

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 at special rental rates to those organizations and groups which will benefit the general welfare of the community educationally, civically or recreationally, and which 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. It is also the policy of the board that organizations not directly connected to the educational or recreational interests of the community may be granted the privilege of using the facilities should they agree to pay the established rental fees in addition to paying the direct costs of heating, lighting, custodial and kitchen service.

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

The use of facilities is under the direction of the Superintendent of Schools who may delegate this authority and assign responsibility to other administrators.

Annually, in May, 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 in any school facility is prohibited. The use of illegal drugs and smoking materials in any school facility is prohibited.

Approved: K - 8/13/91

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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 Superintendent 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 (or Buildings and Grounds Director in the case of Keene) at least 14 days prior to the date of the requested use.
3. The use of school facilities for school purposes, meetings of pupils, entertainments given by pupils, meetings for the benefit of teachers, meetings and entertainment by teachers, school clubs, alumni associations, parent-teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the building principal or the Superintendent, should the nature of the request so justify.
4. School-related groups, as indicated in 3 above will be permitted reasonable use of school facilities at no charge. Principals should contact the Director of Buildings and Ancillary Services directly for a waiver.
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/director.
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/director, shall be at the user's expense, and both provisions shall be so stated in writing to the user.
7. The Superintendent will cooperate with recognized agencies, such as the Red Cross, NH Department of Health and Human Services and emergency management officials, and will make suitable facilities available without charge during community emergencies or for emergency preparedness.
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 Superintendent. 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 competent adult supervision approved by the Superintendent, or his/her designee, and the building principal involved. The group using the facilities will be responsible for any damage to the building or equipment.
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. In addition to the rental fee, users will pay for custodial services provided by the school district, unless waived by the Superintendent.
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/director, is employed at the expense of the user. Responsibilities of the kitchen worker will be outlined by the principal/director. 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/director.
8. No decorations shall be attached to the walls, ceiling or stage drapes in any manner whatsoever, except by special permission of the building custodian.
9. There shall be no refreshments sold or consumed on the premises, except in areas designated by the principal/director.
10. There shall be no use of smoking materials or illegal drugs at any time in any facility. There shall be no serving of alcoholic beverages at any function.
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. An organization which is permitted to use school facilities under this policy shall not discriminate on the basis of age, sex, race, color, marital status, familial status, physical or mental disability, religion, national origin, or sexual orientation. Nevertheless, for purposes of the use of school property for activities not sponsored by the district, this non-discrimination policy shall not be construed to bar any religious organization from limiting admission to or giving preference to persons of the same religion or denomination or from making such selection as is calculated by such organization to promote the religious principles for which it is established or maintained.

#### Regulations Governing Fees for Use of Facilities

1. Youth organizations and civic and non-profit groups using school facilities must pay the direct costs of heating, lighting, custodial and kitchen services. Proof of IRS non-profit status must be provided.
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. Users will be held responsible for any damages resulting during their use and will be billed for such damages.
4. Users must pay rental and any related expenses, upon receipt of a bill. Payment will be made to the Keene School District. Failure to pay within thirty (30) days will result in cancellation of future use of school facilities.
5. Rental fees will be calculated in accordance with Appendix A.
6. Multiple or long-term users may seek reduced charges. Requests for waivers or reductions in rental fees must be requested in writing to the Superintendent or his/her designee, and may be approved by the school board or its designated committee.

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New Hampshire School Administrative Unit 29  
 ADMINISTRATIVE PROCEDURE TO ACCOMPANY POLICY KF  
 COMMUNITY USE AND RENTAL OF FACILITIES

APPENDIX A - FEE SCHEDULE  
 (All Rates Per Hour unless otherwise noted)

FACILITY	CURRENT FOR PROFIT- NON-CHARITABLE	CURRENT GOVT- CHARITABLE
<b><u>Keene High School</u></b>		
Large Gym event	\$ 90.00	\$ 50.00
Large Gym practice		\$ 40.00
Small Gym practice	\$ 70.00	\$ 25.00
Small Gym event	\$ 70.00	\$ 40.00
Locker Rooms/ event	\$ 50.00	\$ 35.00
Cafeteria	\$ 50.00	\$ 30.00
Auditorium event	\$ 110.00	\$ 60.00
Auditorium practice	\$ 60.00	\$ 35.00
Auditorium Utility fee	\$ 20.00	\$ 20.00
Auditorium Utility fee	\$ 50.00 Day	\$ 50.00 Day
Aud. Relamp fee	\$ 20.00	\$ 20.00
Aud. Relamp fee	\$ 45.00 Day	\$ 45.00 Day
Dressing Room	\$ 20.00	\$ 30.00
Steinway practice	\$ 20.00	\$ 30.00
Steinway event	\$ 110.00	\$ 110.00
LGIA	\$ 40.00	\$ 25.00
<b><u>Keene Middle School</u></b>		
Gym event, practice	\$ 70.00	\$ 40.00
Locker Rooms	\$ 50.00	\$ 30.00
Cafeteria	\$ 50.00	\$ 30.00
Auditorium event	\$ -	\$ -
Auditorium practice		
<b><u>Elementary School</u></b>		
Multi-Purpose Room		
Fuller School	\$ 70.00	\$ 40.00
Symonds School	\$ 70.00	\$ 40.00
Other Elem. Schools	\$ 40.00	\$ 25.00
<b><u>All Classrooms</u></b>	\$ 50.00	\$ 30.00
<b><u>Labs, Library</u></b>		
<b><u>Athletic Fields</u></b>	\$ 60.00 Day	\$ 35.00 Day

\*IRS Tax Exempt certificate will be required to substantiate non-profit  
6/9/2009

