those events where the building administrator deems those services to be necessary for the safety and well-being of the participants or of the facility itself.

Please see Schedule B Fee Structure.

3. Schedule C

Use of school facilities may be granted to non-community, non-school student groups. Application for such use shall be made to the Business Manager, with approval granted by the MSAD 35 Board

of Directors on a case-by-case basis.

Additional charges may be required if a District custodian, cafeteria worker, or town policeman are required for those events where the building administrator deems those services to be necessary for the safety and well-being of the participants or of the facility itself.

Please see Schedule C Fee Structure.

4. 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.

5. 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, wakes, public viewings, funerals or any events associated with funerals or burials 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 "Request to Use School Facilities" form, which is available at all school offices. 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 may be required to be present.
3. School gyms will be available only up to 9:30 PM on weekdays.
4. Events held on Friday or Saturday will end by 11:00 PM.
5. Use of tobacco products are not permitted in or on MSAD 35 property.
6. An adult who signs the application forms must be present for any building use.
7. The sponsoring organization assumes all responsibility for care of the school property and any damages incurred during the use. A security deposit may be required on a case-by-case basis.
8. Payment for the use of MSAD 35 school facilities will be made to the Superintendent of Schools' office.
9. No person is to participate in athletics unless proper footwear is worn.
10. Food and beverages shall be allowed only in approved areas.
11. No alcohol is permitted on school property.
12. Misconduct on school property will not be tolerated.
13. Electrical equipment must be connected to power sources under the supervision of the custodian.
14. No vehicles shall be parked on school playing fields or lawns.
15. Additional regulations may be added if deemed necessary by the building administrator.

Fee Structure - Use of School Facilities

Schedule A

Schedule B

(Non-profit)

(Private Use)

1. High School

Gymnasium	\$25 + Custodian	\$100/hr + Custodian
Cafeteria Workers	\$20 + Custodian	\$100/hr + Custodian/Kitchen
Stadium Field hrs)+ Custodians	\$50/hr + Custodian	\$675/daytime & \$750/night (min 4
Secondary Field hrs)	\$50/hr + Custodian	\$500--Daytime only (min 4

2. Middle School:

Gymnasium	\$25 + Custodian	\$100/hr + Custodian
Cafeteria	\$20 + Custodian	\$100/hr + Custodian/Kitchen Workers
Stadium Field	\$50/day + Custodian	\$100/hr + Custodian
All Other Fields	\$50/day + Custodian	\$100/day + Custodian

3. **Great Works School:**

Gymnasium	\$25 + Custodian	\$100/hr + Custodian
Cafeteria	\$20 + Custodian	\$100/hr + Custodian/Kitchen Workers

4. **Elementary Schools:**

Gymnasium	\$20 + Custodian	\$100/hr + Custodian
Cafeteria	\$20 + Custodian	\$100/hr + Custodian/Kitchen Workers

5. **All Classrooms:** \$20/hr

Schedule C: To be determined by the Business Manager on a case-by-case basis.

A school field may be rented for a flat fee of \$100.00 per event, provided there is no access to buildings needed.

These fees may be charged per event. Custodial fees may be charged as determined by procedure.

District Employees providing private instruction will be charged an annual fee of \$25.00.

A security deposit or advanced deposit may be required.

Policy Adopted: June 17, 1981

Policy Amended: June 6, 1984, January 21, 1987, July 6, 1988, January 19, 1994, September 7, 2005 and January 20, 2010

Equipment Use Form

Maine School Administrative District #35 South Berwick — Eliot, Maine

Please Print

Organization Name: _____

Type of Organization: School ___ Municipal ___ Private___ Non-Profit___ Profit___

Applicant(s) Name: _____ Phone: _____

Equipment Requested: _____

Pick-Up Date/Time: _____ Return Date/Time: _____

Type of Activity & How equipment will be used: _____

Name of Person(s) in charge of event: _____

Mailing Address: _____

Home Phone/Work Phone/Fax: _____/_____/_____

Cell: _____

Name of Contact Person: _____

Home Phone/Work Phone//Fax: _____/_____/____ Cell: _____

I UNDERSTAND MY SIGNATURE ON THIS FORM INDICATES THAT I ACCEPT PERSONAL RESPONSIBILITY FOR ANY DAMAGE TO OR LOSS OF THIS EQUIPMENT; I ACCEPT THE SCHOOL DEPARTMENT'S DETERMINATION OF THE VALUE OF SAID EQUIPMENT OR COST OF REPAIRS, AND I AGREE TO MAKE RESTITUTION WITHIN THIRTY (30) DAYS OF RECEIPT OF A BILL.

Applicant's Signature: _____ Date: _____

OFFICE USE ONLY

Approved _____ / Disapproved _____

Condition of Equipment at time of loan: _____

Principal Signature: _____ Date: _____

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