

Raymond Community Use of School Facilities

Definition: “School facilities” are buildings and grounds, parking lots, playing fields and fixed equipment.

It is the Raymond School Committee’s desire that the local taxpayers who provide the school 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. This will be done in accordance with this policy, the implementing regulations, and a fee schedule approved annually by this committee.

The Superintendent has the right to waive fees for community use dependent upon whether support for community use of school facilities was included in the annual budget of a given year.

The Superintendent is responsible for developing administrative regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs for the public school students; preference to local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

These factors are to further guide community use:

- A. A certificate of insurance shall be required as appropriate to the particular use;
- B. No alcoholic beverages may be brought onto school property at any time;
- C. Tobacco use shall not be allowed on school property;
- D. School facilities may not be used for any illegal purposes;
- E. Community adults and children are free to use outdoor grounds and facilities for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups;
- F. Any approval of the use of school facilities is to require the signing of a *Facility Use Agreement/Guidelines*; which verify understanding;
- G. Application for use is to be made through the Principal or his/her designee, with final approval determined by the Superintendent and/or designee;
- H. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.

Facility use may be granted without rental charge, as follows:

- A. Not-for-profit educational, recreational, cultural and fraternal organizations having a significant number of members who are community residents;
- B. Not-for-profit groups which present programs that are designed to be educationally, recreationally or culturally beneficial to local citizens; and
- C. Municipal-sponsored groups and organizations.

Other groups shall pay rent/fee in advance. (Attachment A)

The following may be requested by any group:

- A. Reimbursement for incidental expenses (utilities, etc.);
- B. A deposit with the application, refundable after leaving the facility in satisfactory condition;
- C. Reimbursement for property damage and cleaning and repair costs;
- D. Reimbursement for custodian or other staff costs when necessary to the use of the facility;
- E. Fees for rental of equipment; and
- F. Attendance at annual orientation for facilities use.

Adopted: _January 5, 2005