

## **SOUHEGAN Policy**

### **KF - USE OF SCHOOL BUILDINGS AND FACILITIES**

*Also ECA*

It is the School Board's desire that the citizens of our town enjoy the use of school facilities. It is the board's intent that such use should take place with proper regard to all applicable statutes and ordinances, and that such use should take place with respect for the preservation of the facilities for school use. The Superintendent will establish administrative procedures and regulations to implement this policy.

When not in use for school purposes, school facilities may be used by community groups and organizations, as well as other non-community based groups, provided that the application process has been completed and is approved. The application process will include the submission of proof of insurance.

First priority for the use of all school facilities is granted to the schools for school activities and organizations with direct school affiliation. Second priority for the use of school facilities is granted to the Town Recreation Department. Third priority is granted to organizations with direct Town affiliation. Fourth priority is granted to those activities and organizations that serve the youth of the community. All other proper requests shall be granted on the basis of availability.

No person, group, or organization has any vested right to use the school facilities. The School Board reserves the right to make the final decision on the use of any school facility. Approval may be denied due to lack of appropriate space, if a previous activity by the applicant resulted in a violation of any aspect of any School Board policy or guidelines, or if the facility is to be used for an unlawful purpose.

Authorization for use of school facilities shall be considered neither an endorsement nor approval of the activity, group, organization, or the purposes they may represent.

When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur. The Superintendent or his/her designee may waive this requirement.

Organizations connected with and promoting recognized school functions will not incur any facility use fees but personnel and/or equipment fees may be assessed. The School District should not incur additional costs due to the community use of school facilities.

Whenever a community group is permitted to use a school facility, at least one district employee must be on hand, unless the Superintendent or his/her designee determines the school employee's presence is not necessary.

The Superintendent or his/her designee, on the basis of this policy and its accompanying regulations, shall approve all rentals of school facilities. The Board must approve any special requests or exceptions to this policy and/or regulations.

It shall be the responsibility of any user of a school facility to leave the school facility in a satisfactory condition. All users of school facilities agree as a condition of use to pay the cost of any damages to the facilities and school equipment other than damage caused by normal wear and tear.

**ADOPTED: June 7, 2007**

**Revised: August 16, 2007**