REGIONAL SCHOOL UNIT NO. 18

File: KFB

The primary function of school facilities is to serve the educational needs of students in our School Unit. The Board wishes to make these facilities available for broader community use when they are not in use for school purposes. The Board retains the right at all times to make individual decisions regarding the use of school facilities, but generally facilities will be made available in accordance with this policy.

The Superintendent shall be responsible for the overall implementation of this policy and for developing any necessary administrative procedures concerning facility use, as long as they are consistent with this policy.

I. Conditions of Use:

The following general conditions apply to all outside users of school facilities. Any additional conditions applicable to particular facilities will be provided at the time of application for facility use.

1. The School Unit assumes no liability for any damage or loss to non-school property resulting from the use of school facilities.
2. Upon request, the lessee shall provide a certificate of insurance in the amount of $1,000,000.00, naming RSU No. 18 as an additional insured and covering the period under contract if required by the Building Principal or designee.
3. Applicants must complete a facility use application and agreement which contains a release and indemnity provision and comply with all administrative procedures for reserving school facilities.
4. Organizations and groups must designate a specific person responsible for the event and for the supervision of those attending the event. The person responsible for any facility use must be over the age of 21.
5. Facilities must be used only for the approved purpose.
6. Any event advertising must make clear that the event is not school-sponsored.
7. Users must comply with all life safety code requirements and school safety rules.
8. All Board policies, procedures and school rules remain in effect during any facility use.
9. The Superintendent reserves the right to require that school personnel (such as custodians, kitchen staff or others) be present during an event. Fees for required school personnel will apply.
10. Users are responsible for maintaining appropriate supervision, order and security during the event. The Board/designee reserves the right to require that security or police personnel be present during an event. Any such costs shall be borne by the user.
11. Authorized school staffs retain the right to access all school facilities during all events.
12. School equipment and furniture are for on site use only. Projection equipment, sports equipment, etc. must be booked in advance through the Building Principal / or designee. Use of equipment is dependent on availability, and rental charges may apply.
13. The applicant group must wear appropriate shoes for activities on gymnasium floors and outdoor turf fields.

II. Prohibited Activities

The following general prohibitions apply to all outside users of school facilities. Other activities may be prohibited on a case-by-case basis at the discretion of the Superintendent.

1. No school facility shall be made available to any group or individual advocating unconstitutional or illegal acts.
2. No school facility shall be made available for any activities that are, in the opinion of the Superintendent contrary to the best interests of the School Unit or the welfare of its employees and/or students.
3. No school facility shall be made available in violation of any local, state or federal laws.
4. No school facility shall be made available for any purpose that may present a risk of damage to school buildings, grounds or equipment.
5. Possession or consumption of alcohol or illegal drugs on school property is prohibited.
6. Use of tobacco products is prohibited on school property.
7. The use of any pyrotechnical stage devices is prohibited. Use of open flames (i.e. candles) and fog machines must be approved in advance. Any electrical equipment that does not belong to the school must be inspected and approved for use.
8. No animals are allowed on school property. Service animals are addressed in accordance with Board Policy ACAC: Service Animals for Students and Employees

III. Policy Violations:

Users who violate this policy may be required to vacate the facility immediately and may, at the discretion of the Superintendent, be barred from future facility use.

IV. Appeals:

In the event that use of school facilities is denied or revoked, the applicant or user may appeal the decision in writing to the Superintendent. The Superintendent's decision is final.

V. Damages & Losses:

The lessee is financially responsible for any damage to the facilities or school equipment. RSU No. 18 is not responsible for loss or damage of articles brought to the facility. Vehicles are only allowed to park in designated parking areas.

VI. Custodial and Other RSU No. 18 Employee Services:

The Building Principal, or designee, will determine if basic custodial or kitchen services are needed. Basic custodial service includes unlocking doors, instructing the lessee as to the operation of necessary facilities, providing necessary equipment, and cleaning and securing the facility following use. All equipment to be moved must be done under the supervision of a custodian. The fee for these employee services will be in addition to rental costs. Event organizers are responsible for the cleanliness of the facility. Additional cleaning fees may be charged after an event.

