

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 during 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 /designee for approval. At the Superintendent's /designee'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 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 it is responsible. The organization will also be responsible for cleaning the areas as listed in the 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 /designee'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 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 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
Revised: June 2017