

COMMUNITY USE OF SCHOOL FACILITIES

“School facilities” are defined as buildings and grounds, parking lots, playing fields and fixed equipment.

It is the Eastern Aroostook RSU 39’s desire that the local taxpayers who provide the school should be able to obtain maximum use of the facilities, to the extent consistent with the primary educational function of the school. It is intended that community uses for educational, recreational, social, civic, philanthropic and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule approved by this Board.

The Superintendent is responsible for developing administrative regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the public school students; preference to local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

Rules Governing the Use of School Facilities

- A. The use of school facilities for school educational activities, sanctioned extracurricular activities, and activities of school-affiliated organizations (e.g., an organization which exists totally for the purpose of supporting school programs) shall take priority over any community use of school facilities. Community youth groups will be given priority over adult groups.
- B. Community adults and children are free to use outdoor grounds and facilities for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups.
- C. All meetings and activities involving students must end by 10:00 p.m. on evenings preceding a school day. All other meetings and activities must end by midnight unless approved by the Superintendent.
- D. The activity shall not extend beyond the hours approved in the request.
- E. Approved activities shall be restricted to that area for which permission is granted.
- F. A certificate of insurance shall be required as appropriate to the particular use.

- G. The school department is not responsible for the loss or damage of any equipment or articles brought into the schools.
- H. No alcoholic beverages may be brought onto school property at any time.
- I. Tobacco use shall not be allowed on school property.
- J. School facilities may not be used for any illegal purposes.
- K. All programs shall be planned so they do not interfere with the regular school day schedule.
- L. The organization using the building shall be responsible for moving its equipment into and out of the building.
- M. The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- N. In the absence of the building principal or administrative personnel, the custodian is charged with the responsibility of the building.
- O. School authorities must have free access at all times.
- P. No food or beverages are permitted in the Caribou Performing Arts Center.
- Q. All non-school organizations shall assume financial responsibility for any damage done to the building or its contents during said organization's use. The organization shall assume responsibility for public liability relieving RSU 39 of all responsibility for personal liability during said use by this organization.
- R. Approval of the use of school facilities requires the signing of a *Facility Use Agreement* and /or *Auditorium Use Agreement* setting forth the conditions of use.
- S. Application for use is to be made through the Principal. Denial of use may be appealed to the Superintendent.
- T. No reservation will be made until an appropriate Use Agreement Form is returned and approved by the building Principal and a certificate of insurance is provided (when applicable).

- U. No school property or equipment is to be altered or removed from the premises.
- V. No changes shall be made in any areas of the auditoriums unless authorized and supervised by a building Principal. These areas are specific: lighting, P.A. system, drapery set-ups, electronic equipment, light dimmers, light sources, and piano.
- W. Repeat use may be denied to any group, which has not demonstrated appropriate conduct and care.

FEE SCHEDULE

Non Profit Groups

1. School Sponsored/Affiliated

Facility use may be granted without rental charge or custodial or other staff fees to:

- A. School sponsored clubs or organizations such as World Language Club, National Honor Society, Senior Class, FFA, etc.
- B. School-affiliated groups such as booster groups, Project Graduation, CADET and PTOs.

2. Community Affiliated

Facility use may be granted without rental charge, but custodial/other staff fees would be charged to:

- A. Not-for-profit RSU 39 community groups educational, recreational, cultural and fraternal organizations having a significant number of members who are community residents such as Rotary Club or Boy Scouts.
- B. Not-for-profit RSU 39 community groups which present programs that are designed to be educationally, recreationally or culturally beneficial to local citizens such as Caribou Choral Society, Chamber of Commerce, and Community Theatre Groups.
- C. RSU 39 Municipal sponsored groups and organizations such as town meetings, public hearings, and municipal voting.

For Profit Groups and Private Use - Individuals utilizing school facilities for personal use (e.g. birthday parties, or wedding) or businesses using facilities as a business activity/event (e.g. cooperative club meeting Caribou, Maine Dance Academy recital, or DFAS employee meeting). Publicly funded school facilities shall not be utilized for regular profit making enterprises, i.e. sales of products.

For profit groups and private individuals shall pay rent based on the following fee schedule in addition to custodial/other staff charges outlined below.

Performing Arts Center	\$50 per hour
	\$25 per hour, beyond two hours
CMS Auditorium	\$25 per hour
Caribou High School Gymnasium	\$50 per hour
Other School Gymnasiums	\$25 per hour
CHS Ski Center	\$25 per hour
Cafeteria	\$25 per hour
Library	\$25 per hour
Classrooms	\$20 per hour
Kitchen	\$50 per hour

Custodial/other staff Fees

1. If a group is using an area completely supervised while custodians are performing their normal work in the building, there would be no charge for custodial services unless cleaning up after a group is required.
2. If there is flow of traffic to other areas that require custodian supervision (i.e. The custodian is not able to perform their normal work while a group is using the building), then a custodian fee would be assessed.
3. If a facility is used when a custodian is not normally on duty, (Saturdays, late evenings, etc.) a custodian must be available and must clean the areas after the function. Appropriate wage / overtime fees would be assessed.
4. Large events may require employing more than one custodian. The Director of Transportation and Facilities will determine the appropriate staffing level.
5. When a kitchen is utilized to prepare and serve meals, hiring a food service employee will be required.
6. Use of the Caribou Performing Arts Center that involves use of the “sound booth” or other specialized equipment will require hiring a Technical Support Person.

7. Events expected to involve more than 200 people are required to hire a police officer to supervise parking outside the building and ease traffic congestion following the event.

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, cafeteria, or other staff costs when necessary to the use of the facility; and
- E. Fees for rental of equipment.

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