

# Wilton-Lyndeborough Cooperative School District

## Use of School Facilities Procedure Manual



## Policy Overview-Use of School Facility Wilton-Lyndeborough Cooperative School District

It is the Wilton-Lyndeborough Cooperative School Board's wish that the citizens of our town enjoy the use of school facilities and grounds. It is the school board's intent that such use should take place with regard to all applicable statutes and ordinances, and that such use should take place with obligation for the preservation of the facilities for school use.

Any group or individual requesting the use of school facilities, except for school activities, must submit an application with proof of liability insurance coverage to the school principal or his/her designee not less than two weeks prior to the time school facilities are needed. Facility use applications are available at the school facility as well as the school district's central office. If you do not have liability insurance you may purchase it by going to Entertainment Brokers International website <http://www.ebi-ins.com/> click on location-select PRIMEX then click on down arrow and choose town, city or school. This prefills the member address and then you can key in information regarding the specific event. For additional information, contact the Business Office at 878-8100.

Approval may be denied due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any Wilton-Lyndeborough Cooperative School Board policy or guidelines.

Facility Use applications will be issued first to schools for activities and organizations with direct school affiliation. Second priority is granted to the Town Recreation Department and third to organizations with direct town affiliation. Fourth priority is for those activities and organizations that serve the youth (under 21) of the community. Lastly, all other requests will be granted on first come first serve and basis of availability.

When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur. The Superintendent or his/her designee may waive this requirement.

Organizations connected with and promoting recognized school functions may use the buildings without charge. (See fee schedule)

Other organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the Superintendent and approved by the Board. (See Fee Schedule) "Other organizations" includes the Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball Inc., and any other group intended to serve youth under the age of twenty-one (21) and listed in Title 36 of the United States code. The Board reserves the right to waive rental fees for charitable or non-profit organizations.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteers. With the use of any kitchen facilities, food service personnel must be present.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

No school building or facility shall be used for the primary purpose of providing games of chance or gambling. The use of drugs/alcoholic beverages and smoking is not permitted in the school building or on school grounds.

The school District is not responsible for any items left at the facility or the facilities grounds. If there is any expense to have them removed/and or disposed of, it will be the responsibility of the applicant to pay for these services.

Animals except for service animals are not permitted in the facilities.

No use of computer labs, equipment or network access will be authorized.

If Police coverage is required for event, it will be at the applicant's expense.

The space may not be changed in any way without prior approval in writing from the designated facility use coordinator.

All activities must be concluded by 10:30pm and the facility and grounds vacated.

The superintendent or his/her designee, on the basis of this policy and its accompanying regulations, shall approve all rentals of school facilities. The Board must approve any special requests or exceptions to this policy and/or regulations.

It is the responsibility of the applicant to see that all guidelines of the School District are followed and any expenses incurred for vandalism or damage during their use of the facility will be paid by the applicant.

#### **RSA 155:78 Administrative Fines-Indoor Smoking Act**

The commissioner, after notice, pursuant to rules adopted under RSA 541-A, may impose an administrative fine of not more than \$100 per day for a first offense and not more than \$200 per day for each subsequent offense upon any person who violates any provision of this subdivision or rules adopted under this subdivision. Appeals from a decision of the commissioner shall be in accordance with RSA 541. Any administrative fine imposed under this section shall not preclude the imposition of further penalties or administrative actions under this subdivision. The sums obtained from the levying of administrative fines under this section shall be forwarded to the state treasurer to be deposited into the general fund.

Source.2008, 325:4, eff. January 1, 2009

*Authorization of use of school facilities shall be considered neither an endorsement nor approval of the activity, group organization or the purposes they may represent.*

## **Facility Use Categories**

### Group A-District sponsored school related events

District sponsored educational or interscholastic activities limited to student and school related functions.

### Group B-School Fundraising Groups for the purpose of fundraising

Examples include walkathons, talent/fashion shows, carnivals, and movie nights

### Group C-1-Non-profit Organizations, **Community** Parks and Recreation, Youth-Oriented **Community** Service Groups *that are not collecting admission fees*

Community organizations promoting youth programs (PTA/PTO, Booster Club, charitable organizations etc.). Youth programs such as Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball Inc., and any other group intended to serve youth under the age of twenty-one (21) and listed in Title 36 of the United States code. There is no charge to this group category because they are not collecting admission fees. Groups will be asked to provide proof of non-profit status.

