

## **KF-R – REGULATIONS FOR USE OF SCHOOL FACILITIES**

### **POLICY**

It is the policy of the Epping School Board to make the school facilities available for use by the general public whenever possible provided the group or organization meets the requirements outlined herein or as amended by School Board action. For the purpose of this policy school facilities include all buildings, grounds, and contents.

Approval for use of school facilities shall not be considered as an endorsement or approval of the activity, group or organization, nor the purposes they represent.

The District Business Administrator shall be responsible to the Superintendent of Schools for the overall administration of the use of school facilities.

### **PRIORITY OF USAGE**

1. School sponsored and school related events
2. Town sponsored events
3. Community educational and recreational events
4. Other local groups
5. Out-of-town groups.

### **AVAILABILITY REGULATIONS**

1. Normal Hours - Normal hours of facilities use will be from 4:00 pm to 10:00 pm, Monday through Friday. Approval for facilities use, during normal hours and non-holidays, may be granted by School Principals or designees. The School Principal will assign the facilities applicant to a specific area based on the nature of the activity, the number of people in attendance, and other relevant factors.
2. Weekend Hours - Weekend hours of facilities use will be from 8:00 am to 11:00 pm, Saturday and Sunday. Approval for facilities use during weekend hours may only be granted by the District Business Administrator. The District Business Administrator will assign the facilities applicant to a specific area based on the nature of the activity, the number of people in attendance, and other relevant factors.
3. School Holidays - School buildings will be closed on all school holidays.
4. Vacation Breaks - School facilities requests will be accepted over vacation breaks only if a custodian is willing to be on duty and can be found. No custodian will be required to be on duty for a facilities use during these breaks. Approval for facilities use during vacation breaks may only be granted by the District Business Administrator.
5. Cleaning & Maintenance Schedules - School facilities requests will be accepted as long as they do not conflict with cleaning and maintenance schedules.
6. Summer Months - School gymnasiums, cafeterias, and media centers are scheduled for extensive cleaning and maintenance during the months of July and August which may result in limited access to a particular gymnasium, cafeteria, or media center for an extended period during these months.

7. Repairs & Construction - School buildings and grounds will not be available during repairs or construction.

## **FEES**

1. Custodian Requirement - A custodian must be on duty at any time the facility is in use. Groups not complying with the 11:00 pm closing time will be subject to the cost of custodial overtime. Waivers of this requirement may be granted by the District Business Administrator or Epping School Board. If the custodian requirement is waived, the applicant will be responsible for supervising the activity and leaving the facilities as found. If the custodian requirement is not waived, the applicant will be responsible for custodial fees in addition to rental fees if applicable. The applicant may also request the District to provide custodial services subject to the fee schedule.
2. Kitchen Use - The District Food Service Supervisor will be contacted at the time of the request if kitchen or kitchen equipment is to be utilized. A Food Service Program employee may be required to be present if the kitchen and/or equipment are to be used. Waivers of this requirement may be granted by the District Business Administrator or Epping School Board. If the kitchen staff requirement is waived, the applicant will be responsible for supervising the activity and leaving the kitchen as found. If the kitchen staff requirement is not waived, the applicant will be responsible for kitchen fees in addition to rental fees if applicable. The applicant may also request the District to provide kitchen services subject to the fee schedule.
3. School Sponsored and School Related Groups - There will be no facility use fees charged for school sponsored and school related groups. Custodial and kitchen fees may apply for school related groups requesting facilities use outside of normal hours.
4. Town Sponsored Groups - There will be no facility use fees charged for town sponsored groups. Custodial and kitchen fees may apply for town sponsored groups requesting facilities use outside of normal hours.
5. Community Non-Profit Groups – There will be no facility use fees charged for Epping Community educational and recreational groups. Custodial and kitchen fees may apply for community non-profit groups requesting facilities use outside of normal hours. Community educational and recreational groups must meet the 80% rule in order to receive priority and non-fee status. This rule mandates that groups must have 80% or more Epping residents in their group. The District may require documentation that this regulation is met.
6. Community Profit Groups or Other Local Groups – There will be facility use fees charged for Epping Community profit groups or other local groups. Custodial and kitchen fees may apply when such groups request facilities use outside of normal hours. Waivers of fees should be requested in writing from the District Business Administrator and are subject to School Board approval.
7. Out-of-Town Groups - There will be facility use fees charged for out-of-town groups. Custodial and kitchen fees may apply when such groups request facilities use outside of normal hours. Waivers of fees should be requested in writing from the District Business Administrator and are subject to School Board approval.

