

*Category R***COMMUNITY USE OF SCHOOL FACILITIES****Section I****A. Procedure for Requesting Facilities**

1. All requests for the use of facilities by any outside organization shall be made through the office of the Principal. Requests should be submitted on an application form at least two weeks prior to the date the specified facilities are desired.
2. Organizations will be billed for the rental fee on approval of the application billed by SAU upon completion of request. Checks will be payable to the "Alton School District."
3. Organizations using school facilities must designate a contact person who is responsible for the program or activity at the time application for use of the facilities is made. This person shall be responsible to the building principal.
 - a. Organizations using school facilities must designate one person in charge and present in the building at the time of the event or activity. (3 & 3a may be the same person)
4. Police coverage shall be required if size of event, type of event and time of day warrants coverage. It is the responsibility of the applicant to arrange coverage and payment with the Alton Police Department. This requirement will be part of the application and must be filled out in order for the application process to be complete. Any fees incurred shall be borne by the applicant.
5. In the event that notice of cancellation is received on the day of the planned activity, there will be a charge of 2 hours of custodial time if overtime would have been required for the activity. Cancellations received prior to this time will require no charge.

B. Restrictions in the Use of Facilities

1. There is no smoking allowed on school property.
2. The sale, use or possession of weapons, alcoholic beverages or controlled drugs on school property is forbidden.
3. Organizations using the facilities are not permitted, at any time, to change the electrical or electronic circuits in that facility or to change the setting of thermostatic controls.

4. When stage facilities, stage lighting, or audio-visual equipment are to be used, a lighting technician assigned by the school will be required and his/her time charged to the renting organization. This regulation will not be binding on any organization that can provide its own qualified operators. Final determination of the qualification of the operator will reside with the Principal or his/her designee. If no qualified technician is available, the use of lighting and audio visual equipment may be denied.
5. Putting up decorations or scenery, moving pianos or other furniture are prohibited unless special permission is granted by the Principal. Unless specific prior permission is received from the school administration, the use of scotch tape, masking tape, thumbtacks or nails is prohibited.
6. Scenery or other property will not be stored in the building without special permission from the building principal.
7. The School District assumes no responsibility for properties left on the premises by the applicant.
8. The School District or its representatives must have free access to all school facilities at all times.
9. Only gym shoes or sneakers shall be permitted on gym floors when they are used for sports. For non-athletic events held at any school gym, it is up to the discretion of the school principal whether the floor shall be covered.
10. If a school piano is requested, the principal's permission is required; it must be tuned by the organization after its use. If a piano is to be moved, the cost of moving and retuning the piano will be assumed by the applicant.
11. Any prohibitions applied at the building level to school groups in their use of the building shall apply equally to outside organizations, unless specifically released by the building principal.
12. In the case of outdoor activities (such as football, soccer, baseball and lacrosse) conducted inside, to protect the facility and participants:
 - a. Activities shall be limited to ensure that participants will have sufficient control over themselves and their equipment to avoid bodily harm or physical damage to the facility.
 - b. Activities that involve substantial probability that balls will reach more than halfway to the ceiling, lights or a suspended scoreboard, or substantial probability that hardcore balls will strike walls, windows, exit lights, doors, etc., shall be prohibited unless there is a written agreement between the user and the building principal, stipulating the protective measures which will be taken before such activities take place.

- c. To help reduce the probability of damage to the facility, certain balls may be deflated slightly, special indoor equipment may be employed, or nets to protect the facility may be used.
13. The use of the outdoor facilities (Soccer field, baseball and softball diamonds) will require the user to rake and drag all infields after use and use proper footwear, (cleats) while participating on the soccer fields. Trash needs to be picked up and disposed of. Any issues with the facilities (i.e. potholes, field irregularities, damaged equipment, etc...) must be reported to the Director of Buildings and Grounds within one business day. If the user wishes to use the outdoor facilities before or after the schools' season they will be responsible for all lining and return of equipment to storage. Softball and baseball fields should be raked and dragged after each use.

C. Responsibilities of the User

1. Any group using the buildings and/or grounds of the Alton Schools is required to restore to original condition any property destroyed or suffering from more than normal wear and tear. The Alton Schools shall be the sole judge of destruction of property or excessive wear and tear.
2. As per NFPA codes & NH Department of Safety, safety briefings are to be conducted before public events. "The person in charge shall be trained in the duties they are to perform in case of fire, panic and other emergency to effect orderly exiting." The school district has this training available as needed.
3. It is the responsibility of the group to pay for the police fees when required.
4. The individual or organization must return all furniture & equipment to its original location and ensure that it is left in original condition.
5. Teachers and administrators desks and the inside of student's desks & all work areas should not be touched for any reason.
6. The person in charge for the activity shall be present and designated as the person responsible for appropriate supervision of the program or activity.
7. Classification of Groups: Ratio of Staff to the number of participants: Outside normal school operating hours; recommended number of staff to participants is to ensure that adequate supervision is available;

Note: Adult staff may include instructors, organizers, and/or volunteers.

