

COMMUNITY USE OF SCHOOL FACILITIES - FEE SCHEDULE

Applications and Financial Procedures Related to the Non-School Use of Facilities

1. Applications and Approval

- a. A request for non-school use (defined as all uses except those listed under 1. School activities and 2. Official school related bodies in Policy KF) shall be directed—in writing on a Facilities Use Application and Agreement form via the designated software program. Such a request shall be made at least 5 days prior to the time of the desired use for a single meeting and three weeks prior to any request beyond a single meeting. The district reserves the right to deny any application which is not filed accurately and completely within the noted time frames. Use of school facilities is not considered approved until the Superintendent or the Director of Finance and Operations has approved the application.
- b. Groups holding regular meetings throughout the year need file only one application at the beginning of each school year. This does not guarantee uninterrupted use and may be changed at any time by district personnel. Also, special events of such groups must be covered by separate applications whenever they occur.
- c. Prior to any non-school use, an agreement shall be fully executed on behalf of the user by either a generally recognized organization having authority to enter into binding contracts or a responsible individual as determined by the building administrators. Such agreement shall provide for:
 - i. the payment of any required fees and deposits,
 - ii. indemnification of the district for any claims, demands or suits,
 - iii. satisfactory evidence of necessary insurance coverage as deemed appropriate by the superintendent, or his/her designee,
 - iv the opportunity for cancellation in the events of unexpected, emergency or other needs for facilities involved for school district purposes, and
 - v. other conditions as deemed appropriate by district personnel.
- d. The permission extended to any group to use facilities of the R.S.U. #57 School District shall expire automatically at the end of the period of time for which such permission was granted. This must be renewed at the end of the period granted or the expiration of users insurance. (Not more than one year)

2. Payment

- a. The district shall be reimbursed for the use of facilities and for other expenses incurred by the district on behalf of the renting agency.
- b. Users shall make checks payable to the R.S.U. #57 School District for the fee.
 - i. Deposits: In addition to the fees set out herein, the Director of Finance and Operations may require such deposits as deemed necessary in given Situations.
 - ii. Invoice and Payment: The district will invoice the entity noted on the facility use application for all fees and services. Payment of the invoice is due within 21 days after the invoice date. If the invoice is not paid within the 21 day payment period the district reserves the right to cancel all other previously scheduled facility use as well as deny future applications for facility use.

3. Regulations Regarding Use

- a. The use of alcoholic beverages or drugs in school buildings or on school grounds (hereinafter on school district property) is prohibited.
- b. Gambling is prohibited on school district property.
- c. There shall be no smoking or other use of tobacco products on school district property.
- d. All adult recreation programs must be sponsored by and supervised by the Towns Recreation Departments.
- e. There shall be no temporary or permanent signs, banners, pennants, or the like placed in or on school property by any group except those associated with activities sponsored by the school and as approved by the Superintendent of Schools or his/her designee.
- f. The use of the building by the outside organization should in no way restrict or limit the normal instructional program carried on during regular school hours.
- g. The use of any school equipment is especially prohibited unless prior approval has been received from the administrator in consultation with the appropriate district personnel and, depending upon type of equipment may only be used under the management and oversight of district personnel considered qualified by the administration to use and care for such equipment. No equipment is to be removed from

school property without the approval of the Superintendent or the Director of Finance and Operations.

h. The hours of use by outside organizations shall normally be restricted to the period after the school day ends to 10:00 p.m. on weekdays and from 8:00 a.m. to 10:00 p.m. on non-school days. In some instances, deviations from these hours may be permitted by the Director of Finance and Operations if such deviations from these hours will in no way limit or restrict the regular school instructional program and the district can appropriately fulfill the request. These limitations regarding hours of usage will not apply to the conducting of elections. All organizations are expected to adhere strictly to scheduled hours.

i. Use of buildings is strictly limited to the area or areas requested via the approved application.

j. Keys or codes WILL NOT be issued to individuals or groups requesting use of school property.

k. The building administrator must approve establishment of concessions for dispensation of foods, soft drinks, popcorn, candy, etc., in advance of application. Refer to Policy EFE.

l. In all instances, capacity is strictly limited to the seating or standing room capacity of the area in use.

m. The facilities will not be available for rental at times when they are scheduled for maintenance or custodial purposes.

n. The school district will assume no responsibility for receipt and/or storage of supplies or equipment for the benefit of the user group. Charges will be made for any space used for equipment and materials and must be approved in advance by the building administrator.

o. The administrator in charge of school facility use and rentals shall be responsible for coordination and oversight of use with organizations applying for use of school facilities. The administrator or his/her designee (which may be a building services employee) may be on duty when a school is being used by outside organizations. As such, the group may be charged for the employee's services.

p. It is the district's procedure that outside organizations do not have keys, key codes or other means of access to district facilities. Therefore, district facilities will be opened and closed by district personnel only. This may result in a charge to the outside organization.

