

## **Community Use of School Facilities**

### Rules & Regulations Governing Use of District Buildings and Grounds

#### **Building Use by Community**

All school facilities are available to the communities of RSU 40/MSAD 40 for educational, cultural, and civic events. This policy pertains to all school facilities. The following groups may have use of district buildings and grounds with administrative review and approval:

1. Municipal government
2. School sponsored organizations
3. Civic groups and non-profit organizations (Non-profit organizations must have a 503(C) on file)
4. Benefit projects
5. Public betterment organizations
6. Children's groups (Boy Scouts, Girl Scouts, etc.)
7. For-profit commercial groups

School use takes precedence over any other use.

#### **Guidelines**

1. Organizations must provide a certificate of insurance in the amount of \$1,000,000, name RSU 40/MSAD 40 as an additional insured and covering the period under contract if required by the Business Manager. A certificate of insurance will be required if a fee is charged for event admission and the event is not sponsored by a local school district.
2. Organizations granted permission to use buildings shall be responsible for any damage to school property that occurs during such use.
3. All groups must provide satisfactory supervision of the activity for which building use was granted and will make arrangements with the building principal for the opening and closing of the building.
4. Groups such as Little League, Farm Teams, Babe Ruth, etc., will be allowed to use district athletic fields provided permission is secured in advance from the school principal.
5. The use of school equipment, materials, or facilities of any kind by school personnel and others for personal or non-public benefits is prohibited.

6. No school facility shall be made available to any group that advocates unconstitutional or illegal acts, and no school facility shall be made available for any activities that are, in the opinion of the Superintendent or School Board, contrary to the best interests of the school system or to the educational welfare of the students.
7. No school facility shall be made available for any purpose that may, in the opinion of the Superintendent or School Board, present a risk or damage to any school building, grounds, or equipment.
8. Smoking/Alcohol consumption is not permitted anywhere by anyone at any time in the school buildings or on school grounds of RSU 40/MSAD 40.
9. The Superintendent, or his/her designee, has sole authority to determine whether the facilities should be closed for reasons of public safety. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are automatically cancelled without penalty to either party. However, every effort will be made to reschedule any canceled event to a mutually acceptable date.
10. No animals are allowed on school property without prior arrangement.

**General Fees:**

User fees and service fees may or may not pertain to all users. Some service fees may not be waived even if the user fee is waived. All users are subject to charges for damage to the facility they are using.

**User Fees:**

Friendship Village School Gym/Cafeteria	\$50.00 per day
Prescott Memorial School Cafeteria	\$50.00 per day
Miller School Gym/Cafeteria	\$50.00 per day
Union Elementary School Gym/Cafeteria	\$50.00 per day
Warren Community School Gym/Cafeteria	\$50.00 per day
Medomak Middle School Gym or Cafeteria	\$75.00 per day
Medomak Valley High School Gym or Cafeteria	\$75.00 per day
Single Room Fee (any building)	\$15.00 per day

**See Table Below and Contract:**

- The fee required for a law enforcement officer, if necessary, is the responsibility of the renting organization.
- Additional fees may be charged depending upon planned activities.
- If kitchen facilities are used, at least one school-approved food service worker shall be on duty and paid by the renter, to be responsible for the kitchen and its contents.

<b>MVHS AUDITORIUM</b>	<b>Approved RSU 40</b>	<b>District Based Non Profit</b>	<b>Non Profit Groups</b>	<b>For Profit Groups</b>
Seats, house light, and stage	No charge	\$75/performance	\$275/performance	\$500/performance
Rehearsal/Set up/Break	No charge	No charge	\$20/hour	\$25/hour
Custodian	\$25/hour	\$25/hour (if none presently in building on regular schedule)	\$30/hour	\$35/hour
Facility Coordinator	\$25/hour or stipend	\$25/hour (at auditorium manager discretion)	\$30/hour	\$35/hour
Technicians	\$10/hour	\$10/hour (at auditorium manager discretion)	\$15/hour	\$20/hour
House Sound System	No charge	\$10/performance (battery replacement for wireless mics)	\$55/performance	\$60/performance

Adopted: October 21, 1985

Revised: December 15, 2013

Reviewed: June 16, 2015