

COMMUNITY USE OF SCHOOL FACILITIES

NEPN/NSBA Code: KF

DEFINITION: "School facilities" are buildings and grounds, parking lots, playing fields and fixed equipment.

The Fayette School Committee encourages the use of the Fayette school facilities by school and community organizations as provided in this policy. Decisions regarding use of the school facilities shall be made in accordance with guidelines provided by this policy. The School Committee retains the right at all times to decline individual requests for building use when it determines that such use is not in the best interest of the Fayette schools.

All users of school facilities shall abide by school policies including prohibition of alcohol, drugs and tobacco products while on school grounds 24 hours a day.

I. The Use Of The Facilities May Be Permitted As Follows:

A. Approved Uses: (listed in order of priority use)

1. School related activities have priority. The use of school facilities for school educational activities, school sponsored activities including extra-curricular activities, shall at all times take precedence over community use of the facilities.
2. Municipal-sponsored activities (town meetings, public hearings, etc.) and municipal-sponsored groups
3. Not-for-profit Fayette community organizations
4. Not-for-profit educational, recreational, cultural, political, and fraternal organizations having a significant number of members who are Fayette residents
5. Not-for-profit groups or individuals which present programs that are designed to be educationally, recreationally, or culturally beneficial to Fayette citizens
6. Not-for-profit charitable activities which benefit Fayette citizens

B. Non-approved Uses:

1. Any use for commercial or profit-making ventures, by profit making entities, or for personal gain except by School Committee approval. Use by for-profit organizations is only to be considered when they present programs that are designed to be educationally, recreationally, or culturally beneficial to Fayette citizens.
2. Use for funeral or memorial services, except by School Committee approval.
3. Use in any matter that will violate local, state, or federal law.
4. Possession or consumption of alcoholic beverages is prohibited.
5. Consumption or use of any tobacco products (cigarettes, chewing tobacco, etc.) is prohibited on school property 24 hours a day. It is unlawful for any person under age 18 to possess, purchase or use cigarettes, cigarette paper or any other tobacco product.
6. Possession or use of firearms is prohibited.

C. Times of Use:

1. Use by groups that are unrelated to Fayette School Department school programming shall be permitted, subject to availability and the requirements of this policy, between the end of each school day and 12:00 midnight on Monday - Friday, and 8:00 A.M. - 12:00 midnight on Saturday and Sunday. All activities, including cleanup, must be completed within the stipulated time frame.
2. Use beyond the hours defined in section C(1) will require the approval of both the Principal and the Superintendent. Such requests are to be considered on an exception basis.

II. Conditions of Use

A. Rental Fee and Key Deposit

Individuals and organizations borrowing keys to the building will be charged a \$10. 00 deposit fee which will be refunded when the key is returned.

Not-for-profit organizations, individuals, and municipally-sponsored groups (and activities) will not be charged a rental fee for the use of the school facilities. For-profit organizations granted the use of the facilities will be charged a daily rental fee as determined by the School Committee.

B. Hold Harmless

All applicants for the use of the school facilities shall hold the Town of Fayette, the Fayette School Committee, their members, employees, and agents free and without harm from any loss, damage, liability, or expense that may arise during or be caused in any way by such use or occupancy of the Fayette School facilities. The School Committee, Superintendent, or Principal may at their discretion also require an applicant to furnish proof of adequate liability insurance.

C. Condition of Facilities and Associated Fees

The applicant shall leave the facilities in the same condition that they were received. The following may be requested of any group (other than the Town of Fayette) or individual:

1. Reimbursement for incidental expenses (utilities, etc.);
2. A deposit with the application, refundable after leaving the facility in satisfactory condition;
3. Reimbursement for property damage and any cleaning and repair costs; and
4. Reimbursement for custodian or other staff costs when necessary to the use of the facility.

D. Building Rooms

1. When the kitchen facilities are to be used, a Fayette resident with proven commercial or institutional kitchen experience will be present unless other arrangements have been made with the Principal or his/her designee. If a Fayette resident assists in the kitchen, they may charge for their services.
2. Food and beverages may only be served in the art / science classroom and the multi-purpose room.
3. Areas of use will be restricted to those indicated by the applicant in the Facilities Use Form.
4. With the exception of the art / science classroom and the school library, the use of all school classrooms is discouraged.

E. Preservation of Order

1. Organizations requesting use must have an individual in attendance who is at least 21 and assumes responsibility.
2. All individuals or groups using school facilities are responsible for the preservation of order during all activities, and required to comply with all the applicable statues, ordinances, and regulations, in addition to any policies or conditions established by the School Committee. If security is deemed necessary, the user shall pay all expenses.

F. Approval / Appeal

1. An applicant requesting the use of school facilities must complete a Facilities Use Form.
2. The Facilities Use Form must be presented to the Principal or his/her designee. Request for such use should be submitted far enough in advance to avoid conflict of events.
3. Repeat use may be denied to a group or individual which has not demonstrated appropriate conduct and care.
4. In the event that permission is denied, the applicant may appeal to the Superintendent, or the School Committee directly at their next regularly scheduled meeting.
5. The Principal may opt to refer any application for use of the school facility to the School Committee for their approval.
6. The individual signing the Facilities Use Form will be held responsible for all charges associated with the use of the facility.
7. The Principal may withdraw any contract to use the facilities from any applicant that does not meet the expectations for appropriate building use and supervision.
8. Access to the school facilities shall not be denied to school officials during any scheduled use.

III. Grounds Use

- A. During school hours, the Principal will determine who will have access to the playground, with preference given to the regular activities of the school program.
- B. The Principal may exhibit his/her authority to prohibit access to any group if, in the Principal's opinion, their presence in the playground area or playing fields is causing an interruption to the school's programs.
- C. No motorized vehicles (excepting wheelchairs) may be taken on the playground and playing fields, unless used by the Custodian in the performance of his/her duties, without approval of the principal or his/her designee.

Legal Reference: Title 22 MSRA 1578
Maine Public Law 470 of the 1995 Statute

Cross Reference: JICH — Drug and Alcohol Use

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