

USE OF SCHOOL FACILITIES

It is the school board's desire that Blue Hill community members 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.

A. School Activities: First priority for use of school facilities shall in all cases be granted to the educational program and school-sponsored functions and activities. Other uses may be permitted, subject to the rules set forth below, provided they do not conflict with school functions.

B. Activities for Blue Hill Students and Residents: The board endorses the use of school facilities by activities serving Blue Hill Consolidated School students (e.g. parent-teacher organizations, booster events, scouting, youth athletic programs, etc.) and their families or adult residents of Blue Hill (e.g. adult education, fitness classes, adult basketball, Alcoholics Anonymous, etc.). Activities in this category shall have second priority.

1. A *School Use Request Form* must be filled out and signed by the principal prior to use of school facilities for all non-school activities.
2. Fees may be charged for kitchen staff if the activity involves use of kitchen equipment and/or custodial staff if other equipment or cleaning needs require such staff presence. The organization shall be billed the hourly rate of pay for such services, except when the hours take an employee over 40 hours for one week, in which case time and a half will be charged.
3. The superintendent shall ensure that the school's liability insurance policy provides coverage of the school for such activities.

C. Other Non-profit Activities: Other non-profit organizations whose primary purpose is not to provide activities directly for BHCS students or adult residents may be authorized by the administration to use school facilities on a temporary or intermittent basis. Such organizations are generally not permitted to make regular, frequent, or ongoing use of school facilities.

1. A *School Use Request Form* must be filled out and signed by the principal prior to use of school facilities for all non-school activities.
2. A rental fee shall be charged for such activities based on the *Schedule of Fees for Community Use of School Facilities*.

3. The organization shall also provide proof of adequate liability insurance.

D. Profit-Making Organizations: The school generally is not available for use by profit-making organizations, although exceptions may be made at the discretion of the administration.

1. A *School Use Request Form* must be filled out and signed by the principal prior to use of school facilities for all non-school activities.
2. A rental fee intended to reflect the market rental value of the facility, but not less than the applicable fee set forth in the Schedule of Fees for Community Use of School Facilities, shall be charged to any profit-making organization permitted to use the school facilities. The organization shall also provide proof of adequate liability insurance.

E. General Conditions of Use:

1. The superintendent and/or principal shall be authorized to determine the use of school facilities.
2. The principal or designee shall be responsible for scheduling the use of the school building.
3. The superintendent and/or principal shall determine what activities if any need the services of a police officer.
4. An employed kitchen staff must be present if the kitchen is going to be used.
5. All organizations using school facilities must adhere to school policies including, but not limited to, tobacco and alcohol policies.
6. Community members are free to use outdoor grounds and facilities for recreation if available.
7. Repeat use will be denied to any group which has not demonstrated appropriate conduct and care.
8. Appeals to rulings by the superintendent and/or principal shall be governed by the board's policy on public complaints.

Adopted: Blue Hill School Committee – 12/4/1974

Amended: Blue Hill School Committee – 11/10/1981

Amended: Blue Hill School Committee – 4/14/1998

Amended: Blue Hill School Committee – 7/13/2016

Procedures Regarding Community Use of School Facilities

A. School Activities and Activities for Blue Hill Students and Residents:

1. Requests by a school-related group or activity for use of school facilities for evening lectures, entertainment, or rehearsals shall be made to the principal who is responsible for scheduling the use of the building (use the *School Use Request Form*). The principal and the superintendent, if necessary, shall make determinations about whether such use conforms to school policies and administrative procedures.
2. No student activity on a night preceding a school day when school is in session shall be held later than 10:00 p.m. On all other nights these activities must cease not later than midnight, except by special permission of the board.
3. When permission to use school facilities has been granted for regular use by non-school groups activities (i.e., Boy Scouts, Girl Scouts, YMCA, etc.), school activities will take precedence over such regular outside use if and when scheduling conflicts occur.
4. For all activities held in the school, whether school-related or community-sponsored, a responsible person shall be in charge at all times.

B. Non-profit and Profit-making Organizations:

1. The use of school facilities by outside organizations shall be permitted in accordance with board policy and administrative procedures, beginning with the organization filling out a *School Use Request Form*.
2. No tickets shall be sold, nor notice of lectures, concert, or other entertainment or amusements of any kind shall be given in the school without prior approval of the administration except for the usual school functions, which are held at the direction of the principal.
3. A schedule of rental fees shall be set by the board and applied to the use of school facilities according to board policy.

