

**Maine School Administrative District 52**  
**Application for Building and/or Equipment Use**  
Please send in for approval two weeks prior to event or use.

Organization Name: \_\_\_\_\_ Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_

Which School Facility of Equipment is needed: \_\_\_\_\_

Please circle which area of the school is needed:   Gym     Café     Kitchen     Classroom     Auditorium  

Type of Event: \_\_\_\_\_ Other: \_\_\_\_\_

Times of Event: Starting: \_\_\_\_\_ Ending: \_\_\_\_\_ Number in Attendance: \_\_\_\_\_

Explain any special circumstances: \_\_\_\_\_

Additional needs/requests: \_\_\_\_\_

Date(s) of event: Date: \_\_\_\_\_ Day of Week: \_\_\_\_\_  
(attach calendar of schedule if needed)

Is this a non-profit event? **Yes / No** Are you charging participant/audience for this event? **Yes / No**

**NOTE:** Use of tobacco is prohibited at all times on the MSAD 52 campus. As an individual or representative of the organization shown above, I agree to abide by the attached regulations.

The undersigned hereby certifies that the District gave me a copy of Public Law Ch. 393, An Act to Prohibit Unauthorized Contact of Persons Convicted of Sex Offenses against Persons Under 14 years of Age with Persons under 14 years of age. This law makes the facility or field, \_\_\_\_\_ (name of person or organization) will use a "sex offender restricted zone." I understand and agree that no one using the facility of field should ever give permission for any person who is required to register as a sex offender to have direct contact or indirect contact there or on school property with children under 14. I/we will take steps to be sure people are aware

Other Notes: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Copies of Laws Ch. 393 and Policies KF, KF-R, KF-E, and ADC were given to person(s) / organization (s) requesting use of the building/facilities.

Is building space / field available? **Yes / No**

Signature of Building Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

Is there custodial coverage? **Yes / No** Will we need extra custodial coverage: **Yes / No**

Signature of Facility Director \_\_\_\_\_ Date \_\_\_\_\_

Signature of Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**Office Use Only**

Estimated Fees: \$ \_\_\_\_\_ Applicant Notified **Yes / No**

School Notified: **Yes / No**

**Send to Central Office for approval**

# MAINE SCHOOL ADMINISTRATIVE DISTRICT 52

Greene ♦ Leeds ♦ Turner

486 Turner Center Road

Turner, Maine 04282

N. KIMBERLY BRANDT  
SUPERINTENDENT

THOMAS AMBROSE  
ASSISTANT SUPERINTENDENT

DEBORAH ROBERTS  
BUSINESS MANAGER

DEBORAH ALDEN  
DIRECTOR OF SPECIAL EDUCATION

TO: Whom It May Concern

FROM: Kimberly Brandt, Superintendent of Schools

RE: Use of School Facilities: School Cancellations and Holidays

## School Cancellations

School facilities are closed for storm emergencies and other hazardous situations. On these occasions our regular night maintenance and custodial staff work during the day and are not available in the evening. For this reason and the need to establish a consistent policy with the cancelation of other school events, the practice will continue to close school facilities to group evening activities when school is cancelled.

## Holidays

School facilities are closed for federal, state, and religious holidays. On holidays our maintenance and custodial staff are not scheduled to work.

I encourage group representatives wishing to use school facilities to request alternate date(s) to their requested date(s) when applying to use school facilities. Please refer to our school calendar, as a resource, posted on our website at [www.msad52.org](http://www.msad52.org). School personnel are available to assist you with school facility use arrangements.

Revised: September 2016

SUPERINTENDENT'S OFFICE  
207-225-1000 Option #1  
FAX 207-225-5608

BUSINESS OFFICE  
207-225-1000 Option #4  
FAX 207-225-5068

SPECIAL EDUCATION OFFICE  
207-225-1025  
FAX 207-225-5608

# MAINE SCHOOL ADMINISTRATIVE DISTRICT 52

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Turner, Maine 04282

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SUPERINTENDENT

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BUSINESS MANAGER

DEBORAH ALDEN  
DIRECTOR OF SPECIAL EDUCATION

To: Facilities Use Applicants  
From: Kimberly Brandt, Superintendent of Schools  
Date: 9/7/2016  
Re: 17-A MRSA Section 261

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I have attached a copy of this recent legislation:

An Act To Prohibit Unauthorized Contact of Persons  
Convicted of Sex Offenses Against Persons Under 14 Years  
of Age with Persons Under 14 Years of Age – Prohibited  
Contact with a Minor; Sex Offender Restricted Zone.

