

## SCHOOL ADMINISTRATIVE UNIT 79

**KF**

### COMMUNITY USE OF SCHOOL FACILITIES

The Gilmanton School District encourages community groups and outside organizations to use school facilities for worthwhile purposes when such uses will not interfere with the educational program of the school.

All arrangements for the use of school facilities will be subject to the administrative rules and regulations that are on file with the Superintendent of Schools and the Gilmanton School Principal. These rules and regulations will be subject to periodic review and modifications by the School Board.

Adopted: June 20, 1987  
Revised: February 8, 1993  
Revised: June 10, 2002

THE GILMANTON SCHOOL DISTRICT

REQUEST FOR USE OF SCHOOL FACILITES

OFFICE USE ONLY

Date: \_\_\_\_\_

Facility Fee: \_\_\_\_\_

Organization: \_\_\_\_\_

Custodial Fee: \_\_\_\_\_

Equip. Use Fee: \_\_\_\_\_

Other: \_\_\_\_\_

Organization Representative: \_\_\_\_\_ Telephone No. \_\_\_\_\_

Area(s) requested: \_\_\_\_\_  
(Gymnasium, Cafeteria, Stage, Classroom(s), Library, Changing Rooms, Kitchen, Music Room, Other)

Date (s) Requested: \_\_\_\_\_ Hours: \_\_\_\_\_ Date(s) Requested: \_\_\_\_\_ Hours: \_\_\_\_\_

\_\_\_\_\_

Long-Term Usage Request:

From: \_\_\_\_\_ To: \_\_\_\_\_ Hours: \_\_\_\_\_

Equipment Requested\* (check all those that apply):

- \_\_\_\_\_ Cafeteria Tables (#\_\_\_\_)
- \_\_\_\_\_ Piano
- \_\_\_\_\_ Folding Chairs (#\_\_\_\_)
- \_\_\_\_\_ Gym Divider Curtain
- \_\_\_\_\_ Side Basketball Hoops
- \_\_\_\_\_ Other \_\_\_\_\_
- \_\_\_\_\_ Bleachers
- \_\_\_\_\_ Podium
- \_\_\_\_\_ Floor Covering (gym)
- \_\_\_\_\_ Trash Barrels, Brooms, Mops
- \_\_\_\_\_ Scoreboard
- \_\_\_\_\_ PA System and Microphones
- \_\_\_\_\_ Theatrical Lights

\*All of the above will be operated or provided by the Lead Custodian or Principal's Designee.

I, as representative of the above named organization, have received a copy of and agree to abide by existing regulations covering the use of the above requested facility area(s). I also understand that use of this facility requires that my organization carry no less than one million dollars (\$1,000,000) public liability insurance, per event, with said policy naming the Gilmanton School District as co-insured. (A copy of this policy is to be provided to the building principal at least one week prior to the event.)

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Not Approved: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Other signatures as requested:

\_\_\_\_\_ Superintendent of Schools: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Gilmanton Fire Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Gilmanton Police Chief or Designee: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please note: School events take precedent. Organizations will be notified as soon as possible when a cancellation of the event is necessary due to a school event.

**COMMUNITY USE OF SCHOOL FACILITIES**

REGULATIONS GOVERNING USE OF FACILITIES:

1. All applications must be made in writing to the office of the Principal with a copy to the office of the Superintendent of Schools. A minimum notice of two (2) weeks is required.
2. The Principal will approve all applications for school related activities and applications for non-profit activities. All applications, subject to rental fees, will be submitted to the Superintendent with the Principal's recommendation for action.
3. School events take precedent when scheduling the use of the facility. In the event that a school event is scheduled to coincide with a pre-approved facility usage request, all attempts will be made for both activities to occur. Renters will be notified as soon as possible should a school event necessitate canceling their event.
4. The renter shall provide any and all necessary police and fire protection.
5. Only such facilities as have been recorded on the application shall be made available to the renter.
6. Gymnasiums shall not be made available on school days to the renter for any kind of preparation before 4:30 P.M.
7. Arrangements must be made in advance with the office of the Principal if preparations are to be made earlier than the day of the event.
8. Anyone considering the possibility of renting the gymnasium or cafeteria and who wishes to enter the building to take measurements or survey other arrangements shall stop at the office of the Principal and request this privilege.
9. No decorations shall be attached on the wall, ceiling or stage drapes in any manner, whatsoever, except by special permission of the building principal.
10. There shall be no smoking in any portion of the school building or on school grounds.
11. There shall be no alcoholic beverages of any kind allowed on school grounds.
12. There shall be no refreshments sold or consumed on the premises, except in areas designated by the building principal.

