



2023/2024 School Year

Dear Friend of CSDA,

Thank you for your interest in reserving space in our school or reserving one of the fields on Captain Samuel Douglas Academy's (CSDA) property. CSDA allows community use of school facilities for educational, recreational, civic, and cultural activities. When space is available, at times that do not interfere with the school's instructional programs, student activities, and school related groups, community members may apply to reserve school facilities.

Captain Samuel Douglass Academy is a peanut/nut safe school. Please inform participants in your program that while they are at CSDA, peanut/nut foods or any food manufactured in a peanut/nut facility are NOT allowed. We truly appreciate your understanding and cooperation in helping us maintain a safe school environment.

Application Process:

1. Review the attached Community Use of School Facilities and Fields Policy and then contact the office at 821-0439 to receive all the necessary forms and any possible updates to the policy. Once you have contacted the office, you will be required to do the following:
 - Complete and sign the Brookline School District Facility Use Permit
 - Submit proof of general liability insurance. Captain Samuel Douglass Academy must be listed as an "Additional Insured" on the certificate of insurance
 - Sign Nut-Safe Acknowledgement
 - Return all signed forms to CSDA, Attention: Mary-Lou Gilbert 821-0439. Mary-Lou will send you confirmation copies for your records.

Please feel free to contact us with any questions.

Sincerely,

Patricia Bouley
Principal, Captain Samuel Douglass Academy

Policy KF - COMMUNITY USE OF SCHOOL FACILITIES AND FIELDS POLICY:

Any group or individual requesting the use of school facilities, except for school activities, must submit an application to the school principal or his/her designee not less than two weeks prior to the time school facilities are needed. An addendum containing the following will be at the SAU office, RMMS, and CSDA, and will be issued to an individual of 21 years of age or older: Facility Use Permits, Fee Schedules and Certificate of Insurance Liability.

Approval may be denied by the principal due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any School Board policy or guidelines.

Facility Use Permits must be submitted in writing to the office of the building principal or his/her designee. Facilities will be reserved only for the time available within the coming semester.

When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur.

Organizations connected with and promoting recognized school functions may use the buildings without charge.

Other organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the superintendent or his/her designee and approved by the Board. "Other organizations" includes groups intended to serve youth under the age of twenty-one (21) and listed in Title 36 of the United States Code. The Board reserves the right to waive rental fees for charitable or non-profit organizations.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the superintendent or his/her designee, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteers.

No school building or facility shall be used for any purpose prohibited by law.

The superintendent or his/her designee, on the basis of this policy and its accompanying regulations, shall approve all rentals of school facilities. The Board must approve any special requests or exceptions to this policy and/or regulations.

REGULATIONS GOVERNING USE OF FACILITIES:

1. The user shall provide any necessary police and fire protection as per town ordinances, or as required by the building principal or his/her designee.
2. Only such facilities as have been recorded on the application shall be made available to the user.

3. The multi-purpose room, gymnasium or other school room shall not be made available on school days to the user for any preparation before 3:30 p.m. without the consent of the building principal or his/her designee. People or organizations renting the facilities shall clear them of their equipment by 9:00 p.m. Exceptions may be granted by the building principal or his/her designee.
4. Arrangements must be made in advance with the office of the building principal or his/her designee if preparations are to be made earlier than the day of the event.
5. Decorations must be of fireproof nature as required by law. No decorations shall be attached to the walls, ceiling or stage draperies in any manner whatsoever, except by special permission of the building principal or his/her designee.
6. THERE SHALL BE NO SMOKING OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND IN THE BUILDING OR ON THE GROUNDS (NH RSAs 126-K:7 and 193-B).
7. All applications and required permits must be made in writing to the office of the building principal.
8. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and hours agreed on the application. In the event that property loss or damage is incurred during such use or occupancy of the district facilities, the amount of damage shall be decided by the Superintendent of Schools or his/her designee and a bill for damages will be presented to the group using or occupying the facilities during the time loss or damage was sustained. Additional custodial charges may be incurred if a custodian is assigned to supervise the clearing away on the following day.
9. Organizations are responsible for monitoring corridors. There is to be no one allowed in the corridors or classrooms (for any reason). Violators will be asked to leave the premises with possible further consequences upon discussion with the principal or his/her designee. At RMMS, the bathrooms in the first grade wing are off limits.
10. At RMMS, there are to be NO student/children allowed behind the lunch counter/prep area at any time.
11. Kitchen Staff on duty will operate and oversee use of kitchen equipment. Organizations using kitchen facilities must use their own utensils. All freezers, coolers and refrigerators will be locked (federal regulations). The organization will remove accumulated trash and be responsible for sweeping the multi-purpose room, gymnasium, bathrooms, and kitchen.
12. Anyone considering the possibility of renting the multi-purpose room, gymnasium or other room and who wishes to enter the building to take measurements or survey other arrangements, shall obtain permission from the principal or his/her designee.

13. All applicants for use of the Brookline school facilities shall hold the Brookline School District 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 these facilities.

Field Use Policy

The following guidelines shall be used for determining league play. Permission to use school district property is subject to the following rules and regulations, and no person, group, or organization has any vested rights that supersede these rules and regulations.

Every effort will be made by the school district to prepare the field for use from April until October.

All league games and practices will be scheduled through the league's representative.

The league will be responsible for the maintenance and cost of any and all portable toilets placed on school property.

Storage of equipment will be permitted on school grounds through Board authorization and subject to availability and space.

