



E3 Public Use of School Facilities

While the district's school buildings and grounds are maintained for the primary purpose of educating students within the district, the Board of School Directors recognizes that the buildings and grounds are a valuable community asset. The Board believes that these resources should be available to the community for specific uses as long as such use does not interfere with the district's educational activities. This policy is intended to identify, guide and support such uses that community groups may have of the district facilities.

Permitted Uses:

1. Instruction in any branch of education, learning or the arts.
2. Civic and social meetings and forums pertaining to the welfare of the community, so long as such uses are non-exclusive and open to the public.
3. Meetings, entertainment and occasions where there are admission fees and/or charges and such proceeds are to be spent for an educational or charitable (not for profit) purpose.
4. Polling places for holding primaries and elections, and for the registration of voters.
5. Non-school sanctioned athletic events, recreation and physical training (examples: AAU, Bike camps, after hours or school vacation camps not managed by the district, adult sports leagues, etc.).
6. Other activities and events that will be at the discretion of district administration.

Prohibited Uses:

1. Uses that are likely to cause a material and substantial disruption to school operations.
2. Uses that are likely to damage the physical plant, grounds and/or district-owned furniture or equipment.
3. Events and/or meetings promoting or sponsored by a political party; this includes political campaigns and people running for public office solely sponsored by a single political party.
4. Events at which fees are charged for profit.
5. Uses where alcoholic beverages or unlawful drugs are sold, distributed, or promoted.
6. Uses prohibited by law, and all federal, state and local safety codes and ordinances.
7. Other activities that will be at the discretion of the district administration.

The administration reserves the right to deny use of district facilities, or to terminate use of district facilities, by any applicant or organization who has previously misused or abused district facilities or property.

Conditions for Use of District Facilities:

1. Use of district facilities may be permitted unless such facilities are in use for school purposes or during educational programs. The district reserves the exclusive judgement to determine if a requested use would interfere with or disturb the district's educational programs.
2. Use of district facilities will only be permitted where the organization provides the district timely evidence of adequate insurance coverage holding the district harmless from all liability, property damage, and personal injuries and/or medical expenses.
3. All events that involve youth under the age of 18 must have appropriate adult supervision. Standards for youth conduct must meet behavior expectations of the district. Applicant is solely responsible for proper adult supervision.
4. Use of district facilities will be permitted only where the applicant agrees to pay the district a user fee according to a schedule adopted by the Board of Directors to cover the costs of heat, electricity, maintenance, custodial services and any other expenses associated with the requested use.
5. Any costs incurred by the district in excess of fees collected for repairs or replacement of school-owned assets damaged by used will be the sole responsibility of the applicant.
6. Portable bathroom facilities may be required at the expense of the applicant.

Application Procedures for Use of District Facilities:

1. All applications for use of school facilities shall be made in writing and submitted to district administration at least 14 days prior to the date of the requested use. A use request form can be found following this link _____, or from any of the main offices at all campuses within the district.
2. The applicant must clearly and completely describe the intended use of the district facility in the application and acknowledge they have read and fully understand the board policy and all associated documents that pertain to facility use within the district. All applications must be signed by an authorized agent of the group or organization requesting use. This agent must be a minimum of 21 years of age. The applicant's signature on the application shall attest to the group or organization's intent to comply with all board policies and regulations and to use district facilities, grounds and equipment strictly in accordance with the use described in the application.
3. All applicants must agree to assume responsibility for all damages resulting from its use of district facilities, grounds and equipment. Proof of adequate insurance must be provided by the applicant at least five (5) business days before the date of the requested use.
4. Requests shall be valid only for the facility, use, dates and times specified on the request form. No adjustment to the permit is allowed except with the prior written approval of the superintendent or their designee. Requests shall not be transferable. The superintendent or their designee is authorized to alter or cancel any request if it becomes necessary to use the facility for school purposes or for other justifiable reasons.
5. With regards to scheduling activities, the district retains the right to give preference to groups and organizations which are associated with, or sponsored by, the district.
6. Issuance of a request shall not limit the right of access to the facility by all school district staff.
7. The district will respond to all requests within five (5) business days.

District Fee Schedule for Facility Use:

Fees for rooms/spaces, grounds and equipment do not include set up, take down, custodial or IT services. If the applicant does not request these services, the district expectations are that rooms/spaces, grounds and equipment will be left as they were found and in the same condition. If services are needed after the event, the applicant will be billed per hour for all services rendered with a two-hour minimum for each worker.

Town recreation departments serving students/children from the community will not be assessed a space/room or grounds fee. They will be responsible for covering all costs associated with their use that are incurred by the district. This includes, but is not limited to, maintenance, repairs, custodial, snow removal and all other expenses.

Facility Spaces: Fee schedule is per space per day requested by applicant.

Classroom	\$25.00 (maximum 24 people)
Conference room	\$10.00 (maximum 8 people)
Kitchen	\$100.00
Cafeteria	\$50.00
Multi-purpose room	\$50.00 (rubber, tile or epoxy floor)
Gym	\$75.00 (wood floor)
Athletics field	\$25.00
Community Education Center (CEC): side break out	\$25.00
Community Education Center (CEC): center	\$50.00
Community Education Center (CEC): entire space	\$75.00

Facility Support: All weekend and afterhours support will be billed at two-hour minimums.

Custodial	\$35.00 per hour per employee
Maintenance	\$50.00 per hour per employee
IT	\$50.00 per hour per employee
Kitchen Staff	\$35.00 per hour per employee
Event Coordinator	\$50.00 per hour per employee

Equipment: Equipment that is standard in a room is included in the space fee; additional equipment and furniture needs will be billed at the following rates.

LCD projector cart	\$50.00
Portable screen	\$25.00
Portable sound system	\$100.00
Gym/Auditorium microphone	\$15.00
Score board controller	\$25.00
Extension cord	\$2.50 per 25 feet
Material cart	\$10.00
Folding 30" X 60" plastic table	\$2.50
Folding plastic chair	\$1.00

Date Warned: 10-11-21

Date Adopted: 11-8-21

Date Reviewed:

Legal Reference: 16 V.S.A. §563 (3), (5) (Powers of school boards)