### Group C-2-Non-Profit Organizations, **Community** Parks and recreation, Youth-Oriented **Community** Service Groups *that are collecting admission fees*

Same as group C-1 but this group is charging admission fees and therefore, will be charged a facility use fee.

### Group D-Fee-Based Non-Profit Organizations, Non-Community Parks and Recreation, Adult Community Service Groups

Organizations, when the programs and/or meetings are not open to the public. Meetings that occur on weekends, non-school days or holidays. Non-profit organizations using school facilities, and collecting monies will be charged a facility use fee.

### Group E-All Private Religious, **for-Profit** Organizations and Commercial Enterprises

Commercial ventures and other groups that do not have non-profit status will be charged a facility use fee if the activity in question is designed to create revenue for the group. If the activity is not being held for the purpose of raising revenue for the organization but is, instead, being held as a meeting, recognition event, or other activity such as a graduation, the group will be liable only for the actual district costs incurred to host the event.

\*Any educational entities providing educational services to the students of Wilton-Lyndeborough Cooperative School District will get a 25% discount and an additional 25% discount will be granted to any District employees providing these services.

*Facility Use Prices do not include custodial charge/s and or Food Service charge/s.*

**Amended: May 28, 2013**

**WILTON-LYNDEBOROUGH SCHOOL DISTRICT**  
**Application for Use of School Facilities**

Please complete and return this application to the school principal. The principal shall approve or disapprove all applications and provide a copy to the applicant and the superintendent's office.

Date of Application \_\_\_\_\_

1. Name of Applicant: \_\_\_\_\_

2. Name of Organization: \_\_\_\_\_

3. Date and Time of Use: \_\_\_\_\_ Hours: From \_\_\_\_\_ To \_\_\_\_\_

4. Facilities to be Used: \_\_\_\_\_

Gym/Multi-Purpose Room \_\_\_\_\_ Cafeteria \_\_\_\_\_ Kitchen \_\_\_\_\_ Library \_\_\_\_\_ Classroom \_\_\_\_\_

Other \_\_\_\_\_

5. Will the General Public be admitted? \_\_\_\_\_ Yes \_\_\_\_\_ No

6. Estimated Number of People: \_\_\_\_\_ Estimated Number of Vehicles: \_\_\_\_\_

7. Will chairs be required? \_\_\_\_\_ Yes \_\_\_\_\_ No How many? \_\_\_\_\_

8. Will Tables be required? \_\_\_\_\_ Yes \_\_\_\_\_ No How many? \_\_\_\_\_

9. Will food be served? \_\_\_\_\_ Yes \_\_\_\_\_ No Approved area: \_\_\_\_\_

10. Is police protection required? \_\_\_\_\_ Yes \_\_\_\_\_ No

11. Classification of Organization: \_\_\_\_\_ (see procedure manual)

12. General Description of the Planned Activity:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Rental and/or use of the school facility or any portion thereof is subject to the renting party obtaining comprehensive general liability insurance for the function which will hold the School District harmless from any and all claims for liability which might arise there from. The applicant will provide a certificate of insurance as evidence of Commercial General Liability coverage, naming the School District as an Additional Insured, with limits of at least \$1 million per occurrence. You will need to provide proof of coverage to the school principal or his/her designee not less than two weeks prior to the time school facilities are needed. If you do not have liability insurance you may purchase it by going to Entertainment Brokers International website <http://www.ebi-ins.com/> . For additional information, contact the Business Office.

Applicant acknowledges receipt of a copy of the Wilton-Lyndeborough Cooperative School District policy and procedure manual on "Use of School Facilities" and agrees to abide by all regulations relating to the use of the school facilities. The applicant agrees to provide adequate adult supervision at all times during the use of the facilities and will assume full responsibility for all fees, charges, and damage claims resulting from such use of school facilities.

Signed: \_\_\_\_\_ Home phone: \_\_\_\_\_

Address: \_\_\_\_\_ Work Phone: \_\_\_\_\_

**This section is to be completed by school personnel only.**

Method of payment is check only, made payable to Wilton-Lyndeborough Cooperative School District.

