

RSU #12 Use of School Facility Form

*IN THE EVENT OF CANCELLATION CALL THE SCHOOL OFFICE

This application packet must be submitted to the Building Administrator a minimum of 5 days in advance of the event. Please PRINT all information. ALL pages must be completed.

This agreement is made between RSU #12 and _____
(Name of individual contracting and the organization represented)

Address: _____
(Street Address) (Town/State) (Zip Code)

Telephone: _____ Email: _____

Date and Time: ____/____/____ from: ____ : ____ A.M. P.M. to ____ : ____ A.M. P.M.

Description of Use: _____ _____ _____	Please note the name and phone number of your insurance carrier for liability and property insurance. _____ _____ _____
Approximate number of people: _____	

School Requested: __ Chelsea Elem. (582-2214) __ Whitefield Elem. (549-5251) __ Windsor Elem. (445-2356) __ Palermo Consolidated (993-2352) __ Somerville Elem. (549-3261)

Area Requested: __ Gym __ Cafeteria __ Kitchen facilities __ Other (describe) _____

- Total Fee, if Applicable: \$ _____ (Please make checks payable to RSU #12) 4 Fee Waived

RSU #12 Policy KF (Community Use of School Facilities) provides guidance for facilities use. It, in combination with pre-existing school unit policies, shall remain in effect until further notice.

Signature of Responsible Person

____/____/____
Date

ALL REQUESTS MUST BE SIGNED & APPROVED/NOT APPROVED BY A BUILDING ADMINISTRATOR

Signature of Building Administrator

____/____/____
Date

__ Approved __ Not Approved because _____
If Applicable: __ Food Service Notified __ Custodian Notified

SEND TO SUPERINTENDENT OF SCHOOLS FOR REVIEW

Superintendent of RSU #12

____/____/____
Date

RSU#12

Code: **KF**

COMMUNITY USE OF SCHOOL FACILITIES

DEFINITION: “School facilities” are buildings and grounds, parking lots, playing fields and fixed equipment owned by the RSU, as per the Sheepscot Valley RSU Reorganization Plan.

It is the Board’s 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, philanthropic and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule approved annually by this 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.

To the extent that they are consistent with current law the pre-existing policies, procedures, and fees for community use of school facilities in each community shall remain in effect until the RSU designs a system-wide policy and procedure(s).

Until that time, if a community member feels unfairly disadvantaged by the differences in those pre-existing policies and procedures they may make a request to the RSU Board of Directors for an exception.

Reference: Sheepscot Valley RSU Reorganization

Plan First Reading: July 16th, 2009

Adopted: August 20th, 2009

**Community Use of School Facilities - Building Request
Form**

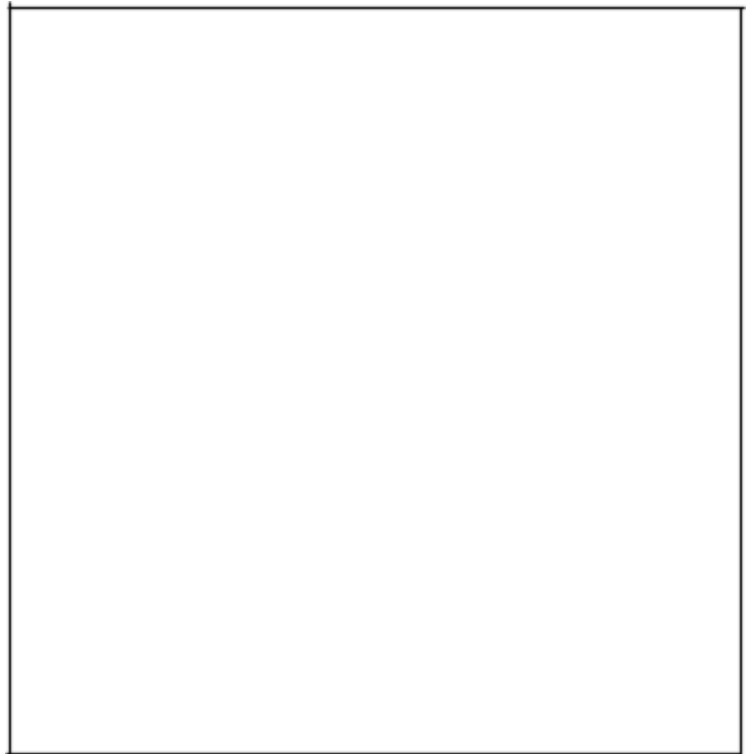
Area(s) Requested

- _____Gymnasium
- _____ Locker Room
- _____ Kitchen
- _____ Cafeteria
- _____ Other(Please Specify)

Gymnasium as an Auditorium

- _____ Sound System
- _____ Stage Lights
- _____ Bleachers
- _____ Chairs
- _____ Stage Curtains

DIAGRAM OF ROOM SET UP >>



Sheepscot Valley RSU #12

Community Use of School Facilities Waiver, Release and Agreement to Hold Harmless*

In consideration for being allowed to make use of facilities of the SVRSU #12, the undersigned, for him/herself and the organization named below, hereby agrees to assume all risk of injury, any of the organization's members, participants, guests or others associated with the undersigned (including all risk of injury, harm or damage caused by the negligence of the SVRSU#12, its School Committee, administrators, officers, agents and employees) arising or occurring in connection with the use of school facilities. I hereby release and agree to indemnify and hold harmless the SVRSU #12 and its School Committee, administrators, officers and employees from any and all liability, actions, damages and claims of any kind or nature whatsoever (including liability, actions, damages and claims caused by or arising from the negligence of the SVRSU #12, the School Committee, its administrators, its officers, agents and employees) for injury or harm to person or property that may arise or occur in connection with use of school facilities.

If any part of this agreement is held to be unenforceable, then all other parts of this agreement shall be enforceable to the full extent permitted by law.

I have read the above document carefully before signing it and sign it voluntarily with full knowledge of its significance. I UNDERSTAND THAT I AM RELEASING, HOLDING HARMLESS AND INDEMNIFYING THE SVRSU #12 AND ITS SCHOOL COMMITTEE AND THEIR AGENTS AND EMPLOYEES FROM ALL HARM ARISING DURING MY/YOUR USE OF THE FACILITY TO THE FULL EXTENT PERMITTED BY LAW, INCLUDING HARM CAUSED BY THE NEGLIGENCE OF THE SVRSU #12, THE SCHOOL COMMITTEE OR THEIR AGENTS OR EMPLOYEES.

Name of Organization_____

Printed Name of Individual User or Authorized Agent of Organization

Signature of User or Agent

Date