

## USE OF SCHOOL FACILITIES

1. The custodian shall be responsible for the building under his charge for all special occasions. The building shall be opened, lighted and heated, and properly prepared for such occasions. At the conclusion of such special occasions, the custodian or other appropriate officials shall see that the building is properly closed.
2. Use of the school facilities is subject to the following requirements and limitations:
  - a. Non-school functions which interfere with school-sponsored activities will not be scheduled in any school.
  - b. Smoking is not allowed in any part of a building or on school grounds.
  - c. The use of alcoholic beverages is strictly forbidden on school premises at any time.
  - d. The administrator of the building or some designated employee shall be present at all school or non-school functions within the building. An exception may be made for the use of school gymnasiums for specific town recreation activities that have been approved in advance by the building administrator, or the athletic director in the case of the high school. In such cases, the town recreation director shall be responsible for security of the facility being used and for monitoring and controlling the activities.
  - e. Written requests for building use should be submitted to the building administrator at least ten (10) working days in advance. **(See Attachment 1.)**
  - f. The building administrator or athletic director shall keep a written calendar on the use of the building or athletic facilities, subject to review by the Superintendent or Board of Directors at any time.
  - g. School kitchens shall not be used for non-school purposes unless approved by both the school administrator and the Food Service Director.
  - h. Any public function for which admission is charged must have a recognizable constable or a police officer present, paid for by the function sponsors. **(See Attachment 2.)**
  - i. Under no condition shall a school facility be used free of charge for a commercial enterprise. The District will bill sponsoring organizations for all expenses incurred, plus an agreed-upon fee. **(See Attachment 2.)**
  - j. Scouting organizations and certain other non-profit organizations may be allowed the use of designated areas of a building without charge if approved by the M.S.A.D. No. 75 Board of Directors. **(See Attachment 2.)**
  - k. Any group using a school facility or parts thereof shall be subject to denial of this privilege, if, in the opinion of the Board of Directors or its representatives, the proper respect and use of school property are not acknowledged.
    1. Building use permission will require group obligations for any damage or losses caused by the group. **(See Attachment 2.)**

ADOPTION (ORIGINAL):	September 25, 1980		
REVISION (1 <sup>st</sup> READING):	June 25, 1991	&	ADOPTION OF REVISIONS: July 11, 1991
AMENDMENTS (1 <sup>st</sup> READING):	January 12, 2006	&	2 <sup>nd</sup> READING & ADOPTION: January 26, 2006
AMENDMENTS (1 <sup>st</sup> READING):	May 23, 2007	&	2 <sup>nd</sup> READING & ADOPTION: June 7, 2007

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 75**

**REQUEST/PERMIT FOR USE OF SCHOOL FACILITIES**

For use of rooms in a particular school, contact the school office.

For MTA High School Gym or Athletic Fields, contact the Athletic Director 729-2951, ext. 213.

For MTA Middle School Gym or Athletic Fields, contact the Athletic Director 729-2950, ext. 2506.



Date of Event: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Alternate Date: \_\_\_\_\_ Name of Event/Activity: \_\_\_\_\_

School Name: \_\_\_\_\_

Type of Facility Requested: \_\_\_\_\_  
(Classroom, Gym, Cafeteria, Kitchen, Field, Parking Lot, etc.)

Specific Area or Room: \_\_\_\_\_

Sponsor Group: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_ Phone (Day): \_\_\_\_\_

Town: \_\_\_\_\_ Phone (Evening): \_\_\_\_\_

Event Chairperson (if different from above): \_\_\_\_\_

Equipment required: (Be specific; no equipment will be available without prior notice)

\_\_\_\_\_  
\_\_\_\_\_

Set-up required: \_\_\_\_\_

\_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Will admission be charged? Yes  No

I understand that I and the organization that I represent are bound by the M.S.A.D. No. 75 Policy and Procedures for School Facility Use, and that we will comply with all aspects of those policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fees assessed (\$\$ amount): \_\_\_\_\_

Insurance certificate required? Yes \_\_\_\_\_ No \_\_\_\_\_

Security required? Yes \_\_\_\_\_ (describe – type & number) \_\_\_\_\_  
No \_\_\_\_\_

\* Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\* Facility Administrator for Buildings and Parking Lots, Athletic Director for Gym and Fields at Mt. Ararat Middle School and Mt. Ararat High School.

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 75**  
**PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES**

**REQUESTS:**

Groups requesting use of MSAD No. 75 facilities must complete and submit a request form to the appropriate building administrator or athletic director at least ten (10) working days prior to the use of the facility. (See Attachment 1)

**SCHOOL PRIORITY:**

Request may be granted only if student or school- related groups are not using the facility.

**BUILDING USE FEES:**

A. MSAD No. 75 School-based Organizations: No Fees

B. Non-profit Organizations:

Reservation Fee:	\$10 credited against charges
Classroom	\$20/day
Elem. Gym	\$50/day (pro-rate @ \$10/hr)
Elem. Kitchen	\$20/day
HS/MS Kitchen	\$30/day
MTA Commons	\$75/day (pro-rate @ \$15/hr)
HS/MS Gym	\$100/day (pro-rate @ \$20/hr)
MS/Elem. Cafeteria	\$50/day (pro-rate @ \$10/hr)
Main Parking Lot	\$15/day
Satellite Parking Lot	\$10/day

C. For-profit Organizations:

Reservation Fees:	\$10 plus:
Classroom	\$20/hr
Elem. Gym	\$50/hr
Elem. Kitchen	\$20/hr
HS/MS Kitchen	\$30/hr
MTA Commons	\$75/hr
HS/MS Gym	\$100/hr
MS/Elem. Cafeteria	\$50/hr
Main Parking Lot	\$15/day
Satellite Parking Lot	\$10/day

