

PEACHAM SCHOOL BOARD POLICY
COMMUNITY USE OF SCHOOL FACILITIES

Prepared for 1st reading: 9/3/02

Policy Warned for Hearing: 9/13/02

Adopted: 12/2/02
Revised: 11/12/07

Copies to: Principal: ___ School Library: ___ Board Members: ___ CCSU: ___ Town Clerk: ___ Town Library: ___

Policy

It is the policy of the Peacham School District to encourage the community use of school facilities to support activities and functions for our children and residents and to enrich our community.

Implementation

1. School activities take precedence over all other uses of facilities.
2. Youth related and non-profit community based activities shall have priority for use of the building and grounds.
3. For profit and out of town organizations may be charged for use of the building.
4. The Principal shall have discretion for approving or denying any request in accordance with the guidelines.

PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES

All users will:

1. Ensure that the representative specified in the contract as responsible for school facilities is present at the scheduled event.
2. Ensure that the number of attendees does not exceed the authorized capacity of the facility.
3. Ensure that usage and users are restricted to assigned areas.
4. Allow food and drink only in areas designated for eating and only after receiving written permission in advance of the event.
5. Guarantee that activities will be orderly and make reasonable security arrangements appropriate for the use of the school facilities.
6. Prohibit smoking in buildings.
7. Ensure that alcoholic beverages are not served or consumed in buildings or on grounds.
8. Ensure that gambling is not permitted.
9. Leave the building in a neat and orderly condition.
10. Ensure reimbursement for the cost of damages occurring during use.
11. Agree to hold harmless and indemnify the School Board with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to School Board property or property for which the Board is liable. (An insurance policy for such coverage is recommended and may be required.)
12. For profit and out of town agencies will be charged \$25.00 for use of the building and \$25.00 for use of the kitchen. However, the Principal may charge more depending on the intended use, numbers of participants and nature of the organization.
13. Custodial fees may be charged to cover district expenses for custodial services as needed to cover the costs to the district.

Waiver, Indemnification and Hold Harmless Agreement

In consideration of having the benefit of the use of the facilities at Peacham School, 340 Bayley Hazen Road, of the Peacham School District, the undersigned organization, for itself and its officers, directors, employees, agents and members, hereby waives any claim for any personal injury, property damage, or other loss, expense or other damage that any of them may incur as a result of or related to such use, and does further hereby agree to indemnify and hold the above District and the Caledonia Central Supervisory Union and their directors, officers, employees, agents and contractors, harmless for and from any claim, demand, action, liability, expense or damage incurred as a result of or relating to such use.

ORGANIZATION:

BY:

Application For Use of School Facilities:

Peacham School District

Date: _____

Please submit this form, in duplicate, to:

(Name, address, fax)

The undersigned hereby makes application on behalf of
_____ for permission to use the
_____ (facilities desired) on _____ (date)
from _____ (am/pm) to _____ (am/pm) for the following purpose:

If said permission is granted, we hereby agree to comply with the rules, procedures and policies of the Board of School Directors governing the use of school facilities and to take the utmost care in the use of school property, and to pay for any damage to or loss of school property arising from our use of the building.

Furthermore, we agree to pay the fee charged for the rent, if any, and services of any personnel required and appointed by the school.

Organization: _____

Representative and Title: _____

Address: _____

Telephone: _____ Day _____ Evening

FOR DISTRICT PERSONNEL ONLY:

The above application is approved and charges will be as follows, payable to the
_____ School District.

Rental \$ _____ Custodian \$ _____ Deposit \$ _____

Supervisory: \$ _____ Police \$ _____ No charge

Other charges/conditions:

Signed: _____, Principal Date:

The above application is DENIED for the following reason:

Signed: _____, Principal Date:
