

NEW HAMPSHIRE SCHOOL ADMINISTRATIVE UNIT 29

CHESTERFIELD SCHOOL DISTRICT

KF

USE OF SCHOOL BUILDINGS AND FACILITIES

The Board of Education believes that school facilities should be used primarily for educational purposes. However, it is also the policy of the school board to grant the privilege of using school buildings and grounds at special rental rates to those organizations and groups which will benefit the general welfare of the community. Those organizations and groups will comply with the procedures and regulations of the district, including paying the direct costs of heating, lighting, custodial and kitchen service, so long as such use does not interfere with the educational mission of the school.

Reservations for recreational, civic, cultural, charitable, athletic, educational and/or social activities within the community are encouraged to enable maximum use of the facilities.

The use of facilities is under the direction of the Principal who may delegate this authority and assign responsibility to other administrators. When schools have been closed due to inclement weather or an emergency, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur.

Periodically, the board will review and approve rental rates for use of facilities. The rental rates will be incorporated into the Administrative Procedure as Appendix A. The school board or its designated committee may waive or increase the established rental rates, or deny any rental application, at its discretion.

The use of alcohol, illegal drugs and smoking materials in any school facility or on the grounds is prohibited.

Approved: C – 4/28/88

Revised: C – 1/4/06

Approved: C – 12/14/09

ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY KF USE OF SCHOOL BUILDINGS AND FACILITIES

General Procedures

1. The use of school buildings, grounds, equipment and facilities will be authorized by the Principal or his/her designee in conformity with the following procedures and rules governing their use as approved by the board.
2. Requests for the use of school facilities will be made on Facility Use Agreement Forms (see Appendix B) at the office of the Principal at least 7 days prior to the date of the requested use, except in cases of emergency.
3. The use of school facilities for school purposes has precedence over all others. Requests for school facilities for school programs must be cleared in advance with the building Principal.
4. School-related groups will be permitted reasonable use of school facilities at no charge.
5. Groups receiving permission to use school facilities are restricted to the dates and hours approved and to the building areas and facilities specified, unless requested changes are approved by the Principal.
6. The number of school personnel and the need for police protection to be assigned to each event is at the sole discretion of the Principal and shall be at the user's expense. Both provisions shall be so stated in writing to the user.
7. The Principal will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergencies or to prepare for civil defense.
8. The board will periodically review and approve a fee schedule for use of facilities (see Appendix A).
9. In situations where there is no cost to the district, or in situations where a mutual exchange of facilities is possible between the school district and the user organization, rates may be modified or eliminated by the Principal or his/her designee. In situations where extended usage for a long period of time is required, rates may be negotiated at a contract price.

Regulations Governing Use of Facilities

1. All activities must be under responsible adult supervision approved by the Principal or his/her designee. The group using the facility is responsible for all damage. Students must be supervised at all times.

2. Groups receiving permission to use facilities are responsible for the observance of all local, county and state fire and safety regulations at all times. Users are referred to the local fire chief for information regarding these regulations.
3. Liability insurance will be required for all outside groups given permission to use school facilities unless waived by the Superintendent. Organizers of any activity not under direct supervision of a school employee must provide a certificate of insurance endorsed to name the district as an additional insured. Users must also agree to indemnify and hold harmless the district, its school board officers and employees from any and all claims as may arise from the use of the school facility.
4. Users of school facilities are required to provide adequate custodial services at their own expense, above and beyond the rental fee, unless waived by the Principal.
5. The use of the kitchen facility at the school shall require that the following are adhered to:
 - a. A written request must be received for use of the kitchen at the time of application.
 - b. Kitchen equipment may not be used unless a kitchen worker, approved by the Principal, is employed at the expense of the user. Responsibilities of the kitchen worker will be outlined by the Principal. Normally, district cafeteria help are only on duty to supervise the kitchen, not to prepare food.
 - c. Those using the facility are restricted from any school lunch storage area and from using any school lunch consumable supplies.
6. Users are responsible for any rearrangement of furniture or equipment and for returning such furniture or equipment to its proper place after the activity.
7. No special equipment belonging to the school, such as record players, public speaking equipment, athletic equipment, projectors, etc. will be used without the expressed permission of the Principal.
8. No decorations shall be attached to the walls, ceiling or stage drapes in any manner whatsoever, except by special permission of the building Principal.
9. There shall be no refreshments sold or consumed on the premises, except in areas designated by the Principal.
10. There shall be no use of smoking materials, illegal drugs, or alcohol at any time in any school building or on the grounds.

11. Any organization using school facilities is responsible for adequate police protection, and is referred to the local police chief for costs and coverages for its events.
12. It shall be the responsibility of the sponsoring group to supervise students, in a location approved by the Principal, during the time period between dismissal and the start of the activity.
13. Except in extenuating circumstances, access to all classrooms at the end of the school day will generally be limited to no earlier than 3:15 p.m. in order to allow teachers to bring closure to the school day in their respective classrooms.

Regulations Governing Fees for Use of Facilities

1. Organizations will pay according to Schedule A. Proof of non-profit status may be requested.
2. When two events are held, one in the afternoon and one in the evening, a separate fee will be charged for each event.
3. A damage deposit as listed in Appendix A is required. Deposits are to be made seven (7) days in advance of the event with checks being made payable to the district and delivered to the Principal. Failure to make such deposits will terminate the agreement. Users will be billed for damages caused beyond the value of the deposit. Deposit checks will be returned within seventy-two hours of the satisfactory conclusion of the event.
4. Users must pay applicable rental fees seven (7) days in advance of the event with checks being made payable to the district and delivered to the Principal. Failure to make such payments will cause cancellation of the event. Additional fees for direct expenses will be billed to the users after the event, and will be due and payable within thirty days of issue.
5. Rental and deposit fees will be calculated in accordance with Appendix A.
6. One time uses of facilities will be charged per Schedule A and will not be eligible for waiver or reduction in charges. Multiple or long-term users may seek reduced charges. Requests for waivers or reductions in rental fees must be requested in writing to the Principal, and must be approved by the school board or its designated committee.

Revised: C – 1/4/06

**New Hampshire School Administrative Unit 29
ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY KF
USE OF SCHOOL BUILDINGS AND FACILITIES**

Appendix A - Fee Schedule
(All Rates Per Hour unless otherwise noted)

FACILITY	Governmental School-Related	Charitable, Civic Chest./Non-Town	Non-Charitable Private Promotion
CHESTERFIELD SCHOOL			
Multi-Purpose Room (2)	\$0	\$0/\$30	\$40
All Classrooms (2)	\$0	\$0/\$10	\$20
Playground/Fields	\$0	\$0/Negotiated	Negotiated

RELATED FEES:

Custodial Services (1)	\$35.00	(\$50.00 minimum)
Cafeteria Services (1)	\$32.00	(\$40.00 minimum)
Piano	\$25.00	
Utility Charge (2)	\$7.00	(\$14.00 minimum)

- (1) When a school employee is required to be present, but not charged to governmental or school-related activities.
- (2) When the rental fee is waived by the board, a minimum utility charge may be required.

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