

## USE OF SCHOOL BUILDINGS AND FACILITIES

It is the policy of the School Board of the district that whenever possible, school facilities will be made available for appropriate community use.

Request for use of any facility shall be made on the appropriate application and approved by the building principal. See Policy ECB-E1 and Policy ECB-E2. This application must then be forwarded to the SAU office for billing purposes. If, in the opinion of the Principal, a request is of an unusual nature, the Principal will forward the request to the Superintendent for approval. If, in the opinion of the Superintendent, a request is of an exceptional nature, the Superintendent will then refer it to the full board for action.

Use of any school facility normally requires the presence of a school employee. Functions not sponsored by the school district in which an employee must work in excess of their contracted time shall be charged at time and one-half of the highest rate listed for custodians in the current Agreement between the Governor Wentworth Regional School Board and the Governor Wentworth Support Staff Association. Additionally, the user of the facility shall pay all fixed costs (FICA, Medicare, Retirement, etc.) associated with the wages. The SAU Office will process the billing for all uses of district facilities.

The employee must submit a timecard for the function that is separate from the timecard submitted for their contracted work schedule. A reference number must be included on this timecard which corresponds with the reference number on the facility use form. Regardless of the status of the billing to the facility user, the employee will be paid for their work in the payroll cycle during which the card is received.

In the case of school-sponsored events that result in non-salaried employees working more than 40 hours in a week, the employee shall be paid at time and one-half of their normal rate of pay.

Responsible adult supervision (21 years or older) approved by the principal must be provided during the use of any facility.

The principal of the school is responsible for the scheduling of the use of the facility. There must be no interference with the educational or extracurricular schedule or undue hardship on school personnel.

It shall be the responsibility of any organization using a school facility to use the facility properly and leave it in satisfactory condition.

No intoxicating beverages will be allowed in any school building or on any school property.

Smoking, vaping, or illegal drug use will not be allowed.

Police protection and emergency services must be provided, if required by the principal or local ordinance. All cost for police protection and emergency services shall be paid directly by the user to the Police Department.

A trained crowd control manager is required for any public event involving groups of 50 or larger.

Organizations wishing to bring equipment into or onto school property must make arrangements, at the time of application, for the use of such equipment on the property. Details will be worked out with the building principal and custodian.

Use of school equipment may require supervision by a person designated by the building principal. If deemed necessary that other school personnel be present to supervise the proper use of school equipment, their services will also be billed to the renter.

Any organization requesting the use of a school facility must produce a written certificate of insurance proving liability coverage for general liability and property damage insurance totaling \$1,000,000/\$1,000,000 with the Governor Wentworth Regional School District listed on the certificate as an additional named insured.

Any organization using school facilities will agree in its application to pay the cost of damages to the facilities and equipment, other than damage caused by normal wear.

Rental Policy: See Fee Schedule **ECB-R**.

The School Board reserves the right to make an exception to any of these articles when, in its opinion, it is in the best interest of the district.

Adopted: 7/10/00  
Revised: 4/17/06, 3/3/09, **1/08/2024**