

**MILLINOCKET SCHOOL BOARD POLICY  
USE OF BUILDINGS - OUTSIDE ORGANIZATIONS**

CARE OF SCHOOL PROPERTY

Proper care and maintenance of our school buildings is essential in order to have a clean, healthy and safe school atmosphere. Organizations utilizing our schools can aid us by making certain their groups do not damage any facilities, keep clean the areas they are utilizing and make certain they have locked doors, turned out lights and double checked exits when leaving the building. Failure to do the above has, on occasion, helped to increase community taxes unnecessarily. An adult supervisor or teacher must be present while any group is using the school facilities. The supervisor's responsibilities include:

1. Assuming the responsibility for the building.
2. Allowing his/her group entrance into the facility (making certain his/her members do not enter the building prior to his/her arrival).
3. Remaining on site until activity is concluded and all persons have left.

PRIORITIES

All school sponsored activities have priority when facilities in a school are to be utilized. This means that on occasion your group will be canceled, if this facility is needed by the school.

Note: Principals are to add Rules and Regulations pertaining to their respective schools.

USE OF BUILDINGS - OUTSIDE ORGANIZATIONS

Realizing full well that the schools are community property, the School Committee endeavors to allow schools to be used as often as possible by outside organizations:

1. School buildings may not be used by other than school organizations except by permission of the Superintendent of Schools.
2. School activities will always take precedence for building use over outside organizational use.
3. Organizations utilizing a school building during hours when no custodian is on duty must arrange with the Principal to secure custodial services. The Principal will stipulate cost for same.
4. When an auditorium or gymnasium is utilized by an organization, said

organization shall pay for policing the building sufficiently to maintain law and order. The Principal of the school will determine and state the number of policemen necessary.

5. When an auditorium is used by an organization and an admission is charged, the organization will pay to the Millinocket School Department a \$75 fee or actual costs whichever is greater. A charge of \$15.00 per hour shall be assessed any outside organization when stage lights and dimmer controls are utilized. Furthermore, when these facilities are requested, the Principal of the school shall appoint a Director responsible for set-up and rehearsals and operating dimmer controls during performances. This Director shall be paid the current chaperone rate of pay by the organization utilizing this equipment. In the event student directors are used, they shall be paid minimum wage.

6. When a gymnasium is used by an organization, there will be a charge of \$100 or actual costs, whichever is greater, unless the event is run on a profit-sharing basis with some school organization. This charge may be waived by the Superintendent of Schools.

7. The organization shall assume financial responsibility for any damage done to the building or its contents during said organization's use.

8. The organization shall assume responsibility for public liability insurance relieving the school department of all responsibility for personal liability during said use by this organization.

9. **All Millinocket Schools and school grounds are alcohol-free, drug-free, and smoke-free at all times.**

10. All Millinocket Schools will be smoke-free at all times. School grounds will also be smoke-free during school hours and school functions.

#### USE OF BUILDINGS BY INDIVIDUALS FOR PROFIT MAKING ACTIVITIES

Whenever an individual wishes to utilize a public school gymnasium and/or auditorium, or other space, for a profit making activity, requested use of said facility shall be made to the Superintendent of Schools. If granted permission for said use, the following shall apply:

The individual shall:

1. Pay custodial service, as stipulated by the school.
2. Pay all fees, licenses and/or permits, as mandated by local or state law and provide school with proof of said permits, fees and/or licenses.
3. Pay police service, as recommended by the Chief of Police.
4. Pay liability insurance coverage for participants, spectators and faculty, as

deemed necessary by the School Department.

5. Pay fee of \$100 for use of the gymnasium and \$75 for use of the auditorium.

**Gymnasium note:** When a gymnasium is used by an organization, there will be a charge of \$100 or actual costs, whichever is greater, unless the event is run on a profit-sharing basis with some school organization. This charge may be waived by the Superintendent of Schools.

**Auditorium note:** A charge of \$15.00 per hour shall be assessed any outside organization when stage lights and dimmer controls are utilized. Furthermore, when these facilities are requested, the Principal of the school shall appoint a Director responsible for set-up and rehearsals and operating dimmer controls during performances. This Director shall be paid the current chaperone rate of pay by the organization utilizing this equipment. In the event student directors are used, they shall be paid minimum wage.

6. The individual shall abide by all building regulations and policies while utilizing the facility.

Permission to utilize a school building can be only considered at times when regular school is not in session or school activities have not been scheduled for the use of said facility.

If the Superintendent of Schools denies the activity request, the group or organization may appeal to the Millinocket School Committee.

Approved Date: 07/21/70

Approved Date: 11/23/81

Reviewed 1987, 2005

Approved Date: January 21, 1987

Revised: December 8, 1993

Revised: 12/08/93

First Reading with Revisions to Replace Original: 04-12-05

Second Reading and Adoption to Replace Original: 04-26-05

Revised: 5-23-17

First Reading: 7-17-17

Adopted: 8-1-17