

RSU #63

- a. **NEPN/NSBA Code:** **KF**
- b. **Title:** **Community Use of RSU #63 Facilities**
- c. **Author:** **Policy Committee**
- d. **Replaces Policy:** **KF**
- e. **Date Approved:** **09/23/2024 RSU #63**
- f. **Date Previously Approved:** **11/27/23**
- g. **Policy Expiration:** **Annual**
- h. **Responsible for Review:** **Superintendent, Business Manager, Policy Committee**
- i. **Date Reviewed:**
09/18/2024 Superintendent
09/18/2024 Business Manager
09/18/2024 Policy Committee
- j. **References:**
- k. **Narrative:**

For the purpose of this policy, “school facilities” include building and grounds, parking lots, playing fields and fixed equipment.

It is the RSU #63 Board of Directors (the Board) 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, and philanthropic, and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule approved annually by the Board.

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.

The following provisions apply to community use:

- A. A certificate of insurance will be required as appropriate to the particular use;
- B. No alcoholic beverages may be brought onto school property;
- C. The use of tobacco and or vaping products is not 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;
- H. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care; and
- I. All activities must be supervised by a competent, responsible adult.
- J. A RSU #63 staff member must be present in the building during facility use as directed by the Superintendent.

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 will pay rent, in advance, on a multi-increment scale which reflects highest amounts for groups engaging in a profit-making enterprise on school grounds.

The following may be requested of any group:

- A.** Reimbursement for incidental expenses (e.g., utilities);
- B.** A deposit with 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 to the use of the facility; and
- E.** Fees for rental of equipment.

RSU #63 FACILITIES USE APPLICATION AND AGREEMENT FORM

IN ORDER THAT YOUR REQUEST FOR THE USE OF RSU #63 FACILITIES BE CONSIDERED, KINDLY COMPLETE THE FOLLOWING FORM. RETURN SIGNED FORM AND SUPPORTING DOCUMENTATION TO:

Superintendent's Office
202 Kidder Hill Road
Holden, ME 04429
207-843-7851

I. Building/Grounds Use Request:

The _____ (organization) requests the use of the
_____ (facility) for the purpose of
_____ (activity/activities).

A. Will the activity be open to the public? _____ Yes _____ No

B. Will there be fees charged to the public? _____ Yes _____ No

One-time Use Request: Date: _____ Time: _____

Multiple-times Use Request: Dates: _____ Time(s): _____

II. Contact person:

Name: _____

Address: _____

Phone: _____

Email: _____

III. Insurance Information: Please provide a copy of the Certificate of Liability Insurance *Waived?* _____ *Yes* _____ *No* *If Waived,*

Signature of RSU #63 Superintendent and/or Business Manager:

Limits of Liability \$ _____

Bodily Injury \$ _____

Property Damage \$ _____

IV. Facility Use Agreement:

- A. I agree, on behalf of the organization/group indicated above, all members and guests will observe **RSU #63's Core Values**, regulations, and rules.
_____ (initials)
- B. No alcoholic beverages will be on school property at any time. _____ (initials)
- C. The use of tobacco and or vaping products will not be allowed on school property.
_____ (initials)
- D. School facilities will not be used for any illegal purposes. _____ (initials)
- E. I, individually, and/or as an authorized representative of the requesting organization, assume full financial responsibility for any and all damages done to school property during the period of use indicated above. _____ (initials)
- F. I, individually, and/or as an authorized representative of the requesting organization, agree to reimburse RSU #63 for any custodian, kitchen, or other staff costs necessary to use the facility. This includes the unlocking/locking the building. (Note: School kitchen staff or someone trained by kitchen staff and approved by the Superintendent, are required when using the kitchen.)
_____ (initials)
- G. I, individually, and/or as an authorized representative of our organization/group will, at all times, hereafter indemnify the above-named school against any loss, damage, or expense of any kind, which said school may sustain or incur because of use of the above described building by our organization/group. We will further hold said school harmless for loss of any kind in connection herewith.
_____ (initials)

Signed: _____ **Date:** _____
(Requesting person)

Recommend for Approval: _____ *NOT Recommended for Approval: _____

Signed: _____ Date: _____
(Principal)

Recommend for Approval: _____ *NOT Recommended for Approval: _____

Signed: _____ Date: _____
(Business Manager)

Approved: _____ *NOT Approved: _____

Signed: _____ Date: _____
(Superintendent)

*Explain, in writing, reason for not recommending approval or not approving.

RSU #63 FACILITIES USE BILLING FORM

The information below must be provided to the Business Manager, in addition to the Facilities Use Agreement, prior to any requested use being approved.

Organization: _____
User Representative (same as Facilities Use Agreement): _____
Date(s) Requested: _____
Time of Actual Event: From _____ To _____
Time Required for Setup/Cleanup: From _____ To _____
Anticipated Number of People Attending: _____
Will the use of the Kitchen be required? _____
Specify Any Furniture or Equipment Required: _____

BILLING INFORMATION

Name: _____
Address: _____
Telephone: _____ Fax: _____
Email Address: _____

BILLING ESTIMATE: Actual charges may differ from original estimate, based upon required amount of time to clean areas used during the actual event. If a custodial fee is charged, time charged will include any time required to return the areas used, whether intended or not, to "ready for school" condition.

Building/Grounds Estimate: _____ hours @ \$35 per hour = \$ _____
Kitchen Use Estimate: _____ hours @ \$35 per hour = \$ _____
Total Estimate: \$ _____

If custodian and/or kitchen staff volunteer their time, a written, signed statement must be provided.

Signed: _____ Date: _____
(Requesting person)

Signed: _____ Date: _____
(Business Manager)