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13. District cafeteria help have only one duty, to supervise the cafeteria area. Food may not be cooked, nor dishes washed, in the kitchens without prior arrangements in writing by the Food Service Director.
14. There shall be no changes in lighting arrangements unless permission has been granted by the Principal. Under no condition shall there be any tampering with light controls.
15. Persons or organizations renting the gymnasium or multi-purpose room shall clear them of their equipment by 7:00 A.M. the following day if the day following is a school day. They shall be held responsible for any damage to school property. Additional custodial charges may be incurred if a custodian is assigned to supervise the clearing away on the following day.
16. Any group, organizations or persons renting or using school facilities shall show proof of public liability insurance before use of the facility. The minimum amount of insurance is to be no less than one million dollars (\$1,000,000) per event and naming the Gilman School District as co-insured. The Certificate of Insurance shall be delivered to the building principal at least one week prior to the event.
17. The School District reserves the right to terminate the rental agreement for failure of the renter, his/her agents or his/her employees to comply with District policies and regulations.
18. The suspension and/or alteration of these articles are at the discretion of the Gilman School Board.
19. The in-wall tables and benches at the Gilman School will not be used unless handled by the custodian.
20. No group is permitted to use the facilities unless a custodian, Principal or a School Board member is present.
21. Community groups using the facilities on a regular basis may apply to the Board for a waiver concerning the conditions of a custodian being present. The Board shall decide on these waivers on an individual basis. The Principal shall designate a member of the group as responsible for building security.
22. All monies associated with activities conducted by organizations or groups shall be the responsibility of that organization or group. The School District and/or School Board shall take no responsibility for security, accounting or handling of these monies.

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23. Any renter renting the grounds or outside areas shall be required to supply their own sanitary facilities at no cost to the School District. The building principal shall have the final say as to the placement of the facilities.
24. Renters are responsible for any damage to school property. Renters are expected to notify the Principal, Superintendent or School Board member as soon as the damage is discovered.
25. School telephones are not available for use during non-school events. A payphone is located adjacent to the cafeteria.
26. The school building is closed on legal holidays, snow days and other days when school is not in session. During school vacations the facility is not available for use; therefore, regularly scheduled long-term use of facility events are cancelled unless prior, separate arrangements are made with the building principal.

**FEE SCHEDULE:**

Categories:

- A. Branches of municipal government. (No charge)
- B. School and youth organizations that are affiliated with the schools and/or its student body (i.e. – scouts, youth sports, youth symphony, etc.). (No charge)
- C. Local groups, including religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations:
  - a. where no admission is charged;
  - b. Where there are no profit-making activities
  - c. For programs that are a benefit to the community;with board approval (No charge)
- D. Organizations which are cultural in nature and who have School District approval for ongoing use of the facility (i.e. – community theater, New Hampshire Music Festival, etc.). (No charge)
- E. Profit making activity where admission is charged and sponsored by or part of one of the groups identified in Categories B or C.
- F. Private promoters receiving a percentage of the profit and sponsored by or part of one of the groups in Categories B, C & D.
- G. Private promoters for their own exclusive profit.

**COMMUNITY USE OF SCHOOL FACILITIES  
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	E	F	G
Gymnasium	\$100.00	\$350.00	\$1,150.00
Multi-Purpose Room/ Cafeteria	\$75.00	\$250.00	\$350.00
Classrooms	\$50.00	\$150.00	\$250.00
Library	\$25.00	\$200.00	\$200.00

Fifty percent (50%) of the rental fee must be paid in advance of the event.

**EXTRA CHARGES (Apply to Categories C-G:**

Custodial fees: Actual hourly rate of \$15.00 per hour, minimum of \$30.00.

Cafeteria help: Actual hourly rate of \$15.00 per hour, minimum of \$30.00.

**REGULATIONS GOVERNING FEES:**

1. There will be no fee for any facility use by Gilmanton school groups or affiliated organizations.
2. Private promoters must pay fees five (5) days in advance of the event and, in case of cancellation after payment of the fee, twenty-five percent (25%) of that fee will be retained.
3. When there are two events held, one in the afternoon and one in the evening, a separate fee will be charged for each event.
4. The number of school personnel to be assigned to each event is at the discretion of the building principal and shall be so stated in the lease.

Adopted: June 2, 1987  
Revised: February 8, 1993  
Revised: June 10, 2002  
Revised: October 19, 2009  
Approved: November 9, 2009

## SCHOOL ADMINISTRATIVE UNIT 79

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### PUBLIC CONDUCT ON SCHOOL PROPERTY

For purposes of this policy, “school property” means any buildings, vehicles, property, land or facilities used for school purposes of school-sponsored events, whether public or private.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass or intimidate a staff member, a School Board member, sports official or coach, or any other person;
2. Damage or threaten to damage another’s property;
3. Damage or deface School District property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. Operate a motor vehicle in violation of an authorized District employee’s directive or posted road signs.
10. Violate other District policies or regulations, or an authorized District employee’s directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds. Law enforcement officials may be contacted at the discretion of the supervising district employee if such employee believes it necessary.

Additionally, the District reserves the right to issue “no trespass” letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district’s educational purpose.

#### **Legal References:**

RSA 193-11, Disturbance

RSA 635:2, Criminal Trespass

1<sup>st</sup> Reading: July 9, 2013

2<sup>nd</sup> Reading: September 10, 2013

Adopted: September 10, 2013

**Gilman School District Policy**