Please note the “sex offender restricted zone” definition in number 4. All of our buildings and grounds fall into this category if there is a possibility that children under fourteen years of age may be present.

You have requested a building use form, and are being provided a copy of the law. You are required to sign and return the enclosed release stating that you will not knowingly give permission for a convicted sex offender as identified under this legislation to be present where children under the age of fourteen may also be present while using our facilities.

If you have any questions, please do not hesitate to contact me at 225-1000 Option #1. Thank you.

# Maine Revised Statutes

§260 Title 17-A: MAINE CRIMINAL CODE

Part 2: SUBSTANTIVE OFFENSES

Chapter 11: SEX ASSAULTS HEADING: PL 1989, C. 401, PT. A, §1 (RPR)

## §261. Prohibited contact with a minor; sex offender restricted zone

1. A person is guilty of prohibited contact with a minor if that person:

A. Was convicted on or after June 30, 1992 of an offense under this chapter or chapter 12 against another person who had not in fact attained 14 years of age or was convicted on or after June 30, 1992 in another jurisdiction for conduct substantially similar to that contained in this chapter or chapter 12 against another person who had not in fact attained 14 years of age; and [2009, c. 365, Pt. A, §1 (AMD).]

C. Intentionally or knowingly initiates direct or indirect contact with another person who has not in fact attained 14 years of age. [2009, c. 365, Pt. A, §1 (AMD).]

Violation of this subsection is a Class E crime.

[ 2009, c. 365, Pt. A, §1 (AMD) .]

2. A person is guilty of prohibited contact with a minor in a sex offender restricted zone if that person:

A. Was convicted on or after June 30, 1992 of an offense under this chapter or chapter 12 against another person who had not in fact attained 14 years of age or was convicted on or after June 30, 1992 in another jurisdiction for conduct substantially similar to that contained in this chapter or chapter 12 against another person who had not in fact attained 14 years of age; and [2009, c. 365, Pt. A, §2 (AMD).]

C. Intentionally or knowingly initiates direct or indirect contact in a sex offender restricted zone with another person who has not in fact attained 14 years of age. [2009, c. 365, Pt. A, §2 (AMD).]

Violation of this subsection is a Class D crime.

[ 2009, c. 365, Pt. A, §2 (AMD) .]

3. It is an affirmative defense to prosecution under this section that the parent, foster parent, guardian or other similar person responsible for the person who had not in fact attained 14 years of age, knowing the conviction status described in subsections 1 and 2, gave consent that the defendant initiate, have or continue direct or indirect contact. It is also an affirmative defense to prosecution under this section that any contact is incidental to and directly related to the defendant's employment.

[ 2007, c. 393, §1 (NEW) .]

4. For purposes of this section, "sex offender restricted zone" means the real property comprising a public or private elementary or middle school; the real property comprising a child care center, a child care facility, a day care operated by a family child care provider, a nursery school or a small child care facility as defined under Title 22, section 8301-A; or an athletic field, park, playground, recreational facility, youth camp licensed under Title 22, section 2495 or other place where children are the primary users.

[ 2009, c. 211, Pt. B, §16 (AMD) .]

### SECTION HISTORY

2007, c. 393, §1 (NEW). 2007, c. 518, §6 (AMD). 2009, c. 211, Pt. B, §16 (AMD). 2009, c. 365, Pt. A, §§1, 2 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.

If you need legal advice, please consult a qualified attorney.

Office of the Revisor of Statutes

7 State House Station

State House Room 108

Augusta, Maine 04333-0007

## TOBACCO USE AND POSSESSION

The MSAD 52 Board of Directors prohibits smoking or using any tobacco product, selling, distributing or in any way dispensing tobacco products on school property, in school buses/vehicles or at any school-sponsored activity, by all persons, including students, employees and visitors. Students are further prohibited from possessing any tobacco product.

