

RSU #16 (Mechanic Falls, Minot, Poland)

Policy Code: *KF-R* msm

Adopted: *August 2014*

Revised: *June 2016*

RSU #16 Facility Use Guidelines

1. Groups must provide supervision.
2. For events of 100 or more people, the Police and Fire Departments must be notified by organizer of this event.
3. **Peanuts/nut products are not to be served or consumed in the building by outside groups. Please be sure that your guests understand this policy. It is your responsibility that this information is communicated to the non-staff and student participants in your group.**
4. Parking of participants'/and or spectators' vehicles shall be in designated parking areas only. Non-district vehicles are not allowed on the fields at any time without prior approval from the facilities manager, athletic director or building principal. The only exceptions will be emergency vehicles in emergency situations.
5. Field use may be denied due to inclement weather or field conditions.
6. For events of 100 or more people, the Police and Fire Departments must be notified by organizer of this event.

Fields and Track:

1. Groups using the baseball and softball fields will rake/drag the home plate area and pitcher's area, as well as the area of each base at the conclusion of use.
2. Mowing and trimming will be done by district personnel only.
3. Repair costs will be charged for any damage to the fields, such as holes in the outfield or on deck circles, broken benches or trash left behind.
4. The lining of fields will be done by district personnel. The exception to this will be when arrangements have been made with the Facilities Manager or the Co-Curricular Director.
5. All areas shall be free of trash at the conclusion of the event.
6. Schools and fields are alcohol and tobacco free areas. Possession of alcohol or use of alcohol or tobacco are prohibited.
7. No pets are allowed on school property.
8. Equipment such as goals, benches, and bleachers, etc. are not to be relocated without prior approval.
9. Competitive areas such as long jump, discus, shot put, and high jump are for intended use only. Areas such as long jump pits are not to be used as play areas. High jump and pole vault pits are not to be used except for their intended use.
10. Skateboards, bicycles, strollers, in-line skates or other wheeled items are prohibited from the track area.

Gym Use:

1. Proper footwear must be worn when using the gymnasium. Black soled shoes, boots or cleats are prohibited when playing or practicing on the gym floor.
2. Scoreboards may only be used with prior permission from the school.
3. Bleachers and backboards may only be moved by school personnel.
4. Locker rooms may not be used unless prior approval has been granted.
5. The gym floor shall be swept and free of dust, dirt and debris at the conclusion of the event.
6. Exterior doors will remain closed for the duration of the activity/event. Doors are never to be propped open, as this results in a loss of heat and potentially compromises building security.

Auditorium Use:

1. No food or beverages are allowed in the auditorium, at any time.
2. School personnel must be on hand whenever lighting and sound equipment are in use.

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HOURLY FEE SCHEDULE

Area	Building	Non-Profit Resident	Non-Resident	For Profit Resident	Non-Resident	Organizations Whose Proceeds Directly Benefit RSU 16
Auditorium	PRHS, WMS	Waived	\$30	\$45	\$75	
Cafeteria <i>*** Plus the cost of a staff member to be present in any kitchen use events to monitor facilities use only. This staff member will not participate in cooking or clean up and should not be considered to be the temporary employee of the group renting the facility.</i>	All	*** Waived	*** \$20	*** \$30	*** \$50	If kitchen use is limited to sinks and countertops only, no staff costs are required.
Classrooms	All	Waived	\$10	\$15	\$20	
Computer Labs	All	Waived	\$30	\$45	\$75	
Conference Rooms/Meeting	All	Waived	\$10	\$15	\$20	
Gymnasium	All	Waived	\$30	\$45	\$75	
Kitchen Facilities <i>*** Plus the cost of a staff member to be present in any kitchen use events to monitor facilities use only. This staff member will not participate in cooking or clean up and should not be considered to be the temporary employee of the group renting the facility.</i>	All	Waived	\$10	\$15	\$20	If kitchen use is limited to sinks and countertops only, no staff costs are required.
Libraries/Media Center	All	Waived	\$15	\$25	\$40	
Stage Areas	All	Waived	\$10	\$15	\$20	

*Groups with multiple scheduled events may be eligible for negotiated rates.

*Special events such as day-long events may have negotiated fees.

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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

RSU #16 (Mechanic Falls, Minot, Poland)

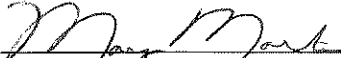
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SIGNATURE BLOCK:

RSU #16 School Board

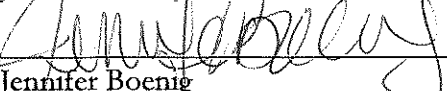


Mary Martin, Chair

6/13/16
DATE

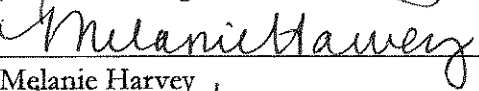
Jack Wiseman, Vice Chair

DATE



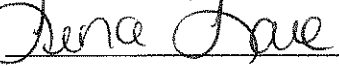
Jennifer Boenig

6/13/16
DATE



Melanie Harvey

6-13-16
DATE



Tina Love

6/13/16
DATE



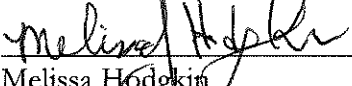
Aaron Ouellette

6/13/16
DATE



Ed Rabasco, Jr.

6-13-16
DATE



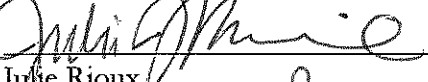
Melissa Hodgkin

6-13-16
DATE



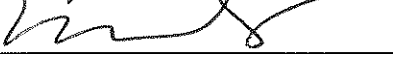
Steve Holbrook

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DATE




Julie Rioux

6-13-16
DATE



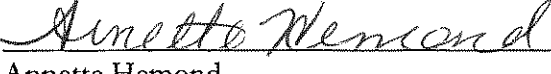
Norm Davis

6-13-16
DATE




Leonard Lamoreau

6-13-16
DATE



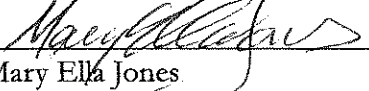
Annette Hemond

6/13/16
DATE



Diana Sullivan

6/13/16
DATE



Mary Ella Jones

6-13-16
DATE