

Mascenic Regional School District Use of School Buildings and Facilities Policy

It is the policy of the Mascenic Regional School Board to permit responsible individuals or organizations the use of school buildings and athletic fields to the extent that there is no interference with educational programs. The complete control of school buildings, athletic fields and equipment is delegated to the superintendent of schools or his/her designee.

The board must approve any special requests or exceptions to this policy, fee schedule and/or regulations.

Appendix

KF-R, Use of School Buildings and Facilities Procedure

KF-R1, Use of Facilities Fees

KF-R2, Application

Updated: First Read: 10/16/2017

Second Read: 11/06/2017

Third Read and SB Approved: 11/20/2017

Priorities for Use of School Facilities

Priorities for use of school facilities, including buildings and athletic fields with a schedule of fees attached shall be as follows:

1. SAU 87 school activities (student performances, student athletic events, dances, graduation, school councils, school board, etc.)
2. Town of Greenville and Town of New Ipswich related uses (town meetings, voting, etc.)
3. Town of Greenville and Town of New Ipswich recreation department activities
4. Mascenic Regional School District support groups (PTO, boosters, etc.)
5. Greenville and New Ipswich non-profit and youth organizations (scouts etc.)
6. All other school programs have first priority on the use of facilities. Should a conflict develop, the SAU 87 reserves the right to cancel any reservation at least five (5) school days in advance of the event.

Conditions/Application for Use

1. Facility users must request use of district facilities on-line at www.mascenic.org and provide a certificate of insurance, not less than ten (10) school days prior to the times school facilities are needed as applicable.
2. It is recommended that all facility users obtain and review this policy in its entirety.
3. There is to be no smoking in the buildings or on the grounds of the Mascenic Regional School District.
5. Alcoholic beverages are not allowed on any school premises, including parking lots, school grounds, etc.
6. Food and/or beverages are only permitted in cafeterias/all-purpose rooms. Eating or drinking in auditoriums, classrooms or gymnasiums is not permitted.
7. The applicant must be present throughout the time the facilities are being used. The applicant is responsible for the decorum of the group, including spectators.
8. When minors are using a facility, they are required to have adult supervision on a 1 to 15 ratio basis.

9. Police coverage may be required for a particular activity as determined by the Director of Facilities. The applicant is responsible for making these arrangements and for payment of the same.

10. Any damages sustained to the facility and/or equipment and/or grounds during its use will be considered the responsibility of the renting organization. The renting organization will be billed for any repairs needed to restore the damaged area(s) to its original state.

11. No electrical apparatus shall be connected to any lighting system unless it is first inspected and approved by the district Director of Facilities or his/her designee.

12. In all cases where gymnasiums are used for athletic purposes, participants are required to wear sneakers/athletic shoes.

13. School kitchens are available only when a lunchroom employee(s) are employed (at an additional expense) to supervise and protect the interests of the Mascenic Schools. Applicants must contact the food services director to arrange for the specifics and receive an estimate of the costs.

14. Entrance to the property shall be permitted only via the main (front) or designated doors of the school in use. All doors to the facility shall remain closed and locked at all times, except that custodial personnel shall unlock the designated door(s) for entrance by authorized groups as scheduled (fifteen minutes before scheduled start.) Corridors/facility shall be unlocked only as necessary to accommodate groups while in the building.

15. Access to facility will be available only as indicated on the approved application form.

16. Equipment of the building user, such as scenery and furniture, may not be moved into or out of the building during school hours without the prior permission of the Director of Facilities.

17. The building user must satisfy the Director of Facilities that the person designated by the building user to operate the lighting, curtains, drops, scenery, gym bleachers, etc., is qualified to do so.

18. It is the policy of the Mascenic Regional School District not to loan school materials and equipment to individuals or groups.

19. There shall be no parking or driving on any school property in conjunction with any function except as specified by the custodian and/or police officer on duty, or as approved by the Mascenic Regional School District. All fire lanes shall be accessible at all schools. Vehicles illegally parked will be towed at the owner's expense.

20. All non-school or town governmental related activities MUST be completed and the premises vacated by 9:30pm.

Insurance Coverage

1. The organization shall procure and maintain insurance against claims for injuries or losses to persons or property that may arise in connection with the activities, underlying this application, of the organization and any agents, representatives or employees. Insurance companies must be licensed by the State of New Hampshire or otherwise acceptable to the Mascenic Regional School District. All groups

using school facilities should defend, indemnify and hold the school district harmless against any claim related to the use of the premises. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the organization. Full disclosure is required for any non-standard exclusions.

2. A certification of insurance, with minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personal injury) must be delivered to the office of the Director of Facilities for review at the time of application.

3. In addition, evidence of auto liability and employers' liability (workers' compensation) insurance coverage is similarly required to the extent applicable by nature of the activity.

4. All certificates of insurance must include an endorsement naming the Mascenic Regional School District as additional named insured.

5. In the event that the outside group does not have insurance the group should contact a local insurance agency to request coverage for a Special Event liability policy and name MRSD as additional insured through an endorsement.

Clean-Up

1. All decorations, furniture, trash and other materials used shall be removed immediately by the facility user after the completion of the function. All decorations must be fire resistant. Changing equipment, electrical adjustments, driving nails or hanging decorations shall be done only with the prior consent of the Director of Facilities. At no time shall objects be attached to stage curtains.

2. The Mascenic Regional School District will not be responsible for any material left behind – it will not be saved and the renting organization will be charged for its removal.

3. Upon completion of the activity/event, the facility should be left in the condition it was found prior to the activity/event.

4. In the event of damage to the school facility or equipment, the applicant will be responsible for the cost of repairs or replacement within 30 days of receipt of a statement of charges from the school district.