VII. Cancellation of an Event:
The RSU No. 18 Superintendent, or his/her designee, has sole authority to determine whether the facilities should be closed for reasons of public safety. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are automatically cancelled without penalty to either party. However, every effort will be made to reschedule any canceled event to a mutually acceptable date.

VIII. Hours of Use:

The hours of use by outside organizations shall normally be restricted to the period after the school day ends to 10:00 p.m. on weekdays and from 8:00 a.m. to 10:00 p.m. on non-school days. In some instances, deviations from these hours may be permitted. Deviations from these hours will in no way limit or restrict the regular school instructional program. All organizations are expected to adhere strictly to scheduled hours.

Priority of Use

First Priority: RSU No. 18 recognized Clubs, Organizations, Events, Activities

Second Priority: Municipal organizations within the RSU, and organizations that exist solely for the benefit of the school.

Third Priority: Non-profit organizations located within the RSU.

Fourth Priority: Non-profit organizations located outside the RSU. NOTE: Any group wishing to qualify for this category must have a current copy of their 501(c)3 certificate on file with the RSU No. 18 Building Principal/ Performing Arts Center Director.

Fifth Priority: All other individuals and organizations.

Categories of Users

The Superintendent is the ultimate authority in all matters relating to use or rental of the facilities and has the authority to deny any request that is not in the best interest of the District or charge additional fees for any event that may have an unusual impact on the facilities. Service fees may or may not pertain to all users. All users are subject to charges for damage to the facility.

1. Non-Fee Paying Category:
- all RSU No. 18 organizations, clubs, activities, events, any organization that exists solely for the benefit of the school

2. Fee Paying Category:
- any non-RSU No. 18 organization that charges an attendance or participation fee for an event.
- Any non RSU 18 event that is utilizing the Performing Arts Center.
- Any non RSU 18 event that is utilizing the turf field / track complex.

Youth organizations that do not have at least 80% members (users) residing within the RSU 18 School District will be charged facilities usage fees.

The RSU 18 Administration reserves the right to charge facilities usage fees for any part of the RSU 18 facilities whenever deemed necessary for the best interest of the District.

Procedure for Securing Use

Any individual or group wishing to use RSU No. 18 facilities must complete a Request for Use Form and submit it to the Building Principal or designee. The Building Principal or designee will determine the availability of the facility. Requests must be approved by the RSU No. 18 Administration or designee. The Building Principal or designee will issue a contract for all approved requests from all users outside of RSU No. 18. The *Contract for Use and Rental of School Facilities* (Policy KFB-C) must be completed and returned to the Building Principal or designee with any supporting documents two weeks before the date of the event.

Deposit:

A deposit of 25% of the total rental fee is required for all fee paying users. The deposit is due upon completion of the Facility Use Contract. Final payment is due within 10 days of completion of the event. The deposit may be forfeited if the event is canceled.

Approved: April 2019

J. Duke Albanese Performing Arts Center

Auditorium Rules of Use:

- School lighting and sound equipment may only be operated by authorized technicians. The lessee may supply operators, but the light booth will not be available without the services of an authorized theater technician.
- School authorities have access to the auditorium at all times and may cancel or terminate an event at any time if, in their opinion, the event represents a danger to the facility or public safety, or if it is considered unacceptable for a public performance.
- School authorities have the right to remove unruly persons and enforce all building rules.
- No sales of any kind are permitted without permission of the Performing Arts Center Director.
- The lessee will only have use of those areas of the building that are under contract.
- Set construction or painting is permitted in approved areas only with advance permission.
- No nails, screws, or tape may be attached to the walls or floors without advance permission. Gaff tape is the only tape that will be approved for use on the stage floor.
- No school property may be removed from the auditorium without advance permission.
- All sets, props, and costumes must be removed from the premises within one day after the last performance under contract. Some storage may be allowed by special permission of the Performing Arts Center Director. The school accepts no responsibility for articles left on school property by the lessee.
- Photographing, videotaping, filming, and recording are permitted only by special permission of the Performing Arts Center Director.
- Food, beverages and chewing gum are never permitted in the auditorium. Bottled water is permitted.
- The possession of firearms on school property is prohibited except by authorized security personnel.
- The school will not take responsibility for any equipment shipped to the lessee unless prior arrangements are made.
- The supervisor in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- The Performing Arts Center Director is required whenever 100 or more people are in attendance.
- Each approved activity shall be restricted to that area for which permission is granted.
- Each approved activity shall not extend beyond the hours outlined in the request.
- No changes may be made in any areas of the Center unless authorized and supervised. Specific areas are
    - P.A. system, drapery set-ups, electronic equipment, light dimmers/ control board, light sources and piano.
- Nothing must be nailed or screwed into walls or floors. Scenery or set pieces should be braced and anchored with sandbags or similar methods. Gaff tape is allowed on floors. No signs or posters should be adhered to finished surfaces of the Center.
- All groups using the facility/ rooms adjacent to the Center will be responsible for returning the rooms to their original condition.
- Groups using the Center, at the discretion of the Director, will provide ushers to assist with seating and parking.

