

RSU 13 POLICY KF: COMMUNITY USE OF SCHOOL FACILITIES

Recognizing that RSU 13 school facilities are a substantial asset to the community, it is the policy of School Board to encourage the use of RSU 13 facilities for community purposes. First priority in scheduling facilities will be given to RSU 13 activities. Second priority will be given to municipal governments within RSU 13.

Request for use of school facilities must be made in a timely fashion to the Principal of the school. For purposes of this policy, the Business Manager shall serve as principal of McLain School. When a school facility is used by an outside organization, including a municipality, a representative approved by the Principal must be present during the entire event. Exceptions to this require prior approval by the Superintendent.

1. Fees

Rental fees may be charged for building use and employee costs. Specifically, if the work day of an RSU 13 employee is extended to provide coverage for the event, the full cost of the employee will be charged. In addition, if the requesting organization charges a fee to participants in the activity, a rental fee will be charged unless waived by the Superintendent. All fees shall accrue to the RSU 13 General Fund.

2. Responsibilities of the Requesting Organization

The requesting organization will be responsible for

- A. Providing and paying for a law enforcement officer if law enforcement coverage is deemed necessary by the Principal;
- B. Providing evidence of liability insurance; and
- C. Assuming financial responsibility for any damage to school property.

3. Conditions of Use

- A. Property shall be restored to the same condition as at the beginning of the activity.
- B. The use of alcohol, drugs, and tobacco products in any form is strictly prohibited.
- C. Local law enforcement officials are authorized to order persons to depart from RSU 13 property and to prohibit entry or intrusion by people and/or vehicles.
- D. Individuals responsible for vandalism to school property will be expected to pay the cost of replacing and/or repairing all damaged RSU 13 property.
- E. If school is dismissed early or cancelled for any reason, buildings will be closed and outside use of facilities is cancelled, except with approval of the Superintendent.

Adopted: 11/4/10