8. Cleaning and Damages - The facilities applicant will be responsible for leaving the facilities, furniture, and equipment as found. If any damages and/or excessive clean up costs occur, the group will be billed accordingly.
9. Fee Receipts and Invoices - The District Business Administrator or designee shall be responsible for all facilities use receipts and invoices, and the recording of such transactions in the district's general accounting system.
10. Waivers – Any group requesting a waiver of fees should forward the application and waiver request in writing for review and approval by the District Business Administrator and School Board.

## **APPLICATION PROCEDURES**

1. Written Application - Written facilities applications will be made, between the hours of 8:00 am and 3:30 pm, Monday through Friday, by contacting the School Principal or designee of the School Facilities to be used.
2. Contract - The “approved” Facilities Use Application will serve as a contract between the applicant and the School District.
3. Normal Use Timeline – Applications should be made at least two (2) weeks in advance of the date required, whenever possible. The School Principal may accept applications in advance of two (2) weeks at his/her discretion.
4. Outside of Normal Use Timeline - Applications should be made at least four (4) weeks in advance of the date required, whenever possible, as the request is subject to District Business Administrator or School Board approval.
5. Profit, Other Local, and Out-of-Town Group Timeline - Applications should be made at least four (4) weeks in advance of the date required, whenever possible, as the request is subject to District Business Administrator or School Board approval.
6. Waive Fee Requests - Applications should be made at least four (4) weeks in advance of the date required, whenever possible, as the request is subject to District Business Administrator or School Board approval.
7. Insurance Requirements - Insurance Certificates, naming the Epping School District as an additional insured, shall accompany and be attached to the Facilities Use Application prior to the authorization of the activity or event by the School Principal or designee, District Athletic Director, or District Business Administrator.
8. Confirmation of Use - The applicant shall receive confirmation of his/her request within one (1) week of the request.
9. Copies to Applicant - Upon request the applicant shall receive a copy of the rules and regulations for facilities use. Upon approval the applicant shall receive a copy of the approved application.

## **APPROVAL PROCEDURES**

1. General School Facilities - The School Principal or designee shall be responsible for scheduling and approving all requests within the normal hours for general facilities use from the following groups:
  - a. School sponsored and school related events

- b. Town sponsored events
  - c. Community educational and recreational events.
- 2. Middle & High Schools Gymnasiums and Stage Area - The School Athletic Director or Principal's designee shall be responsible for scheduling and approving all requests within the normal hours for the use of the middle school gymnasium/stage and high school gymnasium from the following groups:
  - a. School sponsored and school related events
  - b. Town sponsored events
  - c. Community educational and recreational events.
- 3. Fields – The High School Athletic Director shall be responsible for scheduling and approving all requests for the use of district athletic fields from the following groups:
  - a. School sponsored and school related events
  - b. Town sponsored events
  - c. Community educational and recreational events.
- 4. Weekend and Vacation Breaks - The District Business Administrator shall be responsible for scheduling and approving all requests. The District Business Administrator shall coordinate facilities use requests with the respective School Principal or Athletic Director.
- 5. Profit, Other Local, and Out-of-Town Requests - The District Business Administrator shall be responsible for scheduling and approving all requests. The District Business Administrator shall coordinate facilities use requests with the respective School Principal or Athletic Director.
- 6. Regular Use Requests - Groups requesting the use of facilities on a regular basis for specific kinds of activities may receive approval for use up to the full school year. Such approval may be revoked at any time, and may be revised or amended to accommodate school events. The regular school approval procedures apply.

## **SAFETY & SECURITY REGULATIONS**

- 1. Designated Use - All groups will be restricted to the dates, times, and areas designated in the Facilities Use Contract.
- 2. Safety Requirement - All safety regulations established by local and/or state officials will be complied with at all times. There will be no illegal games or open flame allowed.
- 3. Cell Phones - All applicants are required to carry a cell phone in case of emergencies.
- 4. Adult Supervision - At all times activities will be under competent adult supervision. Adequate adult supervision is required at all activities involving children. At the time of the request, the number of adults supervising the activity will be designated by the requestor. The facilities applicant will be notified if the number of adult supervisors is determined to be inadequate.
- 5. School Closings - If school is closed due to inclement weather or some other emergency, all after school events will be cancelled. The District does not assume responsibility of

contacting groups when such closures occur. Exceptions may be granted by the Superintendent.

6. Police Protection - Police protection may be required at the discretion of the School Principal, District Athletic Director, District Business Administrator, or School Board. The facilities applicant will be responsible for making arrangements and paying for police protection.
7. Parking - Parking for all vehicles at events will be restricted to the parking lots and other designated parking areas.

## **FURNITURE AND EQUIPMENT REGULATIONS**

1. Requests - If school furniture and/or equipment are to be utilized, the facilities applicant shall so indicate at the time of the request. School personnel may be required to train for and/or supervise the proper use of school equipment.
2. Leaving in Condition Found – The applicant will return all furniture and equipment used or rearranged to its original location before leaving the premises.

