

## **COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS**

The schools belong to the people of the Towns of Windham and Raymond and are supported largely by local taxes. The Board of Directors, therefore, wishes to make its schools and related facilities available, when not in use for school purposes, to community groups or individuals for short-term social, community-service, and recreational purposes. For the purpose of this policy, references made to school facilities include all facilities and grounds under the direction of the School Board (including, but not limited to, playing fields, walkways, parking lots, etc.) The School Board retains the right at all times to make individual decisions regarding the use of school facilities and may revoke permission for use of its facilities at any time without prior notice or liability. The Superintendent or his/her Designee is responsible to administer this policy.

### **REQUIREMENTS FOR SHORT-TERM USE OF SCHOOL FACILITIES**

- No application for use of school facilities shall be approved more than twelve (12) months in advance of the intended use.
- While every reasonable attempt will be made to provide for long-term (one year) scheduling of facilities, other than the auditorium, for organizations that can demonstrate a legitimate need to reserve space on this basis, any applicant for facilities use shall agree in writing to accept the assignment of alternate space if other needs for the space should arise.
- Applicants will need to provide reasonable advance notice of the intent to use school facilities.
- Applicants for use of facilities shall execute a written agreement for such use.
- When required, applicants must provide proof of liability insurance that meets the requirements of administrative regulations before use of a facility is permitted.
- Users shall comply with all applicable statutes, ordinances and regulations in addition to any conditions imposed by the School Board.
- School personnel, when required by the School Board to be present, shall be present at the expense of the User.
- Users may be required to pay for custodial time if the event requires custodial support over and above normal responsibilities / time.
- No dogs are allowed on school property. This includes fields, spectator areas, and playgrounds. Exceptions to this prohibition are for those individuals who have valid and documented need of canine assistance for medical/disability reasons or for aiding law enforcement.

### **PROHIBITED / RESTRICTED ACTIVITIES**

- No school facility shall be made available to any group that advocates unconstitutional or illegal acts, or which are, in the opinion of the School Board, contrary to the best interests of the School District or the educational welfare of students. By way of illustration, the following situations or activities would be cause for denial of use of buildings and facilities. (These examples are not intended to be limiting and they should simply be identified as illustrations.)
  1. Jeopardize equipment and/or facilities
  2. Conflict with school activities
  3. Violate local, state or federal laws
  4. Present a hazard to the general public
  5. Prior history of past problems utilizing school system buildings or facilities
  6. Disruption or interference with the use of a school building or facility for school purposes

- No school facility shall be made available for any purpose that may, in the opinion of the School Board, present a risk of damage to any school building, grounds or equipment.
- The possession or consumption of any alcoholic beverages or illegal drugs is prohibited on school property.
- Use of tobacco products is prohibited on school property.
- There will be no firearms, weapons, dangerous chemicals allowed on school property.

### **APPEALS**

In the event that the use of school facilities is denied by the School Board's administrative designee(s), such denial may be appealed first to the Assistant Superintendent of Schools, and then to the Superintendent of Schools.

### **PRIORITY USE OF FACILITIES**

The use of school facilities for school educational activities and authorized extra-curricular activities shall at all times take precedence over any community use of said facilities.

### **BUILDING USE CATEGORIES & FEE DETERMINATION**

#### **I. SCHOOL and MUNICIPAL**

##### **A. Windham Raymond School District educational programs authorized by the Windham Raymond School District's Board of Directors (No rental; no other)**

The individual leading the activity/program is under the direct supervision of the Windham Raymond School District and has been given a supervisory responsibility in the organization. Employee collective bargaining groups are considered affiliated groups to the extent agreed to in the collective bargaining agreements.

##### **B. Windham Raymond Adult Education (No rental; no other)**

##### **C. Town Governments (possible rental; possible other)**

Groups organized and controlled by the Towns of Windham and Raymond municipal governments.

##### **D. School Benefactors (No rental; possible other)**

Groups that are intended to directly support school activities through donation of time and/or services. Examples include, but are not limited to, PTA, PTO, Booster groups, etc.

##### **E. Windham-based / Raymond-based Youth Groups (No rental; possible other)**

Non-school activities/groups composed primarily of Windham and Raymond school-aged youth. Examples include, but are not limited to, Scout groups, Little League, etc.

**II. RESIDENT, NON-REVENUE**

**A. Windham-based / Raymond-based Non-Revenue Activity (Possible Rental; possible other)**

Windham and Raymond groups, organizations, and businesses in which the intended activity may involve admission, donations, sales or any other direct income. Examples include, but are not limited to,

church groups, fraternal groups, political organizations, etc. The activity is revenue neutral. The group/individual does not financially profit from the intended activity.

**B. Windham-based / Raymond-based Commercial Groups, Non-revenue Activity (Rental; possible other)**

A commercial event in which admission may be charged or donation accepted, or sales made, or other direct income derived. The activity is revenue neutral. The group/individual does not financially profit from the intended activity.

**III. OUTSIDE, NON-REVENUE**

**A. Non-Windham / Non-Raymond, Non-Revenue Activity (Rental; possible other)**

Community groups, organizations, and businesses from outside Windham / Raymond in which the intended activity may involve admission, donations, sales, or any other direct income. Examples include, but are not limited to, church groups, fraternal groups, political organizations, etc. The activity is revenue neutral. The group/individual does not financially profit from the intended activity.

**B. Non-Windham /Non-Raymond Commercial Groups, Non-revenue Activity (Rental; possible other)**

A commercial event in which admission may be charged or donation accepted, or sales made, or other direct income derived. The activity is revenue neutral. The group/individual does not financially profit from the intended activity.

**IV. REVENUE (Rental; probably other)**

Windham / Raymond or non-Windham / non-Raymond groups, organizations, and businesses in which the intended activity allows the group/individual to financially profit.

**WINDHAM / RAYMOND FACILITY RENTAL FEES**

Usage forms shall be available in the Office of the Superintendent, or his/her designee.

Any “Town Government” activity may be charged a rental fee for any use of any school facility, and may be charged other fees such as custodial, per Policy KFD.

Any “School Benefactor” activity shall not be charged a rental fee for use of any school facility, and may be charged other fees such as custodial, per Policy KFD.

Any “Windham-based / Raymond-based Non-profit Youth Group” activity shall not be charged a rental fee for use of any school facility, but may be charged other fees such as custodial, per Policy KFD.

All other group designations as defined by this regulation shall be charged rental fees as listed in the following tables, or negotiated with the Superintendent or his/her designee. All fees are subject to change without notice.

**OTHER**

Fees will be subject to review at the discretion of the Windham Raymond School Board. **Groups or**

**Individuals utilizing fields and grounds may be required to have District employees on hand at the cost of the requestor for specialized equipment such as food services. No employee is to be paid for services directly by the requestor.**

**A. FEES**

1. Building Use Fee (see attached)
2. Equipment Fee (if applicable)
3. Fields / Grounds Fee (if applicable)
4. Staff charges if event must be staffed on an overtime basis, or if event requires staff support over and above normal responsibilities / time.

**B. INSURANCE**

When required by the Windham Raymond School Board, the user will provide proof of liability insurance in the amount of \$400,000 (minimally).

**C. SNOW DAYS**

The Superintendent or his/her Designee reserves the right to cancel any event scheduled in school facilities if the weather or other conditions warrant

Cross –Reference: Fund Raising Policy (File Code: KIA); Tobacco Use Policy (File Code: ADC)

Legal Reference: Title 20-A MRSA, Section 1001, §4

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