Students who violate this policy shall be disciplined in accordance with the disciplinary procedures in JICH-R. Employee violations shall be addressed in accordance with established disciplinary procedures. Violations by others shall be addressed on a case-by-case basis. School administrators have the authority to refer violations to local law enforcement authorities as they deem appropriate.

Cross Reference: JICH – Student Drug, Alcohol and Tobacco Use  
JICH-R – Student Drug, Alcohol and Tobacco Use Procedures

Legal Reference: 22 MRSA § 1578-B, 1580(A)(3)  
Me. PL 470 (An Act to Reduce Tobacco Use By Minors)  
20 USC 6081-6084 (Pro-Children Act of 1994)

Adopted: September 1990  
Revised: March 1997  
Revised: April 27 2000  
Revised: January 2006  
Revised: February 2008  
Revised: September 2013

### Use of School Facilities

MSAD 52 will make every effort to make the school facilities available as much as possible to responsible organizations, associations and individuals from the community for appropriate use. Such use will be subject to related regulations and exhibits adopted by the Board.

The use of school facilities for educational activities, sanctioned extra-curricular activities, and activities of any organization which exists solely for the purpose of supporting school programs will, in that order, at all times take precedence over any community use of school facilities.

The hours during which school facilities are used will, to the extent possible, coincide with the hours during which custodians are regularly scheduled.

Groups using school facilities for MSAD 52 educational purposes or Board-sanctioned, extra-curricular activities will not pay for regularly scheduled custodial services or other fees. Other groups and organizations may be required to pay a rental fee and will be required to pay for custodial services, if services are required above and beyond normal custodial schedules.

School facilities will not be available for the use of organizations and activities that seek to:

- A. Promulgate any theory or doctrine subversive to the laws of the United States or any of its political sub-divisions.
- B. Advocate governmental change by violence.
- C. Violate acceptable community morals, manners, or taste.
- D. Be injurious to buildings, grounds, or equipment.
- E. Interfere or conflict with the best interest or conduct of school activities.
- F. Promote activities that are discriminatory.

Cross Reference:      KF-R: Use of School Facilities (Regulation)  
                                 KF-E1: Fee Schedule for Use of MSAD 52 Facilities

Adopted:      January 2001  
Revised:      October 2008  
Revised:      December 2009  
Revised:      March 2016

Use of School Facilities (Regulations)

General Regulations:

1. Any use of school facilities by organizations outside the school system must be approved in advance by the Superintendent /designee.
  - In order to gain approval, a Building Use Form designating a responsible person must be completed and submitted to the principal of the building at least 10 days in advance of an activity which requires no special services or equipment (except as this requirement may be waived for good cause). A district custodian/maintenance person must be present for any use of school facilities.
  - The principal will forward the application to the Facilities Director for estimation of applicable fees and availability.
  - Facilities Director will forward requests to the Superintendent for approval. At the Superintendent's discretion an application can be forwarded to the Board for approval.
  - The application must be submitted at least twenty-five days in advance of any meeting requiring Board approval, detailed planning, changes in personnel schedules, etc., except as this requirement may be waived for good cause.
2. Policies and regulations (Public Law ch. 393 and Policies KF, KF-R and ADC) are attached to the Building Use Form for each applicant. The building principal or designee will review the specific building expectations. Copies of approved applications will be provided to the Facilities Director and a building custodian.
3. Any MSAD 52 school activity will not be charged a fee. An organization whose activity exists solely for the purpose of supporting school programs will not be charged a fee for use of any school facility, but may be charged other fees (e.g. custodial, kitchen, technical support, security, etc.) per Board Policy KF. Any MSAD 52 town will not be charged a rental fee for use of any school facility, but may be charged other fees (e.g. kitchen, technical support, security, etc.) per Board Policy KF. On an as needed basis the Superintendent and/or his/her designee will review the fee schedule. The user will be notified of any applicable fee prior to the activity.
4. Police/Security officers may be required at the discretion of District Administration and paid for by the requesting group for such events as dances, sports, dramatic productions, concerts, etc., particularly when the general public is invited.
5. Organizations using school facilities will designate a person to be responsible for the event, and assume responsibility for the facility and all equipment. Each facility will provide a building and clean-up expectation checklist clearly describing appropriate use of the building. The organization will agree to make full and complete restitution for any damage to the building or equipment, and/or loss of equipment, which it has caused or for which they are responsible. The organization will also be responsible for cleaning the areas as listed in the building and clean-up expectation checklist. The organization will also let the district

custodian/maintenance person know the event has concluded. Only MSAD 52 kitchen staff may operate the kitchen equipment for food preparation.

