

Business and Non-Instructional Operations

Use of School Facilities

REGULATIONS GOVERNING USE OF SCHOOL FACILITIES

1. Scheduling:

- a) Dates for rental of a school facility must be cleared with the Buildings & Grounds Supervisor. Management of this schedule will be controlled by the Buildings & Grounds Supervisor.
- b) Rentals to outside users for future school years may not be confirmed until the school system's calendar is finalized each June.
- c) Except for major long-standing outside uses that are scheduled on a yearly basis, if an unanticipated school need arises more than two months prior to a date that has been promised to an outside user, the school use will take precedence. An attempt will be made to identify a comparable facility or alternate date for the renter.

2. **Police, Fire:** Buildings & Grounds Supervisor will arrange for necessary police/fire coverage. Users pay these departmental fees directly.
3. **Health District, P&Z:** Users must obtain necessary approvals, and arrange and pay for applicable inspections and/or other personnel as required.
4. Adequate **adult supervision** is required for entire length of activity. One designated adult (over 21 years old) must be in charge of overall program and there must be an over 18 adult supervisor for every 20 students and/or an over 18 adult supervisor present in each classroom. Students may not be allowed to walk, run or wander through the halls unsupervised.
5. **Fees:** Fees are established in accordance with the attached fee schedule. Fees are to be reviewed and up-dated as appropriate by the Business Manager. Rental and administrative charges, major-use surcharge(s), and other fees may be charged on a case by case basis. Bills must be paid within 30 days of receipt.
6. **School Custodians:** Custodians must open and close buildings and be present for the duration of an activity except for activities that have been authorized by the Buildings & Grounds Supervisor. -Custodial fees are to be paid in accordance with approved fee schedule. To assure that all routine custodial work is done, and that adequate cleanup is provided after major use, the head custodian will determine the number of custodians required, and duration of their work. On weekends and holidays, custodians will be engaged for a minimum of three hours. Cancellation requires a minimum of four hours' notice or custodial fees will be charged.
7. **General Clean-Up:** School facilities should be left neat and clean. Non-compliance may result in additional charges. Trash should be disposed of in proper receptacles. For major use, the Buildings & Grounds Supervisor will arrange for additional trash receptacles, trash pickup, or extra cleaning, if necessary, at users' expense.

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Use of School Facilities (cont.)

8. School Furniture/Equipment

- a) No school owned electronic equipment (TVs, VCRs, digital cameras, tape recorders, computers, lighting system, sound system etc.) may be used by outside users of school facilities.
- b) Furniture and equipment may not be used or lent to anyone who has not contracted to use school facilities, except to other Town agencies, with the approval of the Superintendent (or designee).
- c) Kitchen equipment may not be moved.
- d) All equipment/furniture must be returned to its accustomed place immediately after the activity, in the condition in which it was found. Users pay for repair or replacement due to damage.
- e) Users wishing to borrow furniture or equipment from one school, to be used in another, must obtain the permission of the principal of the school making the loan; all items must be returned to their original place in the school before 7 a.m., the next school day. Users must make arrangements to have items carried in and placed where they belong.
- f) School facilities including floors, carpeting, walls, rest rooms, grounds and fields must be restored to their original condition. Users must pay for special cleanup, repair etc., necessitated by their use.

9. Auditorium Equipment

- a) Special fees will apply for use of sound systems, stage lighting and other technical stage equipment.
- b) User will be required to employ, from a list designated by the Buildings & Grounds Supervisor, the services of a technician trained in the proper use of school equipment.
- c) Professional technicians brought in by the user must work under the supervision of one of the school system's designated trained technicians.
- d) Users will be required to furnish a security deposit for the use of this equipment. Deposit will be returned only after the school's trained technician has verified that all equipment has been accounted for and is in good condition.

10. Gym floors: Only gym shoes or sneakers permitted on playing surface. For non-athletic events held in a gym the Buildings & Grounds Supervisor may require that the floor be covered, at user's expense. The Buildings & Grounds Supervisor will arrange for installation and removal of floor covering. The fee must be paid in advance.

11. Food Services: Cafeteria personnel required when kitchen is used. No kitchen equipment or food supplies may be used without written permission of the Buildings & Grounds Supervisor and Food Services Director.

12. Structures on school property: Erection of tents or any other structures on school property requires the approval of the Buildings & Grounds Supervisor, and the superintendent or designee. The user must obtain and pay for any zoning permit that may be required.

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Use of School Facilities (cont.)

13. Signs on school property must be approved in advance by the Buildings & Grounds Supervisor or designee, as to size, content, placement and duration of display. Signs will not be approved if they are judged inappropriate on school grounds. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages, and/ or obscene advertising, decorations or materials shall not be permitted on school property.

14. Use of School Facilities by Park & Recreation of Member Towns

The Parks & Recreation will oversee the scheduling and supervision of athletic and other programs operated by other community organizations as agreed upon by Buildings & Grounds Supervisor.

- Custodial overtime necessitated by a Parks & Recreation town member or other athletic program will be charged at the contractual rate.
- When custodians are normally present, i.e., Monday to Friday evenings, no additional custodial fees will be charged.
- If cleanup after the program is extensive, necessitating overtime, the Parks & Recreation or other program will be charged.
- Procedures for Parks & Recreation use will be reviewed annually or as appropriate.

15. Prohibitions:

- a. **No alcoholic beverages** or controlled substances allowed for *any* reason, including religious observances.
- b. **No smoking** or carrying lighted pipes, cigarettes or cigars permitted in school buildings or on school grounds at any time.
- c. **No guns** or weapons of any kind may be brought onto school grounds except as specified in Board policy.
- d. **No dogs or other pets** are permitted in school buildings or on school grounds. Exceptions: seeing-eye dogs or animals used for Region 10 public school-sponsored programs.
- e. **No flammables:** No cooking outside the school kitchen, or use of barbecue grills, etc., or use of lighted candles or any other flammables are permitted in school buildings or on school grounds by users not directly affiliated with the Region 10 public school program, except with special permission of the Superintendent or designee, under controlled conditions.

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Use of School Facilities (cont.)

- f. **No motorized vehicles**, bicycles, roller skates or roller blades permitted in school buildings, or on tracks, fields or lawns.
16. Exceptions to any provision of these regulations by any user require approval of the superintendent of designee.
17. Non-compliance or non-payment of fees may result in loss of privileges
- 18. Scheduling:**
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25. School Furniture/Equipment/Grounds

- g) No school owned electronic equipment (TVs, VCRs, digital cameras, tape recorders, computers, lighting system, sound system etc.) may be used by outside users of school facilities without proper authorization.
- h) Furniture and equipment may not be used or lent to anyone who has not contracted to use school facilities. Kitchen equipment may not be moved.