C. Procedures Regarding Use of School Facilities for Entertainment Purposes:

1. School authorities are not responsible for loss or damage of articles brought into the building.
2. The person or organization renting school facilities will be responsible for any damage to the building or any furniture or fixtures.
3. Any use of kitchen equipment in conjunction with entertainment functions will require employment of kitchen staff in accordance with board policy and administrative procedures.
4. All entertainment is to be of high moral standard and conducted only as stated on the application.
5. All meetings, entertainment events, or dances must cease not later than 12:00 midnight, and custodians must see that the building is closed promptly.

6. The number of tickets sold for an event must not exceed the seating capacity of the cafeteria or gymnasium.
7. A permit for each application will be filed with the superintendent's office when approved. Any such permit is not transferable. Only that part of the school building specifically mentioned in the permit is to be used. Classrooms will not be available as dressing rooms or make-up rooms except upon the approval of the principal.
8. Smoking is not permitted in any part of the school building or school grounds.
9. 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 the permit must provide sufficient police and fire department attendance at each performance, if needed.
10. Special permission must be obtained for the use of motion picture projectors, decorating, installing scenery, and moving or tuning pianos. No pianos, moving picture projectors, scenery, or other apparatus are to be moved into the building unless special permission is granted.
11. The services of building custodians does not include the erecting or dismantling of scenery or equipment unless such scenery is the property of the school board.
12. Scenery and other equipment provided by the holder of a permit must be removed from the building promptly after the performance so as not to interfere with school activities. Whenever materials, equipment, furnishings, or rubbish are left after the use of the building by persons not officially connected with the schools, the party to whom the permit is issued will be required to pay for the cost of removal of same, which will not be delayed for the convenience of the party who used the building.
13. The school board, or its representative, shall at all times have free access to all parts of the school building, and shall reserve the right to revoke any permit should such action be deemed necessary or desirable and in the best interest of the school and the general public.

Adopted: Blue Hill School Committee – 12/4/1974
Amended: Blue Hill School Committee – 11/10/1981
Amended: Blue Hill School Committee – 4/14/1998
Reviewed: Blue Hill School Committee – 7/13/2016

SCHOOL USE REQUEST FORM

1. This is to request the use of _____ (gym, cafeteria, etc) of the Blue Hill Consolidated School for the purpose of _____.

2. It would be used from _____ a.m./p.m. until _____ a.m./p.m. on the following days of the week: (please circle)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Weeks per month? (please circle) 1st 2nd 3rd 4th All

3. The class, activity, program, etc. would begin on _____

and end on _____ (Month Day Year).

4. Name of the requesting club, organization, etc. _____
whose president, teacher, director, etc. is:

Name _____

Address _____

Office Phone _____ Home Phone _____

Additional Considerations: _____

5. Fee assigned _____

For one time, or yearly, private and public fund-raising events, the group shall pay \$50 for the use of the building. For repeated, regularly occurring (i.e. monthly, weekly) private and public fund-raising events, the following building use fee shall be assessed: 10% of the group's monthly gross income.

This is to certify that I, and the group that I represent, will comply with the policy and procedure of the school board as explained to me by the principal or designee of the Blue Hill Consolidated School.

The individual signing this *School Use Request Form* and the organization represented thereon agree to hold the school free and harmless for any accident or injury resulting from the construction, maintenance, or operation of the building, grounds, or premises.

Signature _____ Date _____

Signature of Principal _____ Date _____

Community Use of School Facilities – Schedule of Fees

In accordance with the policy 1320 Use of School Facilities, the administration has established the following schedule of fees for various public functions in and uses of the Blue Hill Consolidated School:

- A. For events when the services of a school custodian are either requested by the group using the building or when the administration considers it necessary for a custodian to be present, the group will be billed for such custodial hours at overtime rates. The principal or superintendent may waive these charges for public non-profit events.
- B. In instances when the cafeteria staff is required by policy to be in attendance in the kitchen for community events, the group will be billed for such time at overtime rates. The principal or superintendent may waive these charges for public non-profit events.
- C. For one time or yearly private and public fund-raising events, the group shall pay \$50 for the use of the building. The principal or superintendent may waive these charges for public fund-raising activities.
- D. for repeated, regularly occurring (i.e. monthly, weekly) private and public fundraising events, the fee shall be 10% of the group's monthly income.
- E. For a board-approved after-school program involving BHCS students meeting daily, there may be no fee.

Adopted: Blue Hill School Committee – November 8, 1995
Amended: Blue Hill School Committee – August 8, 2001
Amended: Blue Hill School Committee – February 8, 2006
Amended: Blue Hill School Committee – December 12, 2012
Reviewed: Blue Hill School Committee – July 13, 2016