

## COMMUNITY USE OF SCHOOL FACILITIES

“School facilities” are buildings and grounds, parking lots, playing fields and fixed equipment.

It is the stated policy of the Saco School Department Board to support the utilization of the facilities to serve the Saco community when the facilities are not in use for school activities. It is intended that 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 a fee schedule approved by this Board. It is the aim of the Saco School Department that the outside uses of school facilities not have a negative revenue impact on the Saco School Department budget.

Priority of use is established as follows:

1. School-sponsored functions
2. City-sponsored activities
3. Non-school student groups
4. Youth Organizations/activities
5. Civic oriented activities
6. General public events

All requests for use of facilities shall be made in writing using the application form provided by the Saco School Department. Applications for use of school facilities must be submitted to the Office of the Superintendent at least 10 school days in advance. The Superintendent/designee will notify the applicant of their decision at least five days before the date of proposed use. When emergency circumstances warrant, the 10-day limit for submission may be waived.

Use of school facilities will be limited to times when school is not in session, that is, before school begins or after school is dismissed at the end of the school day or in areas that will not adversely effect school routine. On a night preceding a school day when school is in session, no activity shall continue later than 10:00 p.m. On all other nights, these activities must cease not later than midnight, except by special permission of the Board of Education.

Community based non-profit organizations, Community residents and City agencies or departments will be exempt from facility rental charges unless an admission or participation fee is charged for the event or activity. If such a fee is charged, the Superintendent may negotiate a reasonable alternative use fee structure. Upon personal request, the School Board or designee may grant fee waivers or reductions to community groups on an individual case basis determined by appropriateness.

- A. All charges related to police or fire department services will be passed on to the user.

- B. The users, with the exception of schools and city agencies, will be charged a one-time admin fee of \$15.00 per request and a \$25.00 per use utility fee for after hours use if rental fee is waived.
- C. The user will be charged for custodial services rendered outside of the custodians regular work hours and the prevailing overtime rate will be charged.
- D. Any organization using school facilities Monday through Friday where food is being served is responsible for clean up. All cleaning supplies will be furnished. If a custodian is required to clean up, a fee will be charged to the user.

Use of school property is granted to organizations only under the following conditions:

- A. Purpose of the renter or user must be for an educational, civic or philanthropic use; or any activity that could be deemed a community event.
- B. Use must not interfere with school activity or policy.
- C. When an admission fee is charged, the purpose must be to advance the public or community welfare, and such meeting must be open to the general public.
- D. No person under the influence of intoxicants or drugs shall be permitted on the premises and in the buildings at any time. No person shall bring, serve or use any alcoholic beverage or drugs on the premises and in the buildings at any time.
- E. There shall be no smoking or other use of tobacco products on school district property.
- F. Admissions shall not be sold or granted any renter to cause an excess of occupancy.
- G. If kitchen facilities are used for other than school-sponsored activities, a cafeteria employee will be employed by the School Department to oversee the use of equipment and clean up. The renter will be responsible to the School Department for the payment of the cafeteria employee.
- H. Under no circumstance shall use of computer labs and equipment be permitted under this policy. Computer labs and equipment will not be rented or used for any reason outside the School Department curriculum except for any joint venture the School Department and City enter into for the purpose of making technology available to the public.
- I. Renters will be responsible for paying in advance for fees accrued in the use of school premises. They must also furnish proof of \$300,00 single limit liability insurance to cover any and all bodily injury, property damage or defacement should

any arise during the course of rental. These conditions must be met two weeks before rental date or all contracted services will be cancelled.

- J. No organization shall be granted the use of the facilities unless a responsible person is in charge.
- K. No facilities will be used outside the normal school hours, including Saturday and Sundays, unless written permission is granted by the Superintendent of Schools or designee.
- L. The Board reserves the right to make any changes in these rules they deem desirable from time to time and to reject any and all applications; also to cancel any permissions when in its direction such cancellations seem advisable.
- M. **As a professional courtesy \* staff employed by the Saco Schools are exempt from fees for classroom use only.** All other provisions of this policy remain in effect.
- N. School authorities are not responsible for loss or damage of articles brought into the building.
- O. Special permission must be obtained for the use of motion picture projectors, decorating, installing scenery, and moving or tuning pianos. No pianos, moving picture projectors, scenery or other apparatus are to be moved into the building unless special permission is granted.
- P. The service of building custodians does not include the directing or dismantling of scenery or equipment unless directed by Director of Maintenance.
- Q. Holders of permits wishing to cancel a performance must do so 24 hours prior to the day of the performance. If this is not done, the holder of the permit will be held liable for all bills incurred.
- R. The Board or its representatives shall at all times have free access to all parts of the facilities and shall reserve the right to revoke any permit should such action be termed necessary or desirable and in the best interests of the school system and the public in general.
- S. When an application is approved to citizens not officially connected with the schools, the schools will be in charge of the regular employees of the Saco School Department.

Rental fees for the general public will be:

Large Function Rooms – Gym, Cafeteria or Auditorium (plus applicable custodial fees per 4 hr. block = \$70.00)	\$ 150.00
Kitchen (plus applicable cafeteria employee fee TBD)	\$ 75.00
Locker Rooms/Showers	\$ 50.00
Classrooms	\$ 25.00
Utility Fee	\$ 25.00
Admin Fee	\$ 15.00

**\*Professional Courtesy (classroom)      no charge**

Adopted:    1/8/14

Adopted:    2/28/18