D. Additional charges for set-up of chairs/tables:

50 chairs or less	\$10
51-150 chairs	\$20
151-250	\$30
251 chairs or more	\$45
Tables	\$2/table

E. Overtime Custodial Support:

After 9:30 p.m. \$22.50/hr per  
 custodian  
 (weekdays) &  
 anytime Saturday

Sunday \$30/hr per custodian

F. MSAD No. 75 town meetings, town-sponsored meetings and town recreation activities are not subject to fees.

G. The use of school buildings by District town Boy Scouts and Girl Scouts groups without fees was a grandfathered use as of the 1991 adoption of this policy. Fees may apply for Boy Scout and Girl Scout activities or events requiring spaces other than those relegated to meetings.

**ATHLETIC FIELD USE FEES:**

A. MSAD No. 75 school-based organizations: No Fees

B. Non-profit organizations not charging admission:

\$25.00 per game or use, with a daily \$100 maximum plus charges listed below.

Lights: \$10 plus hourly charges (available April-October)

Custodial fee: Charges as listed above when required

C. Organizations charging admission fees:

\$100 per daily use

Lights: \$10 plus hourly charges (available April-October)

Custodial fee: Charges as listed above when required

A 50% deposit of anticipated charges as determined by the Athletic Director shall be paid at least 48 hours before field use, which shall be refunded upon cancellation unless MSAD No. 75 has incurred expenses.

**CONCESSIONS:**

The Mt. Ararat School Sports Boosters shall have right of first refusal for concessions at athletic events.

Fee-exempt groups – no fee to operate concessions  
 All others - \$50 per event to operate concessions

## MISCELLANEOUS PROVISIONS:

All checks for the payment of fees shall be payable to: MSAD No. 75

To qualify for non-profit status, an organization must present a tax-exempt certificate from the State of Maine or Internal Revenue Service.

Use of buildings for practice and rehearsals not involving public attendance will be charged at the custodial rate only. Rehearsal times must be indicated and approved in the same manner as any other use of facility.

Facilities must be left as found. In the event of damage or loss of District-owned or leased property during a scheduled activity, the sponsoring organization will be charged the full amount of repair or replacement of the equipment or property.

## OTHER CHARGES AND FEES:

Requests for use of special equipment or specific set ups must be made at the time of the facilities request. No equipment will be provided without prior notification of the administrator. Additional charges may be made for audio-visual or stage equipment.

### Fixed Charges:

Sound system with 3 microphones	\$30
Video camera and related set-up	\$30
VCR and Screen	\$15

Charges for stage equipment and set up will be negotiated.

Kitchen and/or cafeteria cooking facilities may not be used for non-school purposes unless approved by the building administrator and the MSAD No. 75 Food Service Director. An employee of the food service program must be in attendance for supervisory purposes. Any expense that is incurred by MSAD No. 75 in providing these facilities must be paid for by the sponsoring organization in addition to any of the previously listed charges.

## BOND:

The person or organization renting or using the facilities will be responsible for any damage or losses caused by the group or its guests. The facility administrator may require a \$5,000.00 bond against possible losses.

## INSURANCE:

Prior to the use of the facility by an organization sponsoring a public function, a certificate of insurance must be presented to a school administrator with the following coverage: \$300,000.00 combined bodily injury and property damage, or \$300,000.00 bodily injury and \$300,000.00 property damage. The intent of requiring a certificate of insurance is to hold harmless MSAD No. 75 from damage costs and liability claims which may result during a function not directly sponsored by the District.

## SAFETY:

All national and state laws, local ordinances, and rules of the police and fire departments regarding public assemblies must be strictly complied with. The holder of a permit must provide sufficient police and fire department attendance at each meeting, if deemed necessary by the facility administrator.

## CANCELLATIONS:

Should the holder of a permit wish to cancel a reserved date, the administrator's office must be notified at least 24 hours in advance of the specified time and date of the event, or the permit holder will suffer forfeiture of the facility use fee.

If no notice is received by the administrator and the holder of the permit fails to appear within one hour after the activity is scheduled to start, the holder of the permit shall be liable for the costs of any extra-service custodian scheduled for that period, in addition to the forfeiture of the facility use fee.

In the event of unavailability of a facility due to emergencies or inclement weather, the sponsor will be notified by the facility administrator or athletic director, as appropriate. Public information regarding that sponsor's cancellation is the responsibility of the sponsor and not the School District.

## ACTIVITIES AND LIMITATIONS:

- A. All entertainment is to be of high moral standard and only as stated in the application.
- B. All meetings, entertainment, or dances must cease no later than 11:00 p.m. and custodians must ensure that the building is cleared and closed properly.
- C. The use of alcoholic beverages in any school building or on school grounds is prohibited.
- D. Smoking in any part of the school building or on school grounds is prohibited.
- E. The Board of Directors of MSAD No. 75 or its representatives shall, at all times, have free access to all parts of the school buildings and shall reserve the right to limit or revoke any permit or reject a permittee or guest from the facility should such action be deemed necessary or desirable and in the best interest of the school system and general public.
- F. The facility administrator or athletic director may reject a request for any building, field or gym use, if in his or her opinion; such use would be detrimental to the building, field or gym.

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<b>ADOPTION OF AMENDMENTS:</b>	<b>January 26, 2006</b>
<b>FIRST READING OF AMENDMENTS:</b>	<b>May 23, 2007</b>
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<b>ADOPTION OF AMENDMENTS:</b>	<b>June 7, 2007</b>

