

Newton School - Use of School Facilities and Equipment Procedure

The facilities, and some equipment, of the Newton School may be used by residents of the Town of Strafford when school is not in session. The school facilities may also be used for community activities and public functions sponsored by civic, educational, and recreational groups. All such use shall be subject to the provisions of these procedures.

Each individual or group wishing to use the facilities shall first obtain the permission of the building principal or school designee at least two weeks in advance of the use. Each user must designate an adult to serve as the person responsible for the facilities use. This responsible party shall see that order is maintained, that minor children are supervised, and the terms of use are followed.

Terms of Use:

1. Ensure that no third party user is granted permission to use the facility or any portion without prior, explicit, written approval.
2. Ensure that no persons are restricted from participation for reasons of race, religion, sex, sexual orientation, creed, national origin, or handicapping condition.
3. Ensure that the representative specified in the application for the use of facilities as the "person responsible" for that use is, in fact, present for the full duration of the scheduled event.
4. Request and receive approval from the building principal for any signs, banners, or pennants which are displayed and assure that these do not deface school property in any way.
5. Provide adult chaperones for children attending any event in the school or gym.
6. Prevent the number of attendees from exceeding the authorized capacity for the part of the facility used.
7. Ensure the participants' vehicles are parked only in areas designated for parking or approved by the principal.
8. Ensure that all usage and persons participating are restricted to the assigned areas of the buildings and/or grounds.
9. Ensure food and drink are allowed only in areas designated for eating and only after receiving written permission in advance of the event.
10. Guarantee the activities will be orderly and lawful and not of a nature to incite others to disorder. (Reasonable security arrangements appropriate for the use shall be required and provided. The user may be required by the principal to provide law enforcement services at the user's expense.)
11. Disallow all animals in the building unless explicit, written permission is given with the exception of "service animals" such as seeing-eye dogs.
12. Observe the time limits specified in the approved application for the use of the facilities and/or grounds.
13. Agree to hold harmless and indemnify the school board and school district with respect to any claim of loss, injury, or damage because of negligence of the user or the user's employees

or agents, including damage to school property for which the board is liable. (The principal may require an insurance policy for such coverage.)

14. Comply with the principal's administrative regulations and school board policies and all applicable fire and safety regulations.

15. Comply will all federal, state, and local laws, regulations and licensing requirements.

The board gives the principal the right to approve or disapprove any facilities use request in accordance with this procedure and the provisions of the Buildings and Grounds Use Policy. The user of the facility will be expected to clean the used section of the building thoroughly after use and leave all furniture and other objects in an orderly manner consistent with their location and condition prior to use. The cost of any additional custodial time required to clean or move items as the result of use, as well as the cost of any damage to school property, must be paid by the user.

Under no circumstances shall the possession of alcohol, illegal drugs or weapons or the use of tobacco be permitted in the school building or on the school grounds.

Groups not associated with the school or community that are sponsored by Strafford residents may request use of the building through the principal. Whenever there is a conflict of planned activities, priority will be given first to school activities, then to community activities, and finally to private functions. Some groups will be required to pay a user's fee per each use in advance of the event. The user fee guidelines are below:

Group I. (No Charge)

All student activities, teacher groups and other school-sponsored organizations.

Group II. (Fees may be charged).

Any organization affiliated with the school that furthers education or contributes directly to education or fund raising for the **(Town)** School District;

Town Government, or any other agency of state or local government; or any non-profit community organizations, including political groups, comprised primarily of **(Town)** residents, teaching staff, or **(Town)** residents offering instruction to adults or children of the town

Group III (Fees will be charged).

Commercial groups, out of town non-profit organization. These groups must appear before the school board to request the use of the facilities, except for those groups directly hired by the district.

Space	Group II	Group III
Classroom	\$30/block	\$50/block
Cafeteria	\$50/block	\$ 100/block
Kitchen (not including personnel)	\$50/block	\$ 100/block
Gym	\$50/block	\$ 100/block
Athletic Fields	\$30/block	\$50/block

Blocks are time periods of 6 hours.

Fees for kitchen personnel/custodians/technical support personnel will be charged at rates reflecting the actual costs to School District. Rates shall be set annually by the administration.

The expense of police, additional custodial services, kitchen personnel, and auditorium technical support staff, when applicable, will be borne by the group requesting use of the facilities.

When private and institutional or group entities seek to use the school facilities on a frequent, extensive and/or regular basis, the Board may, at its discretion, meet with representatives of the entity and negotiate a mutually agreeable contract covering such uses. Any such contract shall specify the following: what facilities and/or grounds are to be used, the manner or purpose of such use, the number (or approximate number) of persons involved in the use, the times and duration of use, the arrangements for payment of any costs for damages or custodial services, the charges to be paid to the Strafford School District for such use, and any other provisions that seem necessary and appropriate. The Board reserves the right to refuse any such requests if it seems in the best interest of the school district. Any such contract shall be for no more than one calendar year.

Violation of any part of this policy may result in revocation of the privilege of using school facilities, equipment, and/or grounds.

Date: 12/2/2013