- |   |             |
|---|-------------|
| 1. Fees to be charged: \$ _____   | Paid: _____ |
| 2. Security deposit required: \$ _____                                      | Paid: _____ |
| 3. Balance due: \$ _____  | Paid: _____ |
| 4. Certificate of Insurance submitted: YES NO                               |             |
| 5. Custodial fee waived (applicant doing own custodial work): WAIVED YES NO |             |
| 6. Extraordinary expenses incurred: \$ _____                                | Paid: _____ |

Application is Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Lyndeborough Central School Facility Coordinator-Nadine Preftakes  
 Florence Rideout Facility Coordinator-Pat Stevens  
 Wilton-Lyndeborough Cooperative M/H School Facility Coordinator-Linda Draper

Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Daily Fee Schedule

Facility Room	Category A	Category B	Category C-1	Category C-2	Category D	Category E
Gym/Multi-Purpose Room	N/C	N/C	N/C	\$100.00	\$200.00	\$300.00
Cafeteria	N/C	N/C	N/C	\$100.00	\$200.00	\$300.00
Kitchen	N/C	N/C	N/C	\$100.00	\$200.00	\$300.00
Library	N/C	N/C	N/C	\$75.00	\$150.00	\$200.00
Classroom	N/C	N/C	N/C	\$50.00	\$100.00	\$150.00
Tennis Courts						
Sports Fields						
Additional Fees						
Custodian <b>2 hr. minimum</b>			Regular Rate \$20.00 per hour M-Sat Overtime \$25.00 per hour Sun-Holiday			
Food Service <b>2 hr. minimum</b>			Regular Rate \$18.00 per hour M-Sat Overtime \$20.00 per hour Sun-Holiday			
Technical Support <b>2 hr. minimum</b>			\$10.00 per person, per hour (student assistant) \$50.00 per person, per hour (Manager)			
Audio/Visual			\$25.00 per performance event, max \$60.00			

\*Any educational entities providing educational services to the students of Wilton-Lyndeborough Cooperative School District will get a 25% discount and an additional 25% discount will be granted to any weeklong District employees providing these services.

## **KF - USE OF SCHOOL BUILDINGS AND FACILITIES/GROUNDS**

When a school facility or school grounds is not in use for school purposes, it may be used by community groups and organizations as well as other non-community based groups, provided that the application process has been completed and is approved.

Any group or individual requesting the use of school facilities, except for school activities, must submit an application and proof of insurance coverage to the school principal or his/her designee not less than two weeks prior to the time school facilities are needed. Facility Use applications are available at the school facilities and the school district's central office.

No organization, group or person has any vested right to use the school facilities or grounds. The Superintendent or his/her designee, on the basis of this policy and its accompanying procedures shall approve all rentals of school facilities and grounds. The School Board reserves the right to make the final decision on the use of any school facility or grounds and approve any special requests or exceptions to this policy. Approval may be denied due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any Wilton-Lyndeborough Cooperative School Board policy or guidelines.

Facility Use applications will be issued first to schools for activities and organizations with direct school affiliation. Second priority is granted to the Town Recreation Department and third to organizations with direct town affiliation. Fourth priority is for those activities and organizations that serve the youth (under 21) of the community. Lastly, all other requests will be granted on first come first serve and basis of availability.

When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur. The Superintendent or is/her designee may waive this requirement.

Organizations connected with and promoting recognized school functions may use the buildings without charge. Any personnel or equipment charges may be incurred. The school district should not incur any expense for the use of the facility or grounds.

Other organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the Superintendent and approved by the Board. "Other organizations" includes the Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc., and any other group intended to serve youth under the age of twenty-one (21) and listed in Title 36 of the United States Code. The Board reserves the right to waive rental fees for charitable or non-profit organizations.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteers.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

Approval for use of school facilities shall be considered neither an endorsement nor approval of the activity, group organization or the purposes they may represent.

It is the responsibility of the applicant to see that all school facilities and grounds are left in satisfactory condition and the guidelines of the school district are followed including the allergy “safe” building requirements. Any expenses incurred for vandalism or damage during their use of the facility or grounds will be paid by the applicant.

*See Also: Use of School Facilities Procedure Manual*

***First Reading: April 24, 2012***

***Second Reading: June 20, 2012***

***Final Adoption: June 20, 2012***