

## **COMMUNITY USE OF SCHOOL FACILITIES**

### **GENERAL**

School facilities belong to the community. The Board encourages the use of these facilities for activities that are of benefit to the community as a whole. The following policy statements define “school facilities” as buildings and grounds, parking lots, playing fields, fixed equipment, and Crooker Theater. The School Board wishes to encourage the sharing of resources between the Brunswick Recreation Department and the Brunswick School Department as well as between Merrymeeting Adult Education and the Brunswick School Department to increase benefits to the citizens of Brunswick. The School Board will consider joint utilization when such use is defined in advance and is included in the annual expenditure plan of both departments.

### **RESPONSIBILITY**

The Board authorizes the Building Administrators, subject to approval of the Superintendent and/or designee, to accept and act upon requests for use of school facilities in accordance with Board policies and regulations. Any denial of request by the Superintendent and/or designee may be appealed to the School Board through the Superintendent and/or designee. The School Board should make the final decision in case of dispute.

The Superintendent and/or designee is responsible for developing administrative regulations governing facility use and an appropriate fee schedule.

The Superintendent and/or designee shall provide a report to the School Board at its regular meeting of all approved non-student use of facilities.

### **REQUIREMENTS OF USE**

Application for facility use are to be made to the Building Administrator at least fourteen (14) days prior to date of use by completing a facility use request form found online on the district website.

Link: <http://www.brunswick.k12.me.us/facilities/schooldude-links/>

Certificate of Insurance naming Brunswick School Department as additional insured may be required by non-school related groups as a condition of approval (liability of \$1,000,000 and damage of \$25,000). The Superintendent and/or designee will make the final determination if a waiver is requested.

Facilities are not expected to be used in any way that would be considered below the standard of entertainment or amusement ordinarily provided by school groups or allied organizations.

Groups are responsible for payments of all federal, state, and other taxes that may be associated with their event.

All applicants must abide by Rules and Regulations Related to Use/Rental of School Facilities which can be found on the FACILITIES website.

**CATEGORIES AND PRIORITY OF USE** (for the following, please refer to *Rules and Regulations Related to Use/Rental of School Facilities* found on the FACILITIES website)

1. School-related refers to all school personnel and affiliated organizations whose purposes are school orientated. No fee for building use will be charged, but there may be a service charge. See Rules & Regulations I. & V.
2. Civic, community, cultural, educational, or philanthropic purposes are divided into two categories:
  - a. Uses that do not charge admission fees for the event. No fee for building use will be charged, but there may be a service charge. See Rules & Regulations items I. & V.
  - b. Uses that charge admission fees for the event. See fee schedule.
3. Commercial purposes relates to profit-making or commercial organizations or individuals. See fee schedule.

*Adopted: Prior to 1973*  
*Revised: 4/14/77 (Eff. 8/1/77)*  
*Revised: 6/21/83*  
*Revised: 7/17/84*  
*Revised: 12/11/90*  
*Revised: 11/8/95*  
*Revised: 11/13/96*  
*Revised: 5/12/99*  
*Revised: 10/14/09*  
*Revised: 2/14/18*