

## MAINE SCHOOL ADMINISTRATIVE DISTRICT #33

**Community Use of School Facilities**

Maine School Administrative District #33 recognizes the capital investment the communities of Frenchville and St. Agatha have in the District's school buildings and encourages the use of school facilities for educational, recreational, civic, or charitable purposes consistent with the mission and core values of the District schools. The use of District buildings and facilities will be granted only when they are not in use for school purposes. Community use of school facilities will be approved by the administration, in accordance with this policy, following a fee schedule that is reviewed periodically by the Board of Directors.

While the Board of Directors retains the right, at all times, to make individual decisions regarding the use of school facilities at its discretion, these factors will generally guide community use of school facilities:

- A. Application for use is to be made through the Principal with final approval determined by the Superintendent;
- B. A certificate of insurance shall be required as appropriate to the particular use;
- C. All applicants and users of the facilities shall be required to sign appropriate waivers of liability;
- D. No alcoholic beverages may be brought onto school property at any time;
- E. Tobacco use or products that look like tobacco shall not be allowed on school property;
- F. School facilities may not be used for any illegal purpose;
- G. Formal approval of buildings and grounds use will be granted only to recognized organizations and groups;
- H. Any approval of the use of school facilities will require the signing of an *M.S.A.D. #33 Facility Use Agreement* setting forth the conditions of use;
- I. Use of a kitchen will require the employment of the kitchen supervisor or a member of the kitchen staff. The Superintendent may waive this requirement in certain circumstances;
- J. The number of attendees at any function must not exceed the seating capacity of the room in which the activity is scheduled;
- K. The Board of Directors or designated representatives shall have free access to all parts of school buildings at all times;

- L. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care; and
- M. M.S.A.D. #33 is not responsible for loss of or damage to articles brought into school buildings.

Facility use may be granted without rental charge as follows:

- A. Not-for-profit educational, recreational, cultural and fraternal organizations having a significant number of members who are community residents; and
- B. Not-for-profit groups which present programs that are designed to be educationally, recreationally or culturally beneficial to local citizens.

Other groups shall pay rent (in advance) on a scale which reflects highest amounts for groups engaging in a profit-making enterprise on school grounds.

The following may be requested of any group:

- A. Reimbursement for incidental expenses (utilities, etc.);
- B. A deposit with the application, refundable after leaving the facility in satisfactory condition;
- C. Reimbursement for property damage and any cleaning and repair costs;
- D. Reimbursement for custodian or other staff costs when necessary to the use of the facility; and
- E. Fees for rental of equipment.

In the event that the use of school facilities is denied by the Superintendent to any individual or group, that denial may be appealed to the Board of Directors which shall make a final and binding determination on the matter.

Legal Reference: 20-A MRSA Sec. 1001

Cross Reference: KF-E1 Facilities Use Agreement  
 KF-E2 Building Use Waiver, Release and Agreement to Hold Harmless  
 KF-E3 Building Use Waiver, Release, and Agreement to Hold Harmless  
 (For Individuals Under 18)

History:      Adopted:      Meeting #451A      February 11, 1985 (As policy KG & CFA)  
                  Amendment: Meeting #487      August 4, 1986  
                  Revised:      Meeting #636      May 3, 1993  
                  Revised:      Meeting #808      April 5, 2005