

**RULES RELATED TO USE/RENTAL OF SCHOOL FACILITIES**

1. The School Board, acting through its agent, the Superintendent or his/her designee, reserves the right to approve or reject any application.
2. Groups are responsible for payment of all federal, state and other taxes and/or fees.
3. Use of tobacco (smoking or chewing) is prohibited in any facility at any time.
4. Approved applicants shall be responsible for damage that may be caused by their use or sponsorship.
5. Approved applicants will comply with local ordinances pertaining to building and their use and shall adhere to Town of Brunswick police and fire regulations at applicant's expense.
6. No person under the influence of intoxicating beverages or controlled substance shall be permitted in any facility, nor shall any person bring, use or serve alcoholic beverages or controlled substance.
7. A custodial charge will be made by the School Department at the prevailing rate or at a rate of 1-1/2 times regular hourly rate if overtime is involved, double time on holidays, Saturdays and Sundays, plus a 30% surcharge on the custodial time. This may be waived only in those instances when a custodian is regularly on duty and the function does not require his/her direct attendance.
8. The Principal and/or custodian shall have authority to enforce any and all building regulations and policies.
9. Under no conditions shall the use of kitchen equipment be allowed by other than food service personnel. If food is prepared and/or served by other than food service personnel, school lunch employees will be present at the current rate.
10. No computer lab facility may be used unless a person from the Technology Services is on duty. The user will be responsible for any charges for labor and rental.
11. Approved applicants are expected not to use facilities in any way that would be considered below the standards of entertainment or amusement ordinarily provided by school groups or allied organizations.
12. Schedules of fees are based on cost and are intended only to defray expenses that otherwise accrue to the School Department.
13. The School Department reserves the right to adjust regulations or cancel applications.
14. The Superintendent will report monthly use of facilities to the Board in agenda notes.

*Adopted:* 10/11/95  
*Revised:* 11/13/96  
*Revised:* 5/12/99