

Community Use of School Facilities

The M.S.A.D. #49 Board encourages community groups to use school facilities and fields for civic, educational, cultural or recreational programs.

1. M.S.A.D. #49 Board of School Directors sanctioned activities will take precedence over any other requested or previously permitted use of District facilities.
2. Organizations or residents from within the Towns of M.S.A.D. #49 may be afforded the use of District facilities for recreational, civic, cultural, educational or political activities which in the opinion of the Board of Directors (or its designees) does not interfere with the conduct of school programs or the best interests of the school system and whose activity appears appropriate for the actual facility requested.

**Application for Building Use**

All applications for use of facilities shall be obtained through the administrator of the school concerned or the athletic directors. Applications must be completed, processed and signed by the administrator before any reservation will be confirmed.

Procedure for Application:

1. Request forms shall be completed by the individual, group or organization seeking the use of the facility and forwarded to the appropriate building administrator or athletic director for processing. The building administrator or athletic director will forward a copy of the completed form(s) to the business office.
2. Application for the use of facilities should normally be made between 15 and 60 days in advance. Exceptions for use of facilities requiring longer lead-time will be reviewed as appropriate. Requests for use of facilities with less than 15 days' notice will be considered on a case-by-case basis. Every effort will be made to maintain the event as per schedule. M.S.A.D. #49 reserves the right to cancel without reimbursing the applicant for lost revenues and/or incurred expenses.

**Rules and Regulations**

1. Administrators are responsible for the scheduling of all Board sanctioned educational/extra-curricular activities and facilities and shall disseminate these schedules to the business office as far in advance as possible. Facility use updates and changes must also be reported to the business office as quickly as possible.
2. The business office will be responsible for collecting all rental fees.

3. The administrator will be responsible for providing appropriate supervision and insuring policy enforcement for all activities utilizing school facilities.
4. The individual whose signature appears on the use permit application will be responsible for the cost of supervision of the facility requested and any loss or damages inflicted on the facility or equipment and will bear liability for the safety and well-being of all people at the facility during the permitted time period. The District may require additional supervisory personnel to be on site at the cost of the permit user.
5. All fees must be paid, proof of insurance provided and all other stipulations met before use is authorized. If the authorization must be withdrawn as the result of a scheduling conflict caused by the school, all fees will be refunded. A \$50 processing fee may be charged if a user cancels after authorization for use has been issued. There will be no refund of fees if the user cancels less than two weeks before the scheduled usage date.
6. A copy of each application will be kept on file at the appropriate school facility.
7. M.S.A.D. #49 property insurance and general liability insurance does not extend to community groups or individuals utilizing school facilities. Therefore, any individuals or groups using M.S.A.D. #49 facilities for any purpose are advised to obtain an insurance bond for liability (\$1,000,000) and damage (\$25,000) before signing for a facility permit. The District may insist upon such insurance as a requirement before issuing authorization. The District shall be named as additional insured in all such policies and all insurance provided by the facility user shall be primary to any insurance, which the District may have. All insurance required by this agreement shall be placed with insurers licensed to do business in the State of Maine and acceptable to the District.
8. Non-school users are allowed to utilize the school facilities at their own risk on an "as is, where is" basis. There should not be any expectation from authorized users that the building or grounds will be "set up" for their specific use or situation.
9. It is the responsibility of the persons or organizations using school facilities to leave them in the same condition in which they were received. If this is not done to the satisfaction of the appropriate administrator, a charge shall be levied for any required "clean-up", "pick-up", or "fix-up" costs (including labor) in excess of any fees that would otherwise be applicable. A lack of respect and responsibility could result in the denial of future use of facilities. Any proposed alteration to a school facility must be approved in writing in advance. No one shall change the appearance, rearrange, or attempt to improve the school facility to meet his/her needs without the express consent of the District.