## **BEVERAGES, FOOD, AND SMOKING REGULATIONS**

1. Alcohol - There will be no alcoholic beverages in any school building or on school property. The Epping Fireman's Ball may be exempted from this regulation, but only with School Board approval.
2. Smoking - There will be no smoking in any school building or on school property.
3. Food & Beverages - Consumption of food and beverages will be restricted to designated areas. No food and beverages, excluding water, will be permitted in the middle and high school gymnasiums.
4. Concessions - The school reserves the privilege to operate any concession.

## **GENERAL REGULATIONS**

1. Notification of Change in Facility Use – Facilities users are to notify the School Principal or designee of the School Facilities as soon as practically possible if they decide not to use the facility as approved or if their plans have changed so that the District may accommodate these changes and/or make the facility available to other facility users. This includes users that have been approved for an extended period of time. Changes in facility use plans must go through the application and approval process.
2. Exceptions - The District Business Administrator will consider exceptions to these rules and regulations on an individual basis upon written request.
3. Right to Deny Request - The School Board reserves the right to deny the use of facilities to any group or organization.
4. Revoke Use - The School Board reserves the right to revoke facilities use without notice.

## **INSURANCE REQUIREMENTS**

Proper liability insurance shall be required by all groups given permission to use school facilities, except where coverage is already provided by the Board. The following insurance requirements must be fulfilled before the Facilities Use Application is approved:

1. The applicant shall take Public Liability Insurance to protect the Epping School District and its employees from claims for personal injury in the amount of coverage totaling \$500,000 to \$1,000,000. The amount of insurance may be adjusted by the District Business Administrator should it be deemed necessary.
2. The applicant shall take Public Liability Insurance to protect the Epping School District and its employees from claims from property damage in the amount of coverage totaling \$50,000. This coverage may be adjusted by the District Business Administrator should it be deemed necessary.
3. The Epping School District shall be named as Additional Insured for the activity under each insurance policy.
4. Sponsors renting the facilities are responsible for personal injuries to persons attending the activity.

### **FACILITIES USE FEES AND RELATED COSTS**

The Epping School Board has adopted the following fee schedule for the rental of school facilities to other local groups, profit organizations, and out-of-town groups or organizations for a period of time not to exceed eight (8) hours on any given day. Fees for groups and organizations requesting multiple days and/or time in excess of eight (8) hours will be considered on a case-by-case basis.

### **RENTAL OF FACILITIES**

| <u>AREA</u>                 | <u>FEE</u>       |
|-----------------------------|------------------|
| Any cafeteria               | \$100.00         |
| High school gymnasium       | \$200.00         |
| Middle school gymnasium     | \$100.00         |
| Elementary school gymnasium | \$100.00         |
| Middle school stage area    | \$100.00         |
| Any computer lab            | \$50.00          |
| Any media center            | \$50.00          |
| Classroom                   | \$25.00          |
| Kitchen area                | Personnel fee    |
| Fields with lights          | \$50.00 per hour |
| Fields with no lights       | \$25.00 per hour |

\* Field rental includes preparation, practice, and game time.

### **WAIVER OF FEES**

The above fees may be waived by the District Business Administrator in consultation with the Epping School Board if requested in writing.

#### EMERGENCY USE

The District will cooperate with recognized agencies, such as the Emergency Management, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.

#### CUSTODIAL FEES

The District Business Administrator may require a custodian to be present during activities which are scheduled for times a custodian is not on duty. The Epping School District will pay for these services and then bill the applicant at a rate not to exceed the actual cost to the District. Any custodial expense is in addition to rental fees.

If a custodian is not on duty as required, the District Business Administrator will determine the hours and chargeable time appropriate for the activity.

All applicants of school facilities are responsible to leave the facilities in at least the same condition as received. The Epping School District reserves the right to bill applicants for cleaning and damages to facilities.

#### KITCHEN FEES

The District Business Administrator may require a Food Service Program employee to be present for use of the kitchen. The Epping School District will pay for these services and then bill the applicant at a rate not to exceed the actual cost to the District. Any kitchen expense is in addition to rental fees. The District Business Administrator will determine the hours and chargeable time appropriate for the activity.

#### OTHER SCHOOL PERSONNEL FEES

If the District Business Administrator deems it is necessary that other school personnel be present to supervise the proper use of school equipment, their service will be billed to the applicant at the rate of \$20.00 per hour.

#### Statutory/Regulatory/Policy/Handbook Cross References

Handbook (None)

APPROVED/REVISED: November 8, 2007, March 4, 2010, September 2, 2010, May 19, 2011

PREVIOUS POLICY: November 13, 1997 "Regulations for Facilities Use"