

## **RULES AND REGULATIONS RELATED TO USE/RENTAL OF SCHOOL FACILITIES**

- I. Whenever possible, the hours of use should coincide with hours during which custodians are on regularly assigned duty. All programs should be planned as to not interfere with the regular school day. Custodial fees include locking/unlocking, general maintenance, and may include set-up and or break-down of school equipment used. The Building Administrator or designee will inform the applicant when labor charges are necessary. Labor rates are based on current contractual rate and may include overtime.
- II. Schedule of labor rates and additional fees are based on cost and are intended only to defray expenses that otherwise accrue to the Brunswick School Department.
- III. The School Department reserves the right to adjust regulations or to cancel applications.
- IV. The School Department reserves all concession rights unless prior agreement is made with the Building Administrator.
- V. It shall be the responsibility of the persons using the facilities to leave them in the condition in which they were found. Approved applicants shall be responsible for damage that may be caused by their use or sponsorship. An appropriate charge shall be levied for any repairs or extra labor required for clean-up as determined by the Building Administrator.
- VI. The approved applicant in charge of the activity shall be present before the activity is due to start and shall remain until all have left the premises.
- VII. The organization using the facility shall be responsible for moving its own equipment.
- VIII. Each activity/program shall not extend beyond the area for which permission is granted and shall not extend beyond the hours outlined in the request.
- IX. No school property or equipment is to be removed from the premises.
- X. No alterations and/or changes may be made to school facilities unless authorized and supervised by the Building Administrator or designee. Specific to Crooker Theater are lighting, P.A system, drapery set-ups, electronic equipment, light dimmers and control board, light sources, piano, and heating/air conditioning equipment.
- XI. No painting of sets are allowed on the stage floor of the Crooker Theater.
- XII. No signs or posters should be adhered to finished surfaces of the facilities.
- XIII. Nothing may be nailed or screwed into the theater's stage floor without prior permission from the Building Administrator and/or designee.
- XIV. All groups will be held responsible for the removal of any equipment, stage props, or other materials not belonging to the Brunswick School Department immediately following the use of the facility.
- XV. Approved applicants will comply with local ordinances pertaining to buildings and their use and shall adhere to Town of Brunswick police and fire regulations at the applicant's expense. The Brunswick School Department reserves the right to require security (Brunswick Police) at the cost of the applicant if the Building Administrator or the Superintendent and/or designee deem it necessary for the safety of students and the general public.
- XVI. The Building Administrator and/or Custodian must have access to the facility at all times and shall have authority to enforce any and all building rules and policies.
- XVII. Use of tobacco (smoking or chewing) is prohibited in any facility at any time.
- XVIII. No person under the influence of intoxicating beverages or controlled substances shall be permitted in any facility, nor shall any person bring, use or serve alcoholic beverages or controlled substances.
- XIX. Food and beverages are not allowed in any part of Crooker Theater, either during rehearsals or during performances.

- XX. In order to insure the security of the kitchen facilities and inventory, no kitchen facility may be used unless a person from School Food Services is on duty and the user will be responsible for any charges for labor and rental. Labor rates are based on current contractual rates and may include overtime.
- XXI. In order to insure the security of the computer lab facilities and inventory, no computer lab facility may be used unless a person from Technology Services Department is available; the user will be responsible for any charges for labor and rental. Labor rates are based on current contractual rates and may include overtime.
- XXII. Since portable equipment is usually expensive and fragile and often requires a skilled operator, the loan of such equipment for non-school use is, in general, discouraged. However, instances involving urgent need for a piece of portable school equipment, or cases in which reciprocal arrangements for exchange of equipment exist, may be referred to the Superintendent and/or designee for approval of use. The Superintendent and/or designee may establish a rental fee for such use of portable equipment. When equipment is loaned, the Superintendent and/or designee may require signed legal proof of liability and/or a security deposit.
- XXIII. The Brunswick CATV Committee shall have the use of available necessary equipment for the purpose of televising meetings of the Town Council and School Board, and such other functions as are approved by the Superintendent and/or designee.
- XXIV. Failure to abide by these rules and/or failure to pay fees assessed may result in the revocation of future use of facilities

**FEE SCHEDULE FOR FACILITIES USE**

<b>Facility</b>	<b>Category 1 &amp; 2a</b>	<b>Category 2b</b>	<b>Category 3</b>
Regular Classroom	No Charge	\$30 daily	\$60 daily
Computer Classroom/Lab	No Charge	\$100 daily	\$175 daily
Gym/Cafeteria	No Charge	\$75 daily	\$125 daily
Athletic Field	No Charge	\$150 daily	\$250 daily
Crooker Theater	No Charge	\$350 daily	\$550 daily
Rehearsals- Crooker Theater	See I. above	\$50 per hour	\$70 per hour
HBS Community Rm and Hawthorne Conference Rm	No Charge	\$30 daily	\$60 daily
Piano	2a-\$100 daily	\$100 daily	\$100 daily
Sound System	2a-\$20 per hour	\$20 per hour	\$20 per hour
Stage Lighting	2a- \$20 per hour	\$20 per hour	\$20 per hour
Custodial Staff	See I. above	See I. above	See I. above
Kitchen Staff	See XX. above	See XX. above	See XX. above
Technology Staff	See XXI. above	See XXI. above	See XXI. above
Sound Technician	\$25 per hour	\$25 per hour	\$25 per hour