



Policy: KF

Section: Section K - School - Community - Home Relations

(BSD) Community Use of School Facilities and Fields Policy

KF

COMMUNITY USE OF SCHOOL FACILITIES AND FIELDS POLICY

[Fee Schedule Addendum](#)

Any group or individual requesting the use of school facilities, except for school activities, must submit an application to the school principal or their 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 their 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 their 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 their 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 their 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 their 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 their 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 their designee.
4. Arrangements must be made in advance with the office of the building principal or their 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 their 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 their 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 their designee. At RMMS, the bathrooms in the first grade wing are off limits. At CSDA, the bathrooms in the fifth and sixth grade wings are off limits unless a room is being utilized in those areas.
10. At RMMS, there are to be NO student/children allowed behind the lunch counter/prep area at any time.
11. In order to utilize the kitchen space, an SAU 41 Food Service employee must be hired by the organization to be on site during the time the kitchen will be used. 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 their 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.

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