

## **COMMUNITY USE OF FACILITIES ADMINISTRATIVE REGULATION**

### **General Exclusions**

- A. No permits will be issued to minors.
- B. No permits will be issued to for-profit organizations or to individuals for projects involving personal financial gain.
- C. No permits will be issued to organizations or individuals for events which do not involve Biddeford residents and/or which are not for educational, recreational or civic purposes.

### **Liability for Use**

- A. The Biddeford School Department assumes no liability for injury to persons present as the result of any permit issued to a person or organization.
- B. The Biddeford School Department assumes no liability for damage or loss of any property or equipment brought to the facility as a result of any permit issued to a person or organization.
- C. The applicant shall be liable for any damage to school facilities and equipment.
- D. The Superintendent reserves the right to request applicants to post a bond or provide evidence of insurance before approving an application.

### **Applications and Scheduling of Facilities**

- A. Applications for use of any school facilities for non-school sponsored activities must be filed in duplicate at the Office of the Superintendent at least three weeks prior to the requested date. Incomplete applications will not be considered.
- B. The Superintendent will maintain a master calendar of use of facilities by school and community groups.
- C. School and school-sponsored activities shall have first priority for use of school facilities.

- D. The Superintendent retains the authority to approve or deny all facilities use applications and to refer applications to the School Committee for final disposition as he/she deems appropriate.
- E. The Superintendent will determine the appropriate fee for facilities use and any required services (such as police, custodians, cafeteria manager).
- F. Applicants will be notified by mail as to whether their application has been approved or denied.
- G. Fees must be paid one week in advance of the event date or the permit will be rescinded.
- H. If the applicant wishes to cancel, notification must be received 24 hours in advance or use/personnel fees will be charged.
- I. The Superintendent reserves the right to cancel scheduled events in an emergency.

### **Fees**

- A. The Superintendent and School Committee shall approve all fee schedules for use of facilities as well as hourly/flat fees for custodians, food service workers and other school personnel. Fees for municipal services such as police will be determined by the appropriate department.
- B. Free use of school facilities shall be limited to: 1) regular meetings of school-sponsored organizations (PTA, Teachers Association, advisory committees, or booster clubs) or municipal departments; and 2) regular meetings of non-profit organizations which involve school-age students (such as Boy Scouts and Girl Scouts). If such meetings take place when regular custodial coverage is not scheduled, there shall be a fee for the cost of custodial services.

### **Facilities Use Rules**

- A. One or more school custodians must be present at all times (as determined by the Superintendent).
- B. The Superintendent shall determine whether police or other safety/crowd control services are required. The applicant is responsible for all such fees.

- C. Representatives of the School Department shall be present at events as required by the Superintendent and shall have free access to all facilities in use by the applicant.
- D. Beverages and/or food may not be served or sold on school premises without prior permission. Areas where beverages/food may be served may be restricted and the cafeteria manager and/or other food service personnel must be present (as determined by the Superintendent).
- E. The applicant shall designate an adult to be present and held responsible for supervision of the event, maintaining order and proper care of the facilities.
- F. No tickets shall be sold for non-school sponsored events without prior permission of the Superintendent. The number of tickets sold shall not exceed the seating capacity of the facility.
- G. Publicity for events shall not be offensive and shall clearly identify the event's sponsor.
- H. The applicant shall comply with all applicable health and safety rules.
- I. No alcohol, drugs or smoking are permitted on school property.
- J. The applicant may not bring equipment onto school property without advance permission. Any equipment must be removed immediately after the permit expires, unless other arrangements are approved in advance. Any equipment which will be connected to the school's electrical system must be inspected and approved by the responsible custodian.
- K. The applicant may not use nails, tacks, screws or other fastenings which may deface school property.
- L. No school property may be moved or used without permission.
- M. The applicant may have access to the facilities only during the times stated in the permit.
- N. The applicant must immediately report any damage that occurs to the property. Immediately following use, the applicant and custodian will inspect the areas which were used. If the custodian determines that no damage has been done and the facility has been returned to its pre-use condition, he will provide appropriate certification to the Superintendent

(with a copy to the applicant upon request). Any damage and/or costs incurred in returning the facility to its pre-use condition shall be paid by the applicant.

- O. The custodian and/or other authorized school personnel reserves the right to revoke a permit at any time if the applicant fails to comply with these rules. Fees will not be refunded.
- P. Applicants who fail to comply with these rules may lose their privilege to use school facilities. Upon request, the School Committee may review the decision to deny or revoke a permit. The School Committee's decision shall be final.

Adopted: April 27, 1999