6. No student shall enter the building unless the individual officially responsible for the activity in which the student is involved is present.
7. If the activity is to involve more than one section of the building simultaneously, responsible adults, designated on the Building Use Form, must be physically present in each of the areas as students are using them.
8. Special permission to consume or dispense food or beverages is required through a request on the Application for Building Use form and must be approved by the Superintendent or his/her designee.
9. The Board of Directors and designated officials shall have the right to refuse the use of buildings when such is believed advisable. In addition, at the Superintendent's discretion, non-school activities scheduled on school property or in school facilities on school vacation days, holidays or weekends may be cancelled.
10. If there is inappropriate use of the building, the building principal will make verbal contact with the applicant advising of the specific issues. A letter to the applicant will follow up the conversation, outlining the specific issues and advise of probationary status. If there is a second incident of not meeting outlined expectations, the building principal will make verbal contact with the applicant and follow up with a letter informing the group(s) that it will not be allowed to use the building or other district buildings for one week. A third violation will lead to loss of facility use for the remainder of the season or through the ending date on the building use application.

Cross Reference:      KF - Use of School Facilities  
                              KF-E1 – Fee Schedule for Use of MSAD 52 Facilities  
                              EBCD – MSAD Emergency Closings

Adopted:            September 1990  
Revised:            January 2001  
Revised:            August 2007  
Revised:            October 2008  
Revised:            December 2009  
Revised:            March 2016



Fee Schedule for Use of MSAD 52 School Facilities When Applicable

Insurance & Liability:

Any non-school user of MSAD 52 school facilities is required to have an insurance bond for liability (\$1,000,000) and damage (\$25,000). Exceptions to the insurance requirement may be granted by the Superintendent of Schools on an individual basis. Any facilities used will be examined carefully after use and the user agrees to make restitution promptly for any damages that occur during said use.

To the fullest extent permitted by law, the user shall indemnify and hold harmless MSAD 52 and its employees and the school system, from and against all claims, damages, losses, and expenses, just or unjust, including, but not limited to, costs of defense including attorney fees arising out of or resulting from the performance of this agreement.

I. Non Profit Organizations:

*Local community and civic non-profit and/or charitable groups will be charged a custodial fee and for other expenses incurred by the District as defined in KF-R.*

II. Profit Making Organizations:

The following fees will also be charged for the use of facilities by profit-making groups:

LAHS Auditorium

\$65 rental per day. A custodian employed by MSAD 52 shall always be present at non-school profit-making functions scheduled in the LAHS Auditorium. He/she shall be paid by the organization involved according to scale, as indicated in the rules and regulations governing his/her function. Responsibility for opening, supervising, and closing the LAHS Auditorium will rest with the custodian.

Additional Fees:

\$15 per hour for sound, light and projector rental (unlocking light and sound booth). *To use the sound, light, and projector booth without a technician, you must meet with the light and sound technician. They will determine if you are able to run the equipment on your own. This is \$25 per hour with a one hour minimum charge.*

\$25 per hour for sound/light technician

\$50 per use for piano

\$15 per hour for spotlight technician

**Royalties and Other Fees:** The user acknowledges and agrees that it is solely responsible for all the royalties or charges which are due, or may become due, on material used for, or during, the event. MSAD 52 will in no way be held liable for intentional or unintentional breaking of copyright law.

Gymnasium

\$65 rental per day of facility. A custodian employed by MSAD 52 shall always be present at non-school, profit-making functions scheduled in gymnasiums. He/she shall be paid by the organization involved according to scale, as indicated in the rules and regulations governing his/her function. Responsibility for opening, supervising, and closing the gymnasium will rest with the custodian.

Classroom/Cafeteria

*More than 4 hours*

\$20 per classroom/cafeteria per day

*Up to 4 hours*

\$10 per classroom/cafeteria per day plus actual costs for custodial services, police, etc.

