

Mascenic Regional School District - Use of Facilities Policy

It is the intent of the Mascenic School Board to make school facilities (i.e. gymnasiums, athletic fields, auditoriums, classrooms, activity rooms, kitchens and restrooms) available for responsible public use. It is further the intent of the Board that such use does not incur additional uncompensated expense to the School District. Compensation to the School District for facilities use may be offset by demonstration of objective or subjective cost savings or other benefits to the District. Any offset in compensation shall require board approval.

A – GENERAL RULES

1. Public use of school facilities must not interfere with the normal functioning of school activities – (student performances, student athletic events, dances, graduation, school councils, school committee, etc.) - such activities will always take priority in the use of district facilities. Use of facilities for other than normal school activities will be prioritized* as follows:
 - a. Town Related uses (town meetings, voting, etc.)
 - b. Community Education Activities
 - c. School Support Groups (PTO, MEFA, etc.)
 - d. Non-Profit groups
 - e. All other

* The above priority list is to be used if multiple groups have conflicting requests at time of scheduling. The prioritization of use is not intended to allow a higher priority applicant to displace a lower priority applicant after approval for facilities use has already been given.

2. No usage shall be of a nature that it will reflect adversely on the school.
3. Games of chance or gambling resulting in cash prizes are prohibited unless they result in benefit to the school or school-related groups (example 50/50 drawings).
4. Smoking, alcohol, and drugs are prohibited on school property at all times.
5. Non-school activities must end no later than 9:00 p.m. (unless previously approved by the Facilities Director).
6. A school custodian (or other representative approved by the Facilities Director) must be present at all times; this includes the opening and closing of the building.
7. Keys (or key cards) will not be given out. Only authorized personnel may have building access keys (or key cards) upon application to the Facilities Director.
8. When school is closed due to weather or mechanical failures (including weekends), no use of the facilities will be allowed (including school-sponsored events, games, practice, etc.).

9. A building being used by an authorized school or community group in the evening, or on non-school days, shall be opened for such activity and secured again after its conclusion by the assigned key holder. Police coverage maybe required for a particular activity. The applicant is responsible for making these arrangements and for payment of same.
10. Buildings shall be secured and alarms set upon exiting. Improperly secured buildings resulting in an alarm code will constitute a charge of \$100 minimum. Violation of this policy may result in a written reprimand and loss of this privilege.

B – USAGE FEE

A standard form, Estimate of Expenses for Facilities Use (Policy KG-R2), will be executed by the facilities director and the requesting party to determine the baseline charge for facilities usage.

C – SPECIFIC RULES FOR USE OF KITCHEN FACILITIES

The usage of kitchen facilities must be approved by the Facilities Director and Food Service Director.

D – SPECIFIC RULES FOR USE OF ATHLETIC FACILITIES

1. Periodic and necessary facility maintenance will take precedence over community use.
2. The facility must be kept clean of litter and left in the same condition in which it was found.
3. No food or drinks will be allowed in the gymnasiums.
4. Athletic coaches may only use the gym, lockers, showers and fields for practice without a custodian in the building, providing prior arrangements are made, through the Athletic Director, with the building Principal and the Facilities Director. Coaches are responsible for locking all doors and checking to see that all students are out when practices or games are over. Negligence will result in loss of such privileges. No students will be allowed in the building without a coach. Police coverage at school events will be determined and may be required by the Athletic Director and Principal.
5. The building Principals will provide rules for use of specific buildings.

E – SPECIFIC RULES – INSURANCE COVERAGE

1. Liability insurance will be required for all non-school groups given permission to use school facilities.
2. Use of school facilities and fields is subject to the renting party obtaining comprehensive general liability insurance in the amount of \$1,000,000 per occurrence. The user must provide a “Certificate of Insurance” endorsed to name “The Mascenic School District” as additional insured. This “Certificate of Insurance” must be in place and submitted to the Business Office seven (7) days prior to the event.

F – THE APPLICATION PROCESS

1. Applications for use of facilities may be obtained from the Facilities Director. The applicant will complete form KG-R1 (Application for Use of Facilities), the Facilities Director will then complete

form KG-R2 (Estimate of Expenses for Facilities Use) and inform the applicant of the fee for use. If the applicant wishes to apply to the School Board for a waiver or reduction in fee then the applicant must complete form KG-R3 (Application for Waiver/Reduction in Fees).

2. Applications that include a request of a waiver/reduction in fee must be completed and received at the Business Office not later than 21 days prior to the event. If no waiver/reduction of fee is requested then the completed application must be received at the Business Office not later than 12 days prior to the event. Exceptions to this time frame can only be approved by the Facilities Director (for non-waiver/reduction applications only). A completed application includes:
 - a. Application for Use of Facilities (KG-R1)
 - b. Estimate of Expenses for Facilities Use (KG-R2)
 - c. Certificate of Insurance (7 days prior to use)
 - d. (Optional) Application for Waiver/Reduction in Fees (KG-R3)
3. All applications must be signed by the appropriate school principal, and the Facilities Director. Request for usage is contingent upon their approval.
4. Applicable fees (if any) must be paid in advance. Any waiver/reduction of fees will be presented to the School Board for approval.

G – DAMAGE TO FACILITIES

1. In the event of damage to the school facility or equipment, the applicant will be responsible for the full amount of the cost of repairs or replacement within 30 days after receipt of a statement of charges from the school district.
2. The School Board reserves the right to require a security deposit in advance.

The Mascenic School Board reserves the right to modify this policy when such change serves the best interest of the Mascenic School District

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