10. It is the responsibility of the persons or organizations using school resources to inform all families of program cancellations if such programs are scheduled immediately after school.
11. To the extent feasible, the hours during which school facilities are used should coincide with the hours during which custodians are on regularly scheduled duty. To the extent after hour use results in overtime pay for custodians or other staff, the additional cost will be at the authorized user's expense.
12. M.S.A.D. #49 reserves the right to require school or community personnel to be present during the authorized period at the expense of the individual or group in question.
13. All individuals or groups using school facilities are responsible for the preservation of order during all activities, and are required to comply with all applicable statutes, ordinances, and regulations, in addition to any policies or conditions imposed by the District. If security is deemed to be necessary, arrangement and payment for police services shall be the responsibility of the individual or group in question. Proof of police protection or private security may be required to receive the initial permit.
14. The possession, consumption or sale of alcoholic beverages, tobacco products or illegal drugs at any community or school facility is prohibited.
15. Gambling on school property is prohibited unless allowed as an approved legal fundraiser (i.e. casino nights, fifty-fifty raffles and bingo) for school booster groups. The administrator must approve such activities.
16. The use of weapons, open flames (including candles) or other incendiary special effects is prohibited at all facilities unless approved in advance by the administrator and local fire department. At all times, the user or owner of such devices will remain liable for any harm or damages inflicted on other human beings, private property, or school facilities.
17. All animals must be on a leash or other type of restraint and the person in charge of the animal must be prepared to clean up any bodily waste released by the animal. The person in charge of the animal will be liable for any personal harm or damage caused by the animal while on school property. Exceptions will be granted for animals providing assistance for a person's disability (seeing-eye dog) or providing rescue or emergency services.
18. All applicants must ensure appropriate use of all facilities. (Facility use should be dictated by its design.) M.S.A.D. #49 buildings, playing fields, trails, and tracks are for foot traffic only.

19. Any individual or group utilizing M.S.A.D. #49 facilities for any purpose (including non-authorized use) agrees to save, indemnify and hold harmless the Board of Directors and all its employees from and against, any and all liabilities, actions, courses of action and damages arising out of any negligent or tortuous acts on the part of the facilities applicant, applicants' 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, equipment, or activity participation. It is also important to note that participation in recreational and athletic activities can cause bodily injury, sickness, disease, or death or injury to or destruction of tangible property, including the loss or use thereof. Therefore, the District, its employees and agents shall also be held harmless from and against all claims, damages, losses, and expenses, just or unjust, included but not limited to costs of defense, including attorney's fees arising out of or resulting from the performance of any facility usage agreement.
20. Authorized users acknowledge and agree that they will be solely responsible for all royalties or charges, which are due or may become due on material used for or during an event. The facility user warrants to M.S.A.D. #49 that such royalties or charges have been paid or will be paid promptly in accordance with law. The authorized facility user further agrees to hold M.S.A.D. #49 harmless and to indemnify all costs or losses, including attorney's fees in defense claims, just or unjust, relating to payment of any royalty, charge or fee for use of materials by the permitted user during the use of school facilities.
21. M.S.A.D. #49 reserves the right to waive, modify, or institute requirements in addition to those listed herein should it deem them necessary and/or to be in the best interest of M.S.A.D. #49.
22. M.S.A.D. #49 encourages all youth sport administrators to certify their coaches with the appropriate national governing body.
23. The District will establish a schedule of fees for the use of school facilities. In addition, groups which charge admission or otherwise raise money at the permitted event may be assessed an additional user fee.
24. M.S.A.D. #49 will cooperate at all times with recognized organizations such as the Red Cross and Civil Defense in order to make the District facilities available during emergencies and for purposes of emergency planning.
25. The District will periodically review school/community use priorities, evaluate the impact on the facility, review allocation of costs and fees, the length of a past pattern of acceptable use, the number of individuals involved and other logistical and supervision issues.

## M.S.A.D. #49

CODE: KG

M.S.A.D. #49 reserves the right to assign alternate space if other needs for the space arise, or to revoke any permission for the use of the school facilities, at any time and without prior notice or liability, should the District determine that such action is necessary or desirable. M.S.A.D. #49 reserves the right to deny facility use if the proposed activities would jeopardize equipment and/or facilities; conflict with school program activities; violate local, state, or federal law; present a hazard to the general public; or be contrary to the best interests of M.S.A.D. #49 and the welfare of its residents. Any appeal regarding the use of the District facilities shall be made to and decided by the Superintendent.

Approved: May 1, 2014