Kitchen

\$25 per day for use of facilities. Kitchen use will be allowed in very limited circumstances. In addition, a kitchen worker must be present and costs for their services must be borne by the organization renting the facility.

Grounds

Fees for the use of district grounds will be based on need and the requirements of individual requests.

*The Superintendent will approve all facility use. He/She may, when circumstances warrant, waive all or any part of these rules whenever it best serves the interests of MSAD 52.*

Cross-Reference:     KF - Use of School Facilities  
                          KF-R - Use of School Facilities (Regulations)

Adopted:     January 1997  
Revised:     January 2001  
Revised:     November 2008  
Revised:     March 2016

Conditions for Use of Leavitt Area High School Auditorium

The following rules and regulations govern the use of Leavitt Area High School Auditorium:

1. The organization using the facility shall be responsible for moving its own equipment into, and out of, the facility.
2. All programs shall be planned so they do not interfere with the regular school day schedule.
3. School authorities must have access to the facility at all times. They also reserve the right to revoke any permission for use of the auditorium, at any time and without prior notice or liability, should it be determined that such action is in the best interest of the facility and/or school system.
4. The use of the school facility shall be only temporary.
5. The possession or consumption of alcoholic beverages, tobacco products, or illegal drugs within any building or on school grounds is prohibited.
6. The possession or use of firearms and other weapons is prohibited.
7. Food or beverages are not allowed in any parts of the auditorium. They may be consumed in the lobby. Any menu of food products intended to be sold must be attached to the building use form.
8. In the absence of the principal or administrative personnel, the custodian is charged with the responsibility of the building.
9. No changes may be made to the facility unless authorized by building principal.
10. Any reasonable movement of the piano, equipment, or school furniture must be approved by school personnel.
11. No school property or equipment is to be altered or removed from the premises.
12. Nothing can be nailed, screwed, or tacked to the floor or walls of the auditorium. Set pieces must be braced, weighted with sandbags, etc.
13. The only tape allowed on the auditorium floor is spike tape. Other tapes: masking tape, duct tape, etc., can and do result in floor and wall damage.
14. No one is allowed to sit on the front of the stage.
15. No one is allowed to jump off the stage.
16. No one is allowed to put their feet on the auditorium seats or brace their knees on the seat backs.
17. No one is allowed to climb over rows.
18. No minors are allowed in the auditorium unsupervised.
19. Absolutely no one is allowed on either side of the balcony except school approved personnel.
20. All groups using the facility will be responsible for returning the facility to its original condition.
21. All groups will be held responsible for the removal, within 24 hours following the activity, of any equipment, stage props, etc.

Adopted: March 2016

Fee Schedule and Estimate Worksheet  
*Used for all non-school related events*

Event:		Contact Person:		Date:	
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Category	Charge	# of Hours	Totals:
Basic Rental Fees: <i>(Date(s) and times – please be accurate so custodial service rates can be figured and scheduled)</i>		<i>Please figure per day</i>	
• Grounds			
• Gymnasium	\$65/day		
• LAHS Auditorium	\$65/day		
• Kitchen	\$25/day		
• Cafeteria/Classroom – more than 4 hrs	\$20/day		
• Cafeteria/Classroom – less than 4 hrs	\$10/day		
Sound/Light Technician Pre-Performance Meeting <i>(Mandatory if sound and lights are being used)</i>	\$25/hour, 1 hr min charge		
Sound/Light Technician <i>Date(s)/Times:</i>	\$25/hour		
Spotlight Technician <i>Date(s)/Times:</i>	\$15/hour		
Piano	\$50/use		
Sound, Light & Projector Rental <i>Date(s)/Times:</i>	\$15/hour		
Custodial Charge <i>This charge is only applied outside of the typical hours. Typical hours are 6 am – 11 pm school days, and limited weekend days, but are subject to change at any time.</i>	Based on hourly rate		
Security Officer Charge <i>Date(s)/Times:</i>	Based on hourly rate		
Kitchen Worker: <i>Date(s)/Times:</i>	Based on hourly rate		

I have read, agree, and will abide by the terms, conditions, and costs, put forth by the building and/or auditorium use agreements.

<i>Signature</i>	<i>Date</i>