The use of tobacco products on public educational facility grounds is prohibited (RSA 126-K:7, Youth Access to Use of Tobacco Products). Also prohibited is the use of intoxicating beverages or illegal substances of any kind (RSA 193-B, Drug Free Schools).

Requests for the use of the field will be directed in writing to the school principal, using the request form attached to this policy.

Previously Approved: 9-25-12

First Reading: 12-15-15 as amended

Second Reading: 4-19-16 as amended

Third Reading: 5-24-16

Adopted: 5-24-16

ADDENDUM: Facility Use Permit, Fee Schedule and Certificate of Insurance Liability

BROOKLINE SCHOOL DISTRICT

Policy:

It is the policy of the Brookline School Board that when not in use for school purposes, school buildings and grounds, or portions thereof, may be used for such purposes that promote the welfare of the community, including use as registration and polling places for voters.

While no person, group, or organization has a vested right to use school property, the right to use the property for any lawful purpose may be granted and may be subject to rental fees.

It is the policy of the Brookline School Board that no person or organization shall have keys or key codes to the school buildings without the authorization of the school principal.

Scheduling:

School facilities will be available for use on school days between the hours of 3:30 p.m. and 9:00 p.m. Use of school facilities will follow the school calendar, i.e., during school vacations and school holidays, and inclement weather closings, the facilities will not be available for use.

Fee Categories:

Category Description: The principal or his/her designee shall make the final determination of category placement of Groups A-E for fee setting purposes and shall determine the cost for use of the facility. Appeals may be made in writing to the Superintendent of Schools. The following are example groups to be used for fee setting.

- A. Brookline School District affiliated organizations (PTO, etc.) and department/branches of the municipal government in the Town of Brookline.
- B. Established youth organizations serving the youth of Brookline. Brookline community groups, such as religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations when *no* admission is charged and/or other profit making activity engaged in except in the case of activities which benefit the youth of Brookline.
- C. Established youth organizations from Brookline. Brookline community groups, such as religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations when admission is charged and/or other profit making activity is engaged in.
- D. Private promoters receiving a percentage of the profit and sponsored by groups identified in Categories A and B.
- E. Private promoters for their own exclusive profit.

Regulations Governing Fees:

1. Category A and B – On School Days – No charge except for kitchen and food service staff (see fee schedule).
2. Category A and B – Non-school Days – Utility, kitchen, food service staff, personnel and equipment charges (see fee schedule).
3. Category C, D, and E (see fee schedule).
4. A 50 percent booking fee is required for all Category C, D, and E events to guarantee reservation. If canceled prior to sixty (60) days before the event, all monies will be refunded. If canceled 30 to 60 days prior to the event, 50 percent deposit will be refunded. Cancellation thirty (30) days or less prior to the event will result in loss of deposit.
5. Category D and E fees must be paid in full five days in advance of the event.
6. The number of personnel and personnel fees to be assigned to each event is determined by the principal or his/her designee.
7. Custodians and other required personnel may be hired above and beyond the regular custodial staff for banquets and other functions as deemed necessary by the building principal or his/her designee.

FEE SCHEDULE FOR BROOKLINE SCHOOL DISTRICT (RMMS AND CSDA)

Facility	A	B	C	D	E	Utility Charge
CSDA Gym and Cafeteria	\$0	\$0	\$100	\$200	\$300	\$10 per hour (Non-school days)
RMMS Multi-Purpose Room	\$0	\$0	\$50	\$100	\$200	\$10 per hour (Non-school days)
Kitchen	\$25	\$25	\$50	\$100	\$200	
Field	\$0	\$0	\$50	\$100	\$200	

Other Fees:

Custodial/Kitchen Staff – Monday through Sunday and holidays \$50.00 per hour (2 hour minimum).

Pianos - \$25.00 per event

Police Coverage – Rate charged by Police

CERTIFICATE OF INSURANCE LIABILITY

INSURANCE: It is agreed that in consideration for allowing the rental of school facilities and in full recognition of the School Board's fiduciary responsibility to protect school property and assets, the Organization/Event Sponsor hereby covenants and agrees at all times to indemnify and hold harmless the School District, its School Board, officers and employees to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including but not limited, to reasonable attorney's fees and legal costs arising out of the use of these rental premises and all school facilities by the Organization/Event Sponsor, its officers, employees, agents, representatives, contractors, customers, guests and invitees.

The Organization/Event Sponsor maintains Commercial General Liability coverage of at least \$1 million per occurrence. A Certificate of Insurance endorsed to name the School District as an Additional Insured will be provided before any use of the facility.

Person Responsible during the event(s): _____

Telephone number of above: _____

Only those facilities or equipment specifically designated in this application may be used.

Please be aware of the following rules and regulations for use of any Brookline School facility.

NO SMOKING, ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES ON SCHOOL PREMISES (IN OR OUT OF THE BUILDING). (NH RSAs 126-K:7 and 193-B).

RENTERS ARE RESPONSIBLE FOR ALL CLEAN-UP COSTS.

On behalf of the above organization, I hereby certify that I have read and understand the **REGULATIONS AND FEE SCHEDULE GOVERNING RENTAL AND USE OF SCHOOL FACILITIES** in the Brookline Schools. I agree to provide adequate adult supervision at all times during the use of the facilities and will assume responsibility for all fees, charges and damage claims resulting from such use of school facilities.

Signed _____ Date _____

Address _____ Telephone _____

Email _____

BROOKLINE SCHOOL DISTRICT

Field Use Policy (Reference Policy KF)

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First Reading:	April 16, 2012
Second Reading:	July 24, 2012
Second Reading:	August 28, 2012
Approved:	September 25, 2012