

Regulation

COMMUNITY RELATIONS

1001.1

COMMUNITY USE OF SCHOOL FACILITIES

- I. The use of such facilities for private profit is prohibited.
- II. All persons and organizations using the school facilities will be held responsible for any damage occasioned thereby, and will be required to maintain good order at all times when so using such facilities.
- III. The organization (community group) agrees to indemnify and save-harmless the Board of Education (the Board) and/or the Waterville School District (the District), and/or any of its employees, from any and all claims that may arise through negligence or otherwise, or that may cause damage, loss, injury or death to the property of the District, its employees or their property, or to other persons or property resulting from such use directly or indirectly.
- IV. The school shall not insure, protect or safeguard the organization against any claim that may arise from any accident or injury to any person or person through the use of school facilities by an organization.
- V. The sponsor must provide adequate supervision for the activity. The sponsor or his/her representative in charge of the activity shall be responsible for the fulfillment of the regulations governing the use of facilities.
- VI. Community use of school facilities will be under the approval and direction of school staff. The Superintendent will designate a member of the school's staff or community organization using the school to be present at all times a group uses the school facilities including the cafeteria/kitchen. Use of kitchen facilities will be coordinated between District representatives, the cafeteria manager and the organization.

A charge for such services will be made when a community group uses facilities and there is no appropriate member of the school staff scheduled to work during the period when the community group uses the facility. The charge, if any, shall be equal to the highest time and one half-hourly rate paid per person assigned (plus fringe benefits) based upon the current custodial salary schedule.

- VII. Organizations using school facilities must provide evidence of liability insurance coverage in the amount of a minimum of \$1,000,000.00 with the District listed as an additional insured on policy sheet for all participants, spectators, and property, etc. that are involved in or connected with the activity. Evidence is needed of property insurance equal to or exceeding items stored on District property when applicable.
- VIII. No out-of-school group will begin and/or end its activities while school is in session. Activities started prior to school will also end before beginning of school day.

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- IX. The community group/organization using school facilities shall be responsible for announcing, prior to the event, the location of proper fire exits.
- X. Community organizations using school facilities shall not be permitted to store any materials on District property without proper authorization and proper insurance coverage. Any materials utilized by such organizations must be brought in and removed each time that the school facility is utilized.
- XI. Organizations are subject to the following rules:
- A. Smoking is prohibited on all District property.
 - B. No alcoholic beverages are to be brought to or consumed on school property.
 - C. The use of decorations, scenery or moving of pianos, furniture, etc., is prohibited unless school authorities indicate to the contrary.
 - D. Items shall not be sold, given free of charge, exhibited or displayed without the permission of school authorities.
 - E. The Board and/or Superintendent of Schools has the authority to terminate at any time the organization's permit to use school facilities.
- XII. District officials will ensure the following conditions are met when preparing and/or serving food not normally associated with regular school program.
- A. Dinner arrangements must be completed a week prior to the date of the affair.
 - B. Building principals must confer with cafeteria manager prior to approving a dinner event.
 - C. All personnel will be paid at the rate of 1-1/2 times normal hourly rate and/or agreed rate.
- XIII. On days when school is closed because of snow or other emergency, all activities scheduled for that day will be canceled or postponed.
- XIV. Application Process
- A. Individuals or organizations desiring to use school facilities shall file an application for such use in the building office. The application should indicate the

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time, type and location of the facilities desired, the purpose of the activity and the organization or group requesting such use.

- B. Applications must be signed by a resident of the District. The Board shall designate the Superintendent to consider such applications on the basis of established policy and shall empower him/her to act upon such requests.
- C. Organizations applying to use school facilities must provide a proper and reasonable number of qualified adult supervisors; youthful participants must be approved for participation by the sponsoring organization (example: parental consent and satisfactory physical examination); and equipment and conditions for participation must be safe and reasonable.
- D. The applicant shall provide insurance as per the instructions on the Premise Use Request Form.

Waterville Central School District

Approved by Superintendent: 12/13/13, 01/08/19, 04/27/21