**KF**

**COMMUNITY USE OF SCHOOL FACILITIES**

DEFINITION: “School facilities” are buildings and grounds, parking lots, playing fields and fixed equipment.

It is the Alexander School Committee’s desire that the local taxpayers who provide the school should be able to obtain maximum use of the facilities, to the extent consistent with the primary educational function of the school. It is intended that community uses for educational, recreational, social, civic, philanthropic and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule approved annually by this School Committee.

The Superintendent is responsible for developing administrative regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the public school students; preference to local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

These factors are to further guide community use:

A. A certificate of insurance shall be required as appropriate to the particular use;

B. No alcoholic beverages may be brought onto school property at any time;

C. Tobacco use shall not be allowed on school property;

D. School facilities may not be used for any illegal purposes;

E. Community adults and children are free to use outdoor grounds and facilities for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups;

F. Any approval of the use of school facilities is to require the signing of a *Facility Use Agreement* setting forth the conditions of use;

G. Application for use is to be made through the Principal, with final approval determined by the Superintendent; and

H. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.

Facility use may be granted without rental charge, as follows:

A. Not-for-profit educational, recreational, cultural and fraternal organizations having a significant number of members who are community residents;

B. Not-for-profit groups which present programs that are designed to be educationally, recreationally or culturally beneficial to local citizens; and

C. Municipal-sponsored groups and organizations.

Other groups shall pay a fee of $12.00/hour plus 10% of the gross profits or gate receipts.

The following may be requested of any group:

A. Reimbursement for incidental expenses (utilities, etc.);

B. A deposit of $100.00 with the application, refundable after leaving the facility in satisfactory condition;

C. Reimbursement for property damage and any cleaning and repair costs;

D. Reimbursement for custodian or other staff costs when necessary for the use of the facility; and

E. Fees for rental of equipment.

Alexander School Committee

First Reading 03/08/16

Adopted 04/12/16

**K**

**BUILDING AND GROUNDS REQUEST FORM KF-E**

Person Requesting\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_

School Requested\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Activity Planned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Area to be Used\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date to be Used\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time to be Used\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security Requirements \_\_\_\_\_Yes \_\_\_\_\_No If yes, explain\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Equipment Needed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Directions for Set-Up\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Principal Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CHECK LIST FOR BUILDING USE**

Turn off all lights when leaving area.

Secure all doors.

Sweep floor and/or pick up trash.

School equipment will not be used unless prior approval is obtained.

Area is to be left in a condition that will not interfere with school programs.

All items brought into the building will be removed the same day unless prior

approval is obtained.

If a custodian is on duty, he/she will be notified of any situations that arise and be

informed when the group is leaving the building.

**THE SCHOOL COMMITTEE SUPPORTS A TOBACCO FREE ENVIRONMENT**

**FOR OUR CHILDREN, STAFF, AND THE PUBLIC. THE SCHOOL COMMITTEE**

**PROHIBITS** **THE USE OF TOBACCO PRODUCTS IN ANY FORM EITHER IN THE**

**SCHOOL BUILDING OR ON THE SCHOOL PROPERTY. (Policy ADC and**

**ADC-R).**

I have read and will comply with School Committee Policies KF, Community

Use of School Facilities and KF-R, Guidelines for Use of School Facilities.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_ Phone\_\_\_\_\_\_\_\_\_

Alexander School Committee First Reading 03/08/16 Adopted 04/12/16

**KKF-R**

**GUIDELINES FOR USE OF SCHOOL FACILITIES**

Buildings and grounds owned by the Alexander School Department are primarily for

educational purposes. When not in use for educational purposes, buildings and

grounds may be available for community organizations. Activities sponsored by a

municipality within the Union will receive priority consideration.

The use of buildings and grounds must be scheduled with the principal or designee

at least one week in advance. A Buildings and Grounds Request Form (Policy

KF-E) shall be completed.

Organizations using the buildings and/or grounds may be required to show proof of

insurance. All applicants granted use of the Alexander School buildings and grounds

shall hold the Town of Alexander and Alexander School Committee free and without

harm, from any loss or damage, liability, or expense that may arise during or be

caused in any way by such use or occupancy of Alexander School buildings and

grounds.

Special regulations for the use of buildings and grounds are:

1. A representative of the organization using the facilities will be responsible for

unlocking and locking the building, turning lights on and off, the movement of

equipment within the building, and the appropriate use and care of the facilities

unless a building custodian is on site or is required to be on site by the building

administrator.

2. Tobacco products, alcohol, and illegal drugs are prohibited in school buildings or

on school property.

3. Proper footwear must be worn on all playing surfaces.

4. Attachments to school property shall only be made with prior approval of the

principal or designee.

5. All items brought into the building will be removed the same day unless prior

approval is obtained.

6. Appropriate supervision shall be provided at all times.

7. The stage area shall be used only for stage purposes.

8. Individual(s) who have no reason to be involved in the activity will be asked to

leave the buildings or grounds.

9. All damages or losses to school property will be the responsibility of the

organization or individual to pay the costs for repairs or replacement.

10. Security arrangements shall be considered at the time of the request and a final

determination will rest with the principal’s approval. All security requirements

shall be at the expense of the organization or individual.

11. The organization or individual will be responsible for cleaning up the building or

grounds after the completion of an activity.

12. No vehicles shall be allowed on any playing field or landscaped area on school

property. An exception shall be made for emergency vehicles.

13. Vehicles shall be parked in designated parking areas and driveways.

14. The cost for custodial services may be charged to the organization as

determined by the building principal.

15. Groups using the kitchen facilities to prepare meals will be required to have a

Food Service employee on duty and may be responsible for costs of the hourly

wages of said Food Service employee. Groups using the facilities may have access

to the refrigerator to store perishable foods.

16. Activities will take place in the previously agreed upon area/areas only. Use of

any other part of the building or grounds is not allowed.

17. Representatives of the school must have free access to all rooms at all times.

18. The right to revoke a permit at any time is reserved by the school authorities.

Alexander School Committee

First Reading 03/08/16

Adopted 04/12/16