

GENERAL PROCEDURES AND BOARD REGULATIONS FOR COMMUNITY USE OF FACILITIES

The use of school buildings, grounds, equipment and facilities shall only be authorized by a building principal when such use shall be consistent with School Board policy in accordance with the following requirements. In exceptional circumstances and for good cause, the School Board may exempt certain requirements.

1. Requests for the use of school facilities will be made at the office of the building principal at least ten (10) working days prior to the proposed request. See item #16 for specific request and approval procedures.
2. The use of school facilities for school purposes, meetings of pupils, entertainments given by pupils, meetings for the benefit of teachers, meeting and entertainment by teachers, school sponsored clubs, alumni associations, parent-teacher associations and other organizations affiliated with the schools shall take precedence over all requests by non-school affiliated groups.
3. Non-profit organizations may use the school pursuant to the requirements in this policy.

The Recreation Department and other Town government departments may use the facilities without rental charge.

Non-profit clubs and organizations may use the facilities during normal custodial hours without charge unless custodial, supervisory or technical services are required. If required, fees for such services will be charged.

Non-profit clubs and organizations may use the facilities during non-custodial hours (Saturdays, Sunday and after 10:00 p.m. weekdays). Fees will be charged if it is necessary for custodial, supervisory or technical staff to be on duty prior to, during or after the hours of use. A rental fee may be charged if appropriate to cover operation expenses.

4. Religious organizations may not use the facilities during the regular school day or when said organization would have access to Moultonborough students. Otherwise, said organizations may use the facilities in accordance to guidelines for other non-profit groups. No use shall be authorized which violates the constitutional provisions mandating the separation of church and state and the prohibition of any government agency which constitutes establishment or promotion of religion.
5. With the exception of the auditorium, school facilities shall be used for commercial purposes or by profit entities only with specific School Board approval and only upon such conditions as the School Board may impose.

6. All activities must be under competent adult supervision approved by the principal of the building involved. The adult supervisor will be responsible for the decorum of all participants and spectators. The adult supervisor is responsible for determining whether or not the buildings and/or grounds are safe for use by their group. The supervisor and group members using the facilities will be responsible for any damage to the building or equipment. Police coverage may be required by the principal. If necessary, an adult supervisor will be issued a key and security code and will be responsible for securing the building at the conclusion of their groups' use of the building.
7. The use of the school kitchen facilities by the public and by organizations is permitted. A school employee, familiar with the kitchen equipment, may be required whenever these areas are being used. If so, a fee will be charged.
8. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the building principal.
9. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.
10. Tobacco products, gambling, profane language, illegal sale or possession of controlled drugs, alcoholic beverages and firearms or other potentially dangerous weapons are strictly prohibited in school buildings or on school grounds.
11. All applicants for use of District facilities shall execute an agreement which shall affirm the applicant's understanding of its obligations when using the District's facilities and which shall hold the School District free and without harm, from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of District facilities. Also, in the event that property loss or damage is incurred during such use or occupancy of District facilities, the amount of damage shall be decided by the building principal and approved by the Board and a bill for damage will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
12. Liability insurance shall be required of all community groups as a condition of being authorized to use the District's facilities. The coverage limits, the types of coverage, and the certificate of insurance requirements shall be established by the Superintendent in accordance with guidelines from the School Board.
13. The Board may approve and periodically review a fee schedule for use of facilities. Said fee schedule may include custodial costs if necessary. Any and all fees may be waived for recognized non-profit community groups.
14. At the discretion of school officials, police coverage may be required for any activity. Except in the case of Recreation Department and Town Government, the cost of police coverage will be borne entirely by the group using the building.
15. In the event that a community based facility sustains an emergency loss of use, the School District will make every effort to accommodate this facility.

16. Procedures for Reserving the Building:

- A. Facility use applicant acquires form from school office, completes it and submits it to the Principal's secretary.
- B. Secretary checks facility availability, tentatively reserves the space on the facility use calendar, and forwards form to Principal.
- C. Principal approves or denies use, returns form to secretary, and Principal or Principal's designee notifies the supervisor/contact person.
 1. If no fee or supervision is required, the Principal signs the form.
 2. If fees, supervision or other specifications are required, the Principal or the Principal's designee contacts the supervisor/contact person for notification/clarification of requirements. The Principal or the Principal's designee:
 - a. may arrange for fees to be collected in advance;
 - b. may arrange police coverage if required;
 - c. shall establish designated supervisor and clarifies that role, and
 - d. shall place long term use requests on next School Board agenda.
- D. Secretary confirms scheduling on calendar and relays a copy of the approved Facility Use Form to the head custodian.
- E. A "Hold Harmless" and/or insurance certificate will be provided to the Principal.

17. Long-term use and/or lease agreements will be handled on an individual basis.

MSD Adopted: September 13, 2005
MSD Proposed: August 9, 2005
Adopted: October 12, 2004
Revision Proposed: August 10, 2004
Approved: April 8, 1991