

Regional School Unit 73 Board of Directors	CODE: KF Page 1
SUBJECT: Public Use of Facilities	
DATE OF ORIGINAL POLICY: 8/1/72, 12/4/97 DATE OF NEXT REVIEW: 2018 CANCELS POLICY CODE: None REVISION DATE: 11/16/82, 4/11/84, 11/13/84, 3/27/85, 1/8/87, 9/13/12	
JURISDICTION: RSU 73 Schools	

POLICY: Public Use of Facilities

The building principal and director of facilities is authorized to approve and schedule the use of school property, facilities, and equipment for use by the RSU #73 community. This use may only be allowed when it does not interfere with the educational programs of the school district or specific school. The building administrator and facilities director shall be responsible for safeguarding the property of RSU #73, including facilities, and equipment, enforcing standards for use, and informing individuals/groups of the school board rules, making sure that forms are given out and received back, filled out with proper information, and collecting payments. The hours during which school facilities are used will, to the extent possible, coincide with the hours during which a custodian is regularly scheduled. All users will be required to pay for custodial services if the event requires custodial support over and above the normal custodial schedules and duties.

(1) Group A - Use of Facilities without a Rental Charge:

Upon approval of the building principal and director of facilities, school facilities will be made available without rental charge to the following (as long as it follows the above policy):

- a. Any school employee for a district educational purpose or for use as provided in the contractual agreements between the school board and the employee group.
- b. Nonprofit school-related groups (AYS) operating under the sponsorship of an umbrella organization, providing that the group is properly supervised with at least one adult responsible for every ten students.
- c. First Responders, as directed by the Superintendent of Schools or designee, who shall inform the director of facilities or designee of the school affected.
- d. Any government agency utilizing the school or district facility for a public meeting.
- e. Public community colleges or universities.

- f. Please note that if the facility is used after normal working hours the above Group (A)

Regional School Unit 73 Board of Directors	CODE: KF Page: 2
SUBJECT: Public Use of Facilities	

organizations will need to pay for school district custodial services in order to properly open and close the facility.

(2) Group B - Use of Facilities with a Rental Charge

The building principal and director of facilities may permit the use of school facilities by a civic, religious, business or community organization for non-school activities on a specific, temporary, or short-term basis. The following conditions shall apply:

- a. The payment of a fee shall be in accordance with a schedule approved by the superintendent.
 - b. There must be sufficient supervision, determined by the building principal and director of facilities.
 - c. Adequate custodial service of the school facility shall be determined by the director of facilities. The cost of the custodial coverage shall be borne by the organization unless these costs are waived in writing by the superintendent.
 - d. The use of school food service facilities may be permitted by the building principal and director of facilities and shall require that the kitchen be operated by a food service employee approved by the Food Service Director. The cost of food, supplies and labor shall be borne by the organization and shall not include school food service food or supplies as a source.
 - e. Certificate of Insurance Requirement – Any organization that uses school facilities must provide proof of general liability insurance that includes at least \$1,000,000 per occurrence and \$2,000,000 general aggregate, listing RSU 73 as additional insured.
 - f. Personal appearances of political candidates or advocates/opponents of an issue before student groups, unless their appearance is part of an approved course of study and presented in a responsible manner, are not permissible unless equal opportunity is afforded all political candidates in a particular race and representative of both sides of an issue.
 - g. Placement of advertising signs in school buildings or elsewhere on school property is only permissible to allow advertising on items of clothing, bumper stickers, sunshades, or other signs affixed to a private vehicle that is legal for roadway traffic. All other places shall not be used for advertisement on school property without the specific approval of the School Board. Any organization or person using a RSU 73 facility that earns a profit, shall be instituted a fee per the below “Fee Structure”. The only exceptions to this for profit fee are the two long standing activities of “Weight Watchers and Jan Gill’s Music Lessons”, who will be grandfathered from this fee structure until such time that either activity stops for the equivalent of one school year or more.
- Except as specifically designated and permitted, school facilities or equipment shall not be for personal use.

SUBJECT: Public Use of Facilities

- Non-profit organizations requesting the use of school facilities must certify that at least 50% of the children participating are residents of this school unit.
- Non-profit organizations requesting the use of school facilities must demonstrate nonprofit status and must show that the use of the facility is in keeping with the purpose of enriching the lives and education of children.

Fee Structure: Campus Facilities – classrooms, cafeterias, gyms, libraries, etc.

Group B – Includes all non-local organizations, civic organizations, other school districts, churches and individuals.

- \$25/hour classroom rate
- \$50/hour (2 hour minimum) cafeteria, gyms, and libraries rate

School athletic field rental fees shall be \$60 per hour and \$140 per hour with lights.

Facility Use Procedures

1. Requests for the use of a school facility shall be approved in accordance with the administrative procedures of the district.
2. Charges will be calculated from the time the facility is opened to the time it is closed.
3. Requests for the use of a facility shall be presented to the building principal and director of facilities for approval.
4. Any changes in a scheduled event shall be approved in advance by the building principal and director of facilities.
5. On nights prior to school days, the building/facility may not be used after 10:00 pm without the prior approval of the building principal and director of facilities.
6. The activity shall not interfere with the normal use of the building/facility by school personnel or students, nor shall the use of the facility cause, undue wear judged harmful to the facility.
7. No areas will be rented where personal property is not properly secured.
8. Kitchen facilities shall not be used unless specifically requested. When kitchen use is required, a member of the school cafeteria staff must be present at all times – and the kitchen must be left in a clean and orderly condition. School breakfast/lunch supplies shall not be used.
9. Permission shall be obtained if furniture or equipment is to be moved, or if decorations or signs will be attached to walls, ceilings or fixtures. No alterations to the facilities are allowed.
10. The sponsor of an activity has direct responsibility for the safety, welfare and actions of the persons participating in the activity; for seeing that building regulations concerning the use of food, drinks, alcohol and tobacco are observed; and for damages to the building or equipment. The sponsor or a qualified representative shall be present when the first participants are expected to arrive and shall remain until all have departed.
11. Economical use of utilities is required.

SUBJECT: Public Use of Facilities

12. All fire safety codes and regulations shall be strictly followed and adhered to at all times.
13. Failure to leave the facilities in good condition or failure to use the facility in adherence to this policy shall result in denial of future requests by the individual or group for a period of one year. Requests by a violating party after one year shall be considered on a case-by-case basis by the building principal and director of facilities.
14. The district shall not be responsible for props, non-school equipment and/or personal items belonging to persons using school facilities.
15. No food, drinks or gum will be allowed without prior approval.
16. The use of any type of tobacco or alcohol is prohibited in all school buildings and on all school property.

Adopted: 5/14/15