



BUILDING USE - ADMINISTRATIVE GUIDELINES

Applications and Financial Procedures Related to the Non-RSU Use of Facilities

1. Applications:

- a. A request for non-Regional School Unit-24 (RSU) use (defined as all uses except those listed under 1. School Activities and 2. Official school related bodies in this Policy) shall be directed to the Building Administrator (BA) in writing on a Facilities Use Agreement Form (FUAF). Such request shall be made at least two weeks prior to the date/time of the desired use for a single meeting and three weeks prior to any usage beyond a single meeting/activity.
- b. Groups holding regular meetings throughout the year need file **ONLY ONE** application at the beginning of each school year. However, any special events of such groups must be covered by separate applications whenever they occur.
- c. Prior to any non-school use, an agreement shall be executed on behalf of the user by either a generally recognized organization having authority to enter into binding contracts or a responsible individual as determined by the BA. Such agreement shall provide for:
 - i the payment of any required fees and deposits,
 - ii indemnification of the district for any claims, demands or suits,
 - iii. evidence of necessary insurance coverage as deemed appropriate by the superintendent,
 - iv. cancellation in the event of unexpected needs for facilities for RSU purposes, and/or;
 - v. other conditions as deemed appropriate by the BA.
- d. The permission extended to any group to use facilities of the RSU shall expire automatically at the end of the period of time for which such permission was granted.

2. Payment:

- a The RSU shall be reimbursed for the use of any expenses incurred by the RSU on behalf of the renting agency.
- b. Users shall make checks payable to the RSU for the fee prior to use of the facility.
 - i. Deposits: In addition to any fees, the BA may require additional deposits as deemed necessary.
 - ii. Exchange of Services: BA's may, at their discretion, reduce or waive fees in exchange for services to the RSU from a group using the facilities. These services shall be outlined in writing at the time the contract is developed.

A. Types of Groups Authorized to Use RSU Facilities:

1. Use by RSU or public agencies will be free of charge. This includes, but is not limited to:
 - a. RSU Board (RSUB), and RSU teacher, advisory, and/or citizen committee group meetings.
 - b. RSU recognized student, parent and booster club activities.
 - c. Any official town, city, county, state, and national elections and sponsored candidate forums.

2. Use by any other educational institutions, charitable fund-raising for community benefits organizations, local church groups, and local non-profit community organizations may be granted a reduction or waiver of the building use rate schedule, at the discretion of the BA or Superintendent.
3. All other groups or organizations granted use of RSU facilities will be levied according to the fee schedule.

B. Regulations Regarding Use:

1. The use of alcoholic beverages in RSU buildings and/or grounds (hereinafter on RSU property) is prohibited without specific RSUB approval.
2. Gambling is prohibited on RSU property without specific RSUB approval..
3. There shall be NO smoking or other use of tobacco products on any RSU property.
4. All adult recreation programs must be sponsored and supervised by the local city/town and/or the local YMCA.
5. There shall be no temporary or permanent signs, banners, pennants, or the like placed in or on RSU property by any group except those associated with activities sponsored by the RSU or as approved by the Superintendent of Schools.
6. The use of a building by any outside organization will in no way restrict or limit the normal instructional program carried on during regular school hours.
7. The use of any RSU equipment is specially prohibited unless prior approval has been received from the BA in consultation with the appropriate personnel and, depending upon type of equipment, may only be used under the direct supervision of personnel considered qualified by the BA to use and care for such equipment. No equipment is to be removed from RSU property without the prior written consent of the BA.
8. The hours of use by outside organization shall normally be restricted to the period from after the school day ends to 10:00 p.m. on weekdays and from 8:00 a.m. to 10:00 p.m. on non-school days. In some instances, deviations from these hours may be permitted by the BA if such deviations from these hours will in no way limit or restrict the regular school instructional program. These limitations regarding hours of usage will not apply to the conducting of elections. All organizations are expected to adhere strictly to scheduled hours.
9. Use of buildings is strictly limited to the area or areas requested via application.
10. Keys/codes WILL NOT be issued to individuals requesting use of RSU property.
11. The BA must approve establishment of concessions for dispensation of foods, soft drinks, popcorn, candy, etc., in advance, on the application. This must comply with all applicable RSU Policies
12. In all instances, capacity is strictly limited to the seating or standing room capacity of the area in use.
13. The buildings will not be available for rental at times when they are scheduled for maintenance or custodial up-keep programs.
14. The RSU will assume no responsibility for receipt and/or storage of supplies or equipment for the benefit of the user group. Charges will be made for any space used for equipment and materials.
 - a. The BA shall be responsible for coordination and oversight of use with organizations applying for use of RSU facilities. The BA or his/her designee (which may be a building services employee) will be on duty when a facility is being used by outside organizations.
 - b. Any group or organization using RSU property shall save the city/towns, the RSUB, the individual members thereof and any and all RSU officials or employees free and without harm from any loss, damage liability or expenses that may arise during, or be caused in any way by, such use or occupancy of RSU property. The applicant, or designee thereof, must

agree to supervise the activities conducted during the entire rental period. If an outside group incurs property loss as a result of the use of any RSU facility, the amount of damage shall be determined by the BA and be borne by the group.

c. The organization or individual requesting the use of RSU facilities may be required to obtain general liability insurance in coverage's amounting to at least \$300,000 single limit liability. A certificate of insurance from an insurance company rated "A" or better, admitted to do business in the State of Maine shall be required to be provided covering the event for which the use of RSU facilities are requested.

d. The BA shall thoroughly investigate each request for use of RSU facilities and shall determine whether the requested non-school use is of the sort contemplated by Administrative policy and meets the criteria set out in Administrative policy.

The BA may deny the use of a facility to an approved group when the space applied for has already been committed to another group or the space applied for may not be used for the purpose requested under these regulations.

The BA has the right and obligation to refuse when there is a conflict within the RSU.

e. The BA reserves the right to transfer applications for use of any RSU facility to another comparable RSU facility when deemed necessary and that BA concurs.

f. Continued use of RSU facilities by any group is contingent upon the group's taking proper steps to protect the RSU property and to ensure complete safety, the observance of the prohibition against smoking or other use of tobacco products, alcoholic beverages on RSU property, and the reimbursement of its expense to the RSU. If the BA feels that misuse has occurred, it is his/her duty to advise the group so that the misuse will be stopped. If continued misuse occurs, the group shall be prohibited from further use of any RSU facility.

g. RSU Custodial Staff: All groups, with the exception of RSU-sponsored activities or events, will be charged 1 ½ times the hourly custodial rate (\$20.00 per hour) for each hour an RSU custodian is required as follows:

Weekdays after 10:00 p.m. at all RSU facilities, or a date school has been cancelled and all day Saturdays or Sundays

When any special services requested involves 30 minutes or more of services time.

A custodian shall be responsible for RSU facility security and operation. The leaser may assign secondary duties. All users of the Theater are required to provide complete custodial services.

h. Off-Duty Police: User groups may be required, at the discretion of the BA, to pay for off-duty police to be on site at the event for crowd and/or traffic control.

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