

COMMUNITY USE OF SCHOOL BUILDINGS AND FACILITIES

The Wells-Ogunquit Community School District recognizes the fact that schools have traditionally been community meeting places and centers of local interest. Although the State of Maine in general and area citizens in particular have a substantial investment in local school buildings and related facilities, this District further recognizes the opportunity presented for non-school use of the same.

Therefore, in order to ensure the widest possible use of these facilities, it shall be the policy of the Wells-Ogunquit Community School District to encourage and promote community use of school facilities in a manner compatible with the operation of school related programs.

Regulations and guidelines for the use of school facilities are provided as follows:

General

Municipal, community, civic, senior citizen and non-profit social, cultural and educational groups operating within the District, whose purpose is not the sale of goods and/or services for profit, will be entitled to use school facilities, fields, and grounds free of charge on weekdays when said facilities are not in use by the District for school related programs. A fee of \$30.00 per hour for each employee required will be charged for all groups utilizing facilities on weekends and/or when District staffing is required as a result of the use. The District shall have the sole discretion to determine the level of District staffing required for the requested use. The District may also in its discretion, require the user to provide police protection at the user's expense.

Groups, individuals and business organizations not included above and those generally operating for profit may be granted use of District facilities as approved by the Superintendent of Schools (or his/her designee).

Permission to use school facilities will be granted in accordance with the following regulations:

1. All application forms for the use of a specific school facility are to be submitted to the principal responsible for that facility two weeks prior to the requested date of use. The building principal will approve, deny or forward any such request, and will be responsible for maintaining a calendar detailing all commitments and reservations for school activities and community use. All requests for the use of District indoor and outdoor athletic facilities shall be reviewed by the principal and the Athletic Director prior to the granting of approval for the same.

The individual whose signature appears on any such application form will be considered the individual responsible for the supervision and use of the facility(ies) requested with adequate and appropriate supervision to be required at all times.

A copy of each application will be forwarded by the building principal to the Superintendent's office for record-keeping purposes.

2. All national, state, and local rules and regulations governing the use, health and safety of individuals utilizing District facilities are to be adhered to at all times.

3. The District's property insurance and comprehensive general liability insurance does not extend to community or other groups utilizing school facilities. Any individual or group utilizing District facilities for any purpose agrees to save, indemnify and hold harmless the District, from and against, any and all liabilities, actions, courses of action and damages arising out of any negligent or tort acts on the part of the facilities applicant, applicant's employees or agents, and from any and all fines, suits, claims, demands and actions of any kind or nature of any and all persons by virtue of or arising from the use of said facilities.
4. Proof of liability insurance or adequate financial resources to cover property damage or personal injury may be required prior to final approval.
5. The District shall not be held responsible for any damage or loss which may occur to non-school property. The individual or organization utilizing school facilities will be held responsible for any damage to building, facilities and equipment.
6. The School Committee or its representatives shall, at all times, have free access to all parts of all buildings and facilities and shall reserve the right to revoke any permit should such action be considered necessary and in the best interest of the District and/or public in general.
7. All applicable fees are to be paid in advance in accordance with the attached fee schedule. Failure to make payment to the District for use of facilities may result in denial of access to the facility and of future requests being denied.
8. School facilities are made available as normally furnished for school use. Any request for use of additional school equipment is to be directed to the building principal for consideration and review.
9. A District custodial staff member shall be required to be present in any building being used by non-school individuals or groups unless waived by the Superintendent of Schools for good cause. The tipping of custodians or other District personnel is prohibited.
10. Smoking, to include the use of any and all tobacco products, in District facilities and/or on District grounds, is prohibited.
11. The use, consumption or sale of alcohol or drugs on school property is prohibited.
12. Gambling on school property is prohibited.
13. Cafeterias may be used by outside groups for serving refreshments. Kitchen areas may be used for food preparation only if an employee of the District's Food Service staff is present. Tipping of food service personnel or other District personnel is prohibited.
14. School buildings will be made available Monday through Friday on a space available basis to non-school individuals or groups provided such use does not interrupt or disturb regular school or school sponsored programs. Saturday and Sunday use of school buildings will be permitted subject to staff availability.

15. In order to accommodate the needs of the community, with respect to non-school community indoor and outdoor athletic and recreation programs, an application for such use shall be reviewed by the Athletic Director for purposes of coordinating the same with similar existing programs. Facilities will not be reserved more than six months in advance.