- q. Any use of kitchen facilities may require the presence of at least one kitchen staff member to be present during preparation, the duration of the event as well as clean up. The user organization will be charged for such services.
- r. Any use of the stadium complex may require the presence of at least one custodial staff member and may also require at least one grounds staff member to be present during the event as well as for clean up after the event. The user organization will be charged for such services.
- s. If an organization leaves a facility in a condition worse than when it arrived the district will charge the user group for the custodial time to restore the facility to its proper condition.
- t. Any group or organization using school property shall save the towns, the Board, the individual members thereof and any school officials or employees free and without harm from any loss, damage liability or expenses that may arise during, or be caused in any way by, such use or occupancy of school property. The applicant, or designee thereof, must agree to supervise the activities conducted during the entire rental period. If an outside group incurs property damage or loss as a result of the use of the facility, the amount of damage shall be determined by the Director of Finance and Operations and be borne by the group.
- u. The organization or listed individual requesting the use of school facilities may be required to demonstrate proof of general liability insurance in coverage's amounting to at least \$300,000 single limit liability. A certificate of insurance from an insurance company rated "A" or better, admitted to do business in the State of Maine shall be required to be provided covering the event for which the use of facilities are requested. NOTE: R.S.U. #57 must be named as additional insured for the specified event or purpose.
- v. The administrator shall thoroughly investigate each request for use of school facilities and shall determine whether the requested non-school use is of the sort contemplated by Administrative policy and meets the criteria set out in Administrative policy. The administrator may deny the use of a building to an approved group when the space applied for has already been committed to another group or the space applied for may not be used for the purpose requested under these regulations. The administrator has the right to refuse facility use when there is a conflict within the school.
- w. The administrator reserves the right to transfer applications of use of any facility to another comparable facility when deemed necessary.
- x. Continued use of school facilities by any group is contingent upon the group's taking proper steps to protect the school property and to ensure complete safety, the observance of the prohibition against smoking or other use of tobacco products, alcoholic beverages on school district property, and the reimbursement of its expense to

the district. If the administrator feels that misuse of these items or other rules or procedures has occurred, it is his/her duty to advise the group so that the misuse will be stopped. If continued misuse occurs, the group shall be prohibited from further use of school facilities.

y. The district reserves the right to immediately remove individuals or groups from school district property that are not utilizing district facilities in accordance with district policy or procedure, or if the district feels it is necessary for safety, security or other similar reasons.

z. If a group goes beyond their approved hours (either arrives early or does not leave on time) the district reserves the right to remove the group immediately from the premises.

In addition, the group may also be charged a late fee if the situation continues and/or may be banned from future facility use.

aa. The district reserves the right to close the entire district and/or specific facilities at any time. In such situations the district will notify the public of such closure and facility use will be prohibited.

bb. Off-Duty Policemen: User groups may be required, at the discretion of the administrator, to pay for off-duty policeman(men) to be on site at the event.

4. Fees and Charges:

Fees and charges for facility rental use as well as any associated fees are listed in Appendix A.

Appendix A**Fees and Charges**

1. Facility Location and Description

- a. Classroom \$80
- b. Library \$100
- c. Additional Space (hallways, foyer, etc.) \$60
- d. Cafeteria (high school and middle school) \$120
- e. Cafeteria (elementary schools) \$100
- f. Kitchen (high school and middle school) \$120
- g. Kitchen (elementary schools) \$100
- h. Auditorium (high school) \$150
- i. Gymnasium (high school and middle school) \$200
- j. Gymnasium (elementary schools) \$150
- k. Locker Rooms (middle school and high school) \$50
- l. Parking Lot Usage \$35
- m. Grass Fields (high school and middle school) \$175
- n. Grass Fields (elementary schools) \$100
- o. Stadium Complex \$400
- p. Lighting Fee (per field) \$100
- q. Scoreboard Use \$50
- r. Public Address System Use \$35
- s. Field Lining Fee Contact School District for Pricing

All fees are based upon a four (4) hour minimum.

After the minimum four (4) hours another fee will be charged on a pro-rated hourly basis during same day use.

Kitchen Staff	\$40 per hour
Custodial Staff	\$40 per hour
Grounds Staff	\$40 per hour
Scoreboard or Public Address Staff	\$40 per hour

Equipment Storage Fee Contact School District for Pricing Late Fee (extended hours of use) \$60 per hour

Revised: February 10, 2016; June 5, 2018; December 7, 2021