- a. Adults: 1 Adult staff member for every 25 participants;
 - b. Children ages 3-8: 1 Adult staff member for every 6 participants;
 - c. Children ages 9-12: 1 Adult staff member for every 10 participants;
 - d. Children ages 13-17: 1 Adult staff member for every 15 participants.
8. The user of any school facility shall assume full responsibility for any personal injury to participants and spectators.

Any person or organization using school facilities, whether collecting admissions or not, shall furnish a certificate of insurance acceptable to the Alton School District prior to the commencement of any use of the premises. Such certificate shall provide public liability insurance, for bodily injury and property damage and shall be filed with the building principal one week before the event. The Alton School District, its officers, agents, employees and servants shall be included as a Names Insured on the Certificate of Insurance. Said insurance shall not be less than one million dollars, and a higher limit may be required depending on the type and size of the activity. Should an injury to a participant occur, the building principal shall be notified within 48 hours of the injury, giving all particulars of such injury. The building principal may, at his/her discretion, waive the insurance requirement for an individual or group.

9. No reservation will be made until the application is returned and approved by the Principal.

D. Use of District Staff

1. Whenever custodial services are required, the number of custodians needed shall be determined by the Director of Building and Grounds. At no time is any organization to pay any individual directly.
2. Use of the kitchen will require prior approval by both the building principal and food service director. Food service personnel will be required to be on site.
3. Use of school cafeterias for functions requiring outside catering services will be under the general supervision of the Director of Food Service or his/her designee with a minimum of two (2) billable hours.
4. The group will be billed by the SAU for all required services with a minimum of two (2) billable hours.

Section II

A. Classification of Groups for Rental Purposes

1. Fees for the use of school facilities shall be governed by the classification of the requests listed below:
 - a. Category I: No usage fee will be charged.

School related activities such as PTSA, PMHS, Youth Organizations, and Alton not for profits, etc. Staff fees will only be charged if staff is required to work outside their normal working hours.

Includes: Not-for-Profits outside of Alton, where no admission / registration charged, Red Cross, Fire Training, etc.

- b. Category II: A usage fee will be charged to any Alton organization which charges a registration or admission fee to adult participants.
- c. Category III: All groups whether Alton based or outside the boundaries of Alton whose profit from admissions / registration fees is not intended to be used to further the purposes of the Alton School District, the youth of Alton or the citizens of Alton and its related activities.

The following information applies to Categories I, II & III

- (1) The group or organization has been approved by the building principal as an "approved user."
- (2) The group using school facilities provides adequate supervision of the activity.
- (3) The building or facilities used are scheduled for the hours the schools are normally open and covered by the custodial staff.
- (4) The building or facilities provides adequate supervision of activity.
- (5) The group using the facility will leave it ready for school use. (When custodial charges are not made, the custodians' only involvement should be to open up and lock up the facility. Custodians have their regular duties to perform.

Users of school facilities must leave the building in the condition in which they found it.)

- (6) The school will not be obligated to provide equipment for use of the group.

B. Priority of Building Use and Approved Criteria

- 1. Priority for use of school facilities will be as follows:
 - a. Alton Central School purpose
 - b. Public school related organizations (PTSA, PMHS, etc.)
 - c. Alton Organizations
 - (1) Child-focused
 - (2) Adult-focused
 - d. Individual within the district
 - e. Groups or individuals outside the district

Section III

Schedule of Usage and Rental Fee*

<u>SCHOOL</u>	<u>AREA</u>	<u>USAGE FEE</u> <u>CATEGORY II</u>	<u>USAGE FEE</u> <u>CATEGORY III</u>
ACS:	Stage	\$ 45.00	\$ 60.00**
	Gym Only	60.00	100.00
	Gym with lockers and showers	77.00	125.00
	Classrooms (reg.)	15.00	40.00
	Cafeteria	35.00	100.00
	Kitchen	60.00	100.00
Staff Fees:	Lighting Technician*	Hourly rate tied to Master Agreement	
	Custodial Fees*	15.61 - 26.74/hr.	15.61 - 26.74/hr.
	Piano Tuning Fees	85.00	85.00
	Cafeteria Staff *	13.56 - 26.91/hr.	13.56 - 26.91/hr.

* Hourly rates depends on regular or overtime rates.

*There is no usage fee for Category I.

**Classes sponsored by Alton Parks & Recreation will be charged a Building Use Fee of 10% of the daily total registration fee for the event e.g. Total fee raised \$70.00, 10% = \$7.00 paid to the District.

Building fees may be waived by the building principal.

NOTE: No group will be permitted use of school facilities if the proposed activity interferes with school programs. Limits may be placed on the number of dates that may be scheduled in advance at any one time. The principal may cancel permits for school-related use should there be any conflicts with school programs. Notification will be given at least one week in advance of a cancellation.

Proposed: 6/8/92; Adopted: 7/13/92

Amended: 10/26/92; Amended: 10/14/97

Amended: 5/4/98; Review: 5/14/07

1st Reading: 11/26/07; 2nd Reading/Adoption: 12/10/07

Review: 4/13/09

1st Reading: 7/20/09

2nd Reading/Adoption: 8/10/09

First Reading/Adoption: 1/13/14