



FACILITIES USE AGREEMENT

North Haven Community School
93 Pulpit Harbor Road
North Haven, ME 04853
207.867.4707

Facilities Use Agreement (Summer Public Access – Groups & Organizations Only)

This agreement outlines the terms under which North Haven Community School (NHCS) permits temporary use of its facilities by outside groups or organizations during the summer months. Use is limited to groups that apply and are approved in advance by school administration. This includes use of the gymnasium, classrooms, cafeteria, outdoor fields, or other school spaces as specified in the approved application.

Responsible Supervisor

Each group must appoint an adult (age 18+) as the Responsible Supervisor, who will:

- Be present for the full duration of facility use.
- Maintain order, ensure safety, and enforce all rules.
- Serve as the primary point of contact with NHCS.
- Ensure participants do not access unauthorized areas.

Access and Security

- A facility key or access instructions will be provided by the school's Facility Supervisor.
- The Responsible Supervisor must unlock and secure the facility before and after use.
- They must be the first to arrive and the last to leave.
- Keys must not be duplicated, shared, or transferred.
- Keys must be returned immediately after the approved use period ends.

Approved Use and Areas

- Use is restricted to the dates, times, and specific spaces approved in writing by NHCS.
- Groups may not enter or use unapproved rooms, fields, or equipment. Requests for additional access must be submitted in advance.

Clean-Up and Condition

- All facilities must be left in equal or better condition than they were found.
- The group is responsible for:
 - Cleaning up all trash and personal items.
 - Returning furniture or equipment to original layout.
 - Sweeping or light cleaning as necessary.
- All lights must be turned off and windows closed.
- If custodial services are needed due to the group's use, a fee may be charged.

Prohibited Items and Activities

The following are strictly prohibited on NHCS property:

- Tobacco, alcohol, or drugs
- Weapons or firearms
- Roller skates, roller blades, skateboards (indoors)
- Open flames, candles, or hazardous materials
- Any activity that could damage the building or grounds

Capacity and Conduct

- The number of participants must remain within the safe occupancy limit for the space used.
- The Responsible Supervisor must ensure that all participants behave safely, respectfully, and in alignment with school policies.

Communication and Phone Use

- If permitted access to the school phone, it may only be used for short, local calls.
- The group is responsible for any charges incurred during use.

Damage and Liability

- The group and/or Responsible Supervisor is financially responsible for any damage to the building, grounds, furniture, or equipment.
- All damage or loss must be reported to the Facility Supervisor or Principal immediately.

Maintenance and Reporting

Report any pre-existing or newly discovered issues (e.g., cleaning, repairs, damage) to the Facility Supervisor promptly.

Termination of Use Privileges

Failure to follow these guidelines may result in immediate loss of facility use privileges and denial of future requests. It is the Responsible Supervisor's duty to:

- Communicate rules to all participants.
- Ensure full compliance throughout the event or activity.

AGREEMENT AND SIGNATURES**Responsible Supervisor**

Name: _____

Signature: _____

Date: _____

Local School Administration

Name: Shaun Johnson

Signature: _____

Date: _____

Organization (if applicable): _____

Purpose of Use: _____

Facility/Floor/Space Requested: _____

Requested Use Period (Dates & Times): _____

Tiered Pricing (User Group Categories)

As a public school serving a small island community, North Haven Community School is proud to support local programs and events by making its facilities available for public use when possible. To sustain this access while maintaining the safety, cleanliness, and quality of our shared spaces, the school charges modest facility use fees to external users.

These fees help cover:

- Custodial services and utilities
- General wear and tear on facilities and equipment
- Administrative time and oversight
- Security and access coordination

Charging fees ensures that public resources are protected and available for continued use, while prioritizing access for school-related and nonprofit community programs. We remain committed to working with local groups and organizations to keep these spaces accessible, affordable, and well-maintained for everyone.

Group Type	Description	Rate Adjustment
Tier 1: School-Affiliated	NHCS staff, student programs, school-sponsored events	No charge
Tier 2: Nonprofit/Youth-Based	Local nonprofits, youth sports, community clubs, civic orgs	Discounted Rate
Tier 3: General Public/Private Use	Individuals, private events, out-of-town users	Standard Rate
Tier 4: Commercial/For-Profit	Businesses, paid programming, film shoots, etc.	Full Rate

Facility Rates (Per Hour)	Tier 2	Tier 3	Tier 4
Gymnasium	\$20	\$40	\$75
Classroom (per room)	\$10	\$25	\$40
Commons Area	\$15	\$35	\$60
Library or Meeting Space	\$15	\$30	\$50
Outdoor Field/Playground	\$10	\$25	\$50

Additional Fees (Per Hour)	Rate	Notes
Custodial	\$30/hour	2-hour minimum
Setup/Breakdown Support	\$25/hour	If furniture or equipment must be moved
Tech Support (A/V)	\$20/hour	With advance request only
Key/Access Deposit (refundable)	\$50	For after-hours access
Late Cancellation Fee	\$25	If canceled with less than 24 hours' notice

Billing and Payment

- Payment is due in full prior to the event unless otherwise arranged.
- Checks payable to: MSAD 7
- Invoices available upon request.