

School-related Organizations and Activities:

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. The principal and the Superintendent of Schools, 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 and 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.

Non-school-related Organizations and Activities:

1. The use of school facilities by outside organizations shall be permitted in accordance with board policy and administrative procedures.
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.

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 the 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 public generally.

Adopted: Blue Hill School Committee - 12/4/74
Amended: Blue Hill School Committee - 11/10/81
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