REGIONAL SCHOOL UNIT NO. 18

File: KFB – Procedure

RSU 18 Turf Field / Track Complex

In addition to all general RSU 18 facilities use rules, the following rules will pertain to the use of the high school turf field / track complex.

- The athletic complex will not be used for concerts or other non athletic events or non-academic events unless approved by the Superintendent of Schools.
- Gum, sunflower seeds, lollipops, hard candy and soda are examples of food not permitted on the field or track. All food and drink, excluding water, is limited to the concessions and bleacher area.
- No glass containers.
- No unauthorized vehicles on the field or track.
- Dogs are not allowed on the track or field surface.
- Roadway gate must be kept closed at all times: Access is for emergency vehicles only.
- No painting or markings will be put on the field
- Bikes, skateboards, hoverboards, inline skates, etc. are prohibited on the track.
- The sound system and scoreboard can only be operated by an RSU 18 employee or someone approved by the principal or designee.
- No metal spikes allowed on the turf field.
- No person shall engage in the sale of merchandise or operate any food concessions without prior approval.
- No posting of signs or decorations without prior approval.
- All trash must be placed in the proper receptacles. Users are expected to leave the facility in the same condition or better than when it was found.

Use of School Buildings and Facilities Contract

Today's Date: _____

Name of the organization or person renting the facility: _____

Mailing address: _____ City: _____

State: _____ Zip: _____ Contact #: _____

I have read the facilities use policy (KFB) and agree to comply with this policy. Please check to confirm. ☐

Event Information:

Date of Event:: _____ Time facility opens: _____ AM / PM Time facility closes: _____ AM / PM

Start time for event: _____ AM / PM End time for event: _____ AM / PM

Facilities needed	Fee(s)
Services needed	Fee(s)
Equipment needed:	Fee(s)

All facilities use requests should be submitted to the building principal. For use of the Performing Arts Center, please submit the form to the Director of that facility.

All equipment rentals must be confirmed with the Maintenance Director 72 hours prior to the rental to avoid conflicts.

Signature of person requesting facilities use: _____

Office Comments:

Approving Administrative Signature: _____ Total Fee: _____

check box to confirm proof of Liability Insurance ☐ 25% due to reserve _____

Facility / Service	Fee Schedule
Performing Arts Center ** must also add PAC Director	1st performance: $650.00 Additional performances: $250.00 Rehearsals: $250.00
Band Room	$20/hr
Cafeteria	$20/hr
Classroom	$10/hr
Gym	$25/hr
Playing Fields	$50/hr
Parking Lots	$16/hr
Athletic Complex (Track and Turf Field)	$100/hr
Services	**Fee Schedule**
PAC Director ** required for PAC use	$30/hr
Technical Director	$25/hr
Custodial (per person) * 2hr Minimum charge	$35/hr
Food Service	$35/hr
Field Maintenance per person (Minimum of 2hrs)	$35/hr
Scoreboard Operator	$35/hr
Field Supervisor	$35/hr
Security	Oakland PD fee
Equipment	**Fee Schedule**
Grand Piano	$150/hr
Upright Piano	$90/hr
Field Lights	$25/hr