

COMMUNITY USE OF SCHOOL FACILITIES

Maine School Administrative District #15 recognizes the primary function of school facilities is to serve the educational needs of students in our school District. The Board wishes to make these facilities available for broader community use when they are not in use for school purposes. The Board retains the right at all times to make individual decisions regarding the use of school facilities, but generally facilities will be made available in accordance with this policy.

The Superintendent shall be responsible for the overall implementation of this policy and for developing any necessary administrative procedures concerning facility use as long as they are consistent with this policy. The Athletic Director is responsible for administering this policy and shall report to the Director of Finance & Operations.

A. Priority Order of School Facilities Use

School facilities will be made available to users in the following priority order:

- 1) School educational programs and sanctioned extracurricular activities (*these uses take precedence over all other uses*);
- 2) Municipal/civic functions and programs;
- 3) Service groups and non-profit organizations serving students in the District;
- 4) Non-student related service groups and non-profit organizations located in the school District;
- 5) Private groups located in the school District and citizens who reside in the District;
- 6) Non-resident groups and individuals.

Exceptions to this priority order may be made in the event of a weather or civil emergency when school buildings are required for official emergency management use.

B. Prohibited Activities

The following general prohibitions apply to all outside users of school facilities. Other activities may be prohibited on a case-by-case basis at the discretion of the Director of Finance & Operations.

- 1) No school facility shall be made available to any group or individual advocating unconstitutional or illegal acts.
- 2) No school facility shall be made available for any activities that are contrary to the best interests of the school District or the welfare of its employees and/or students.
- 3) No school facility shall be made available in violation of any local, state or federal laws.
- 4) No school facility shall be made available for any purpose that may present a risk of damage to school buildings, grounds or equipment.
- 5) Possession or consumption of alcohol or illegal drugs on school property is prohibited.

- 52 6) Use of tobacco products is prohibited on school property.
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54 **C. Conditions of Use**
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56 All use of District facilities will require a Maintenance/Operations staff member to be on duty.
57 This includes school sponsored groups and non-school sponsored groups.
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59 The following general conditions apply to all non-school users of interior District facilities. Any
60 additional conditions applicable to particular facilities will be provided at the time of application
61 for facility use.
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- 63 1) The school District assumes no liability for any damage or loss to non-school
64 property resulting from the use of school facilities.
65 2) Proof of adequate liability insurance or financial resources may be required,
66 depending upon the particular use.
67 3) Applicants must complete a facility use application and comply with all
68 administrative procedures for reserving school facilities.
69 4) Organizations and groups must designate a specific person responsible for the
70 event. The person responsible for any facility use must be over the age of 21
71 [or other age determined by the Board].
72 5) Facilities must be used only for the approved purpose.
73 6) Users must comply with all life safety code requirements and school safety
74 rules.
75 7) All Board policies, procedures and school rules remain in effect during any
76 facility use.
77 8) Groups will be required to have a district maintenance/operations staff
78 member on duty when using school facilities.
79 9) A food service employee shall be present at all times when MSAD 15 kitchen
80 equipment is in use. Adult leaders of groups may use the kitchen for purposes
81 as listed on the approval form.
82 10) A fee shall be charged for use of these facilities.
83 11) Date and time of use of the kitchens shall be subject to approval by the Food
84 Service Supervisor.
85 12) A technology employee shall be present at all times when MSAD 15 computer
86 labs are in use by a non-school sponsored group.
87 13) A fee shall be charged for use of these facilities.
88 14) Date and time of use of the computer labs shall be subject to approval by the
89 Director of Technology.
90 15) Users are responsible for maintaining appropriate supervision, order and
91 security during the event. The Superintendent reserves the right to require that
92 security or police personnel be present during an event. Any such costs shall
93 be borne by the user.
94 16) Authorized school staff retain the right to access all school facilities during all
95 events.
96 17) All facilities and equipment must be left in the condition in which they were
97 received. The user shall be responsible for any clean-up and/or equipment
98 repair or replacement costs incurred as a result of the facility use.
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100 **D. Fees**

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102 The Board shall approve a fee schedule for use of school facilities. This fee schedule shall be
103 reviewed by the Superintendent and Director of Finance & Operations on an annual basis, and
104 any recommendations for changes brought to the Board for action.

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106 **E. Policy Violations**

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108 Users who violate this policy may be required to vacate the facility immediately and may, at the
109 discretion of the Superintendent, be barred from future facility use.

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111 **F. Appeals**

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113 In the event that use of school facilities is denied or revoked, the applicant or user may appeal
114 the decision in writing to the Superintendent. The Superintendent's decision is final.

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117 Cross Reference: KF-R Community Use of School Facilities Administrative Procedures

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