

COMMUNITY USE OF SCHOOL FACILITIES

DEFINITION: The following policy statements define “school facilities” as buildings and grounds, parking lots, playing fields, and fixed equipment with the exception of Crooker Theater which is covered under a separate policy.

PHILOSOPHY: 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.

I. USE WITHOUT RENTAL CHARGE (Please refer to Section E)

- A. **Community Service or Enrichment:** Any non-profit group or organization providing to the general public a free service or free enrichment program such as health, education, safety, or culture may apply for use of the appropriate facilities without rental charge.
- B. **Instructional Use:** Any organization offering a tuition-free instructional program may have access to the appropriate facilities without rental charge by making application to the School Superintendent.
- C. **Meetings:** School facilities shall be made available without rental charge for meeting purposes to the following:
 - 1. Officially recognized citizen-school groups.
 - 2. Scout troops and scouting type organizations.
 - 3. Educational purposes acceptable to the Board.
- D. **Student Activities:** In order to encourage extra-curricular student organizations and appropriate student social functions, school facilities shall be made available without rental charge for meetings and activities of officially acknowledged student groups. In each case, charges for any necessary extra labor and conditions of use shall be specified by the appropriate building principal and/or the Director of Student Activities.
- E. **Conditions of Use Without Rental Charge:**
 - 1. Whenever possible, the hours of use should coincide with hours during which custodians are on regularly assigned duty. The appropriate administrator will inform the applicant when labor charges are necessary.

2. It shall be the responsibility of the persons using the facilities to leave them in the condition in which they were found. If this is not done to the satisfaction of the appropriate Principal, a charge shall be levied for any extra labor required for clean-up.
3. Applications for facility use, which are available from any school office, shall be submitted to the appropriate building principal, who shall be responsible for approval and scheduling of requests from organizations appearing on the list of approvable use developed by the Superintendent and the School Board. Other requests, after being submitted to the appropriate Building Principal, shall be forwarded to the Superintendent for action or referral to the School Board.
4. Any denial of request by the Superintendent may be appealed to the School Board through the Superintendent. The School Board shall make the final decision in case of dispute.
5. The Superintendent shall report to the School Board at its regular meeting all approved non-student use of facilities.
6. Proof of liability insurance coverage may be required as a condition of approval.
7. The Superintendent may approve the use of school facilities for private music lessons upon the recommendation of a music teacher and Building Principal. The following criteria shall be used when a request is made:
 - a. The use does not conflict with school-sponsored programs and activities;
 - b. Instructional philosophy and methodology are consistent with Brunswick School Department practices;
 - c. The instructional fee charged is fair, when compared with others providing a similar service and reflects consideration of free use of facilities.

II. RENTAL OF FACILITIES

School facilities may be rented for meetings and other activities with the approval of the Superintendent. Those who rent school facilities must comply with all current regulations regarding the use of school

property. A schedule of fees to be charged for rental of school facilities shall be approved by the Board.

The Superintendent shall keep a record of all organizations which rent school facilities in accordance with this section. Increases in all rental fees collected will be placed in an escrow account.

III. PUBLIC USE OF PORTABLE SCHOOL EQUIPMENT

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 for approval of use. The Superintendent may establish a rental fee for such use of portable equipment. When equipment is loaned, the Superintendent shall require signed legal proof of liability and/or a security deposit.

IV. CATV COMMITTEE

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.

V. SHARED COST RECREATION DEPARTMENT/SCHOOL DEPARTMENT USE

The School Board wishes to encourage the sharing of resources between the Brunswick Recreation Department 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.

VI. KITCHEN FACILITIES

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.

VII. COMPUTER LABS

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 and the user will be responsible for any charges for labor and rental.

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

Related Materials/Procedures:

List of Approved Users- KF

Schedule of Rental Fees- KF-E

Rules Governing Use of School Facilities- KF-R

Application for Use of School Facilities & Equipment- KF-E2