

RSU #16 (Mechanic Falls, Minot, Poland)

Policy Code: *KF* msm

Adopted: *August 2014*

Revised:

Use of School Facilities and Grounds

For the purpose of this policy, “school facilities” shall include buildings and grounds, parking lots, playing fields and fixed equipment.

It is the RSU 16 School Board’s desire that the local taxpayers who finance the schools 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 RSU #16 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 fee schedule.

The Superintendent is responsible for developing administrative regulations that provide for timely applications; uses which do not interfere with the educational, co-curricular or extracurricular programs of the public school students; preference to local not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

Factors to further guide RSU #16 community use:

- A. A certificate of insurance, proof of liability (\$100,000), will be required for some events and may be required for others, as appropriate to the particular use;
- B. For events of 100 or more people, the Police and Fire Departments must be notified by organizer of this event. Under the discretion of the Superintendent, groups of 100+ may be required to hire a police officer to be present during the event.”
- C. No alcoholic beverages may be brought onto school property at any time;
- D. Tobacco use of any kind (including, but not limited to cigarette, cigar, & chewing tobacco) shall not be allowed on school property;
- E. School facilities may not be used for illegal purposes;
- F. No pets are allowed on school property. This includes fields, spectator areas, and playgrounds. Exceptions to this include individuals who have valid and documented need of canine assistance for medical/disability reasons or for aiding law enforcement.
- G. RSU #16 community adults and children are free to use outdoor grounds and facilities for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups.
- H. Any approval of the use of school facilities requires the signing of an *RSU 16 Facility Use Request Form*, setting forth the conditions of use as outlined in the RSU #16 Facility Use Guidelines (KF-R).
- I. Application for use is to be made through the Principal’s office of the requested facility.
- J. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.
- K. No application for use of school facilities will be approved more than twelve months in advance of the intended use.
- L. RSU 16 assumes no liability for any damage or loss to non-school property resulting from the use of school facilities.
- M. Users who violate this policy and/or guidelines may be required to vacate the facility immediately and may, at the discretion of the Superintendent, be barred from future facility use.

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Preference for use will go to:

1. School activities including co-curricular and extra-curricular programs.
2. Meetings of our towns' officials and school related bodies.
3. Meetings of local government agencies.
4. Meetings/activities of responsible civic and social organizations with special consideration for those organizations that commonly contribute to local school and youth programs, including the recreation programs sponsored by the towns of Mechanic Falls, Minot, and Poland.
5. Local not-for-profit organizations.
6. All other groups.

Facility use may be granted *without rental* charge, as follows:

- A. Not-for-profit educational, recreational, cultural and fraternal organizations having a significant number of members who are RSU #16 community residents.
- B. Not-for-profit groups which present programs that are designed to be educationally, recreationally or culturally beneficial to local citizens.
- C. Municipal-sponsored groups and organizations.

Other groups will be charged rent in advance on a multi-increment scale, which reflects the highest amounts for groups engaging in a profit making enterprise on school grounds.

The following may be requested of any group:

- A. Reimbursement for incidental expenses (utilities, field paint, etc.);
- B. A deposit with the application, refundable after leaving the facility in satisfactory condition;
- C. Reimbursement for property damage and any cleaning and repair costs;
- D. Reimbursement for custodian or other staff costs when necessary to the use of the facility, including additional time preparing the facility or field preparation, and
- E. Fees for rental equipment.

Appeals:

In the event that the use of school facilities is denied by the building Principal, such denial may be appealed first to the Assistant Superintendent, and then to the Superintendent of Schools.

Cancelations:

The schools reserve the right to cancel any event scheduled in school facilities and fields if the weather or other conditions warrant.

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WAIVER AND INDEMNIFICATION

In consideration for being permitted to use RSU 16 school facilities,
_____ (organization) and its members, individually and as an
organization, agree as follows:

- To comply with the regulations and guidelines included in Policy KF and KF-R; I hereby agree to assume all risk of injury, harm, or damage to my person or property arising my use of the facilities;
- To assume full financial responsibility for any and all damage done to RSU 16 property during the period of use; and
- To waive, release, promise not to sue, hold harmless and indemnify RSU 16, its School Board its members, and its administrators, agents and employees from and against any and all liability, actions, damages, and claims of any kind or nature whatsoever for injury, harm or damage to any person or property that may arise or occur during our use of the RSU 16 facility.

Authorized Representative

Date

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SIGNATURE BLOCK:

RSU #16 School Board

_____ Mary Martin, Chair	_____ DATE
_____ Jack Wiseman, Vice Chair	_____ DATE
_____ Jennifer Boenig	_____ DATE
_____ Grace Gendron	_____ DATE
_____ Tina Love	_____ DATE
_____ Mary Ella Jones	_____ DATE
_____ Ed Rabasco, Jr.	_____ DATE
_____ Melissa Hodgkin	_____ DATE
_____ Steve Holbrook	_____ DATE
_____ Annette Hemond	_____ DATE
_____ Aaron Ouellette	_____ DATE
_____ Scott Sawyer	_____ DATE
_____ Scott Tiner	_____ DATE
_____ Julie Rioux	_____ DATE