All community indoor and outdoor athletic/recreation program requests and schedules shall be prepared and submitted in accordance with the following schedule:

<u>Program Periods</u>	<u>Submission Date</u>
November 1 to December 30	October 15
January 1 to February 28	December 15
March 1 to April 30	February 15
May 1 to August 31	April 15

The District reserves the right to assign alternate space if other needs for the space should raise, or to revoke any permission for the use of school facilities, at any time and without prior notice or liability, should the District at its discretion determine that such action is necessary or desirable.

Outdoor facilities will be available for public and community use Sunday through Saturday when school is not in session and when not in use for school sponsored practices, scrimmages, games and/or interscholastic events.

16. The District shall cooperate at all times with recognized organizations such as the Red Cross and Civil Defense in order to make District facilities available during emergencies and for purposes of emergency planning.
17. The School Committee will approve and periodically review the facilities use fee schedule.
18. Because of constitutional considerations involving church and state, the following additional restrictions shall apply to any use of a school facility by a religious group:
 - a. The use of the school facility shall be temporary only.
 - b. The school facility shall not be used for worship unless the group in question is actively pursuing a plan to obtain or construct its own facility.
 - c. The use of the facility shall not occur during school hours and shall in no way disrupt or interfere with the intended use of the facility.
 - d. A fair rental value for use of the facility shall be paid.
19. The District reserves the right to deny the use of facilities if, in the opinion of the Superintendent of Schools, the proposed activities would:
 - a. Jeopardize equipment and/or facilities.
 - b. Conflict with school activities.
 - c. Violate local, state or federal law.
 - d. Present a hazard to the general public.
 - e. Be contrary to the best interests of the District, its educational mission or to the educational welfare of students.

- 20. The District reserves the right to waive, modify, or institute requirements in addition to those listed herein should it be deemed necessary and/or in the best interest of the District.
- 21. Denial of use by a building principal may be appealed to the Director of Finance. Denial of use by the Director of Finance may be appealed to the Superintendent of Schools. Denial of use by the Superintendent of Schools may be appealed to the School Committee for consideration at their next regularly scheduled School Committee meeting.
- 22. Copies of the District's Facilities Use Policy shall be made available to any group requesting use of said facilities prior to submission of the required application form.

FEE SCHEDULE

- A. For municipal, community, civic, senior citizen and non-profit social, educational and cultural groups operating within the District whose purpose is not the sale of goods or services for profit, the following fee schedule shall apply on weekdays when no additional custodial overtime is required:

Gym	No Charge
Auditorium	No Charge
Cafeteria	No Charge
Kitchen	No Charge
Library	No Charge
Classrooms	No Charge
Fields/Grounds	No Charge

- B. For each District employee required, a fee as described below will be required of all groups in Paragraph A when District staffing is required.

	<u>Saturday</u>	<u>Sunday/Holiday</u> **
FY '19	\$30.00	\$45.00
FY '20	\$31.00	\$46.50
FY '21	\$32.00	\$48.00
FY '22	\$33.00	\$49.50

** Saturday rate x 1.5

- C. For groups, individuals and business organizations not included above and those generally organized and operated for profit, the following fee schedule shall apply:

Gym.	\$500.00 (3 hrs.) /\$100.00 ea. additional hour
Auditorium	\$250.00 (3 hrs.) /\$ 75.00 ea. additional hour
Cafeteria	\$150.00 (3 hrs.) /\$ 50.00 ea. additional hour
Kitchen	\$150.00 (3 hrs.) /\$ 50.00 ea. additional hour
Library	\$150.00 (3 hrs.) /\$ 50.00 ea. additional hour
Classroom	\$150.00 (3 hrs.) /\$ 50.00 ea. additional hour
Fields/Grounds	\$250.00 (3 hrs.) /\$ 75.00 ea. additional hour

- D. The Director of Finance may set a reasonable fee for the use of equipment if the Director of Finance deems it appropriate.

Approved by the Wells-Ogunquit C.S.D. School Committee:	09/03/86
Amended by the Wells-Ogunquit C.S.D. School Committee:	12/06/89
Revised by the Wells-Ogunquit C.S.D. School Committee:	09/11/91
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Revised by the Wells-Ogunquit C.S.D. School Committee:	12/05/18