Fees

1. It is understood that fees shall be charged for use of school facilities as defined by the School Buildings and Facilities Fee Schedule.

2. When school buildings are used for purpose other than for school use, additional expenses, including heating, lighting and other operating expenses (wear and tear) are incurred by the public school system. Therefore, charges may be made by the Mascenic Regional School District to cover these costs. See attached fee schedule.

3. The Mascenic Regional School District has determined the rates to be charged based upon the following classifications:

Expense Category Ratings

RF-R1

Category 0

- Fees: no charge for facility rentals or custodial services.
- Including, but not limited to: school curricular and co-curricular groups (athletic events, school concerts, drama, chorus, school dances).

Category 1

- Fees: no charge for facility rentals or custodial service during regular custodial hours.
- Including, but not limited to: community education, support groups (PTO, boosters), town departments (recreation, town meetings and elections), activities which are public service oriented for the benefit of Greenville and/or New Ipswich residents that occur during regular custodial hours.

Category 2

- Fees: no charge for facility rental, but charges will be made for any needed or required custodial services beyond the regular custodial work hours/week and for any necessary technical support for the rental of the auditorium.
- Including, but not limited to: non-profit and youth organizations (scouts), service groups, religious (church services/Sunday school), Category 1 organizations using the facilities outside of normal custodial working hours, organizations that charge admission fees, require a participation fee or require a donation for entry. (Organizations may be asked to provide proof of non-profit status, such as 501(c) 3 certificate).

Category 3

- Fees: facility rental, plus charges for custodial service.
- Including, but not limited to: all private, for profit organizations (private tutoring, exercise classes, etc.)

Use of Facilities Fees

Category II (Outside of normal working hours)

Custodial service fees shall range from one hour before to final clean-up after the event is completed. The fee for custodial services will be computed at \$30.00 per hour.

Category III

Facility	One Time	Season	Yearly
Classroom	\$50.00	\$250.00	\$500.00
Activity Room	\$50.00	\$250.00	\$500.00
Kitchen	\$50.00	\$250.00	\$500.00

Auditorium	\$250.00	\$750.00	\$1500.00
Gymnasium	\$400.00	\$750.00	\$1500.00
Baseball, Softball & Soccer Fields	\$150.00	\$750.00	\$1500.00

Payment

1. Payment for facilities use must be made thirty (30) days from date of invoice. Checks must be made payable to the Mascenic Regional School District and forwarded to the business office. Any returned check will be subject to a \$45.00 returned check fee and possible revocation of current and future applications.

2. If payment is not received on the due date, the facility users may be denied future use of district facilities.

- Long-term rentals will be billed at 50% of the total rental fee. At no time will custodial charges be waived or discounted. (Long-term rental is defined as three (3) or more consecutive days, weeks, or weekends.)
- If the rental creates unusual set up, take-down and/or clean-up work for custodians, additional charges will be billed after the facility use has occurred.
- If rental requires a special "call back" for custodial services, the facility user may be billed for a minimum of three hours custodial time, even though their use of the facilities may be less than three hours.

Miscellaneous

1. The custodian on duty shall be responsible for operating the building systems and equipment, and for any services required by the facility user in accordance with the use of the facilities as approved.

2. Custodians have no responsibility to supervise groups.

3. An organization wishing to advertise for the success of an event that is not a school sponsored function, is required to note the sponsoring group (and not imply school sponsorship).

4. On days when school has been canceled because of emergency conditions, including weather, the school buildings will not be available. All scheduled use will automatically be canceled.

5. The Mascenic Regional School District will not be responsible for the cancellation of an application or event requiring the use of school property in case of an emergency which results in the closing of a school building.

6. All questions concerning building use and particulars should be directed to the Director of Facilities at 291-2007

Notes

- Any extraordinary expenses incurred by the District (for the use of equipment, and repairs to correct damage) will be borne by the requesting party. This includes both profit and local/community organizations (all categories).
- The usage of kitchen facilities must be approved by the Facilities Director, Food Service Director and a member of the Food Service Staff present. Fees will be determined by the Facilities Director.
- Periodic and necessary facility maintenance will take precedence over community use.

Fee Waivers

- Application for the waiver of fees are granted on a case-by-case basis for one time, for special events that directly benefit the children and communities of Greenville and New Ipswich.

Mascenic Regional School District Application for Use of School Facilities

Directions:

- Complete top portion of the application.
- Return completed, signed form, along with certificate of insurance to the Director of Facilities, no later than 10 school days prior to the requested event.
- Director of Facilities will notify the applicant for payment and approval status.

Name of Applicant/Contact Person: _____ Date: _____

Name of Organization: _____

Status: Profit _____ Non-profit _____

Date of use: _____ Time of use: _____

Facilities to be used: _____

Will public be admitted? Yes _____ No _____

Estimated number of people: _____ Estimated number of vehicles _____

Police presence required? Yes _____ No _____

General description of planned activity: _____

Applicant acknowledges receipt of a copy of "Policy for Use of School Facilities" and agrees to abide by this policy.

Signature: _____ Home Phone: _____

Address: _____ Work Phone: _____

Non Profit request waiver of fees? Yes _____ No _____

DO NOT WRITE BELOW LINE (FOR SCHOOL USE ONLY)

Fee to be Charged	\$	Paid	Board	Waived
Extraordinary expenses	\$	Paid	Board	Waived
Custodial Fee	\$	Paid	Board	Waived
Certificate of Insurance submitted		Yes	No	

Approved: _____ Not Approved _____ Director of Facilities Signature: _____ Date: _____

Director of Food Services Signature: (If Applicable) _____

Cc: Building Principal