

REGIONAL SCHOOL UNIT NO. 18

COMMUNITY USE OF SCHOOL FACILITIES



Today's Date: _____

As a responsible individual for the: _____
Group or Organization Name & Event or Function Name

I duly acknowledge receipt of the regulations governing the use of the James H. Bean School (JHB) and have read and understand the Rental Fee Schedule listed on the back of this form. I accept the responsibilities as stated in these documents. Please *check appropriate category* below and attach required certificates and down payment (if applicable).

RSU 18 Clubs, Organizations, Events, Activities (JHB-PTO, Other RSU PTO's) (1 st Priority) ()	Municipal Organizations within RSU (SAA then MYBA) (2 nd priority) ()	Non-Profit Organizations within RSU <i>must attach 501(c)3 certificate, certificate of insurance and 25% deposit</i> (3 rd priority) ()	Non-Profit Organizations outside of RSU <i>must attach 501(c)3 certificate, certificate of insurance and 25% deposit</i> (4 th priority) ()	All Other Individuals and Organizations <i>must attach certificate of insurance and 25% deposit</i> (5 th Priority) ()
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I also understand and agree that the use of school-owned equipment, materials and supplies is prohibited without specific prior authorization of the building Principal. Our group/organization will need the following:

Day and Date Needed: _____

Beginning & Ending Time: _____

Room / Area Being Requested: _____

Special Request: _____

Keys Requested: () Yes () No If Yes, keys will be returned to JHB on _____ by 4:00p.m.

In the event building keys are loaned to me, I take full responsibility for returning them to the school office no later than the day immediately following this event as agreed to above. If the key is lost you agree that you will be responsible for the replacement cost.

As the responsible individual for this group/organization, I am providing my personal information in the event that the JHB has any questions or concerns.

Responsible Person's Full Name: _____

Complete Address: _____

Daytime Phone Number: _____

Evening Phone Number: _____

Signature: _____

.....
 (for office use only)

Approved: () Yes () No _____

DATE APPROVED

ADMINISTRATOR SIGNATURE

() Building's Scheduling Calendar

() JHB Public Events Calendar

The Daily Rental Fees are based on an 8-hour day. For shorter periods of time, the fee is determined on an hourly rate equal to 1/8 of the daily fee.

RENTAL FEE SCHEDULE

Room	RSU 18 Clubs, Organizations, Events, Activities (1st Priority) & Municipal Organizations within RSU 18 (2nd priority)	Non-Profit organizations within RSU 18 – must have 501(c)3 certificate on file and provide certificate of insurance (3rd priority)	Non-Profit Organizations outside of RSU 18 – must have 501(c)3 certificate on file and provide certificate of insurance (4th priority)	All Other Individuals and Organizations – must have certificate of insurance and provide certificate of insurance (5th Priority)
Performing Arts Center (PAC) Contract Required	No Charge	\$300 1 st performance, \$100 each additional performance	\$450 1 st performance, \$100 each additional performance	\$600 1 st performance, \$250 each additional performance
Rehearsal	No Charge	\$20 per hour	\$20 per hour	\$20 per hour
Ban Room	No Charge	\$15 per hour	\$15 per hour	\$15 per hour
Dressing Room	No Charge	No Charge	No Charge	No Charge
Cafeteria	No Charge	\$15 per hour	\$15 per hour	\$15 per hour
Custodial	No Charge	\$30 per hour	\$30 per hour	\$30 per hour
PAC Director	No Charge	\$26 per hour	\$26 per hour	\$26 per hour
Technical Director	No Charge	\$20 per hour	\$20 per hour	\$20 per hour
Grand Piano	No Charge	\$140, includes tuning	\$140, includes tuning	\$140, includes tuning
Upright Piano	No Charge	\$90, includes tuning	\$90, includes tuning	\$90, includes tuning
Classroom	No Charge	\$8 per hour	\$8 per hour	\$8 per hour
Security	If deemed necessary	If deemed necessary	If deemed necessary	If deemed necessary
Cafeteria/Kitchen	\$25 per hour	\$25 per hour	\$25 per hour	\$25 per hour
Gymnasium	No Charge	\$16 per hour	\$16 per hour	\$16 per hour

* subject to availability of staff

DAILY OUTSIDE FACILITIES RENTAL

Area to be Used	Daily Rate	Hourly Rate
Playing Fields	\$250	\$25
Parking Lots	\$128	\$16

SERVICE FEES

Service	Daily Rate	Hourly Rate
Custodial (per person)	N/A	\$30
Food Service (per person)	N/A	\$15
Security	N/A	Oakland PD Cost
Field Maintenance (per person)	N/A	\$35
Performing Arts Center Director	N/A	\$26
Performing Arts Center Tech (per person)	N/A	\$20
Piano Rental – Baby Grand	N/A	\$140
Piano Rental – Upright	N/A	\$90

*subject to availability of staff

FOR OFFICE USE ONLY

Classification (circle one): 1 2 3 4 5

Rental Fee Due: _____

Down Payment Paid (date & amount): _____

501(c) required: YES NO

if YES, 501(c) received: YES NO

Certificate of Insurance required: YES NO

If YES, Insurance received: YES NO

Superintendent Waived: YES NO

If YES, Date: _____

Board Approved: October 12, 2011

M./Emma District (Delia KED)

revised December 2012

COMMUNITY USE OF SCHOOL FACILITIES

The primary function of school facilities is to serve the educational needs of students in our School Unit. The Board wishes to make these facilities available for broader community use when they are not in use for school purposes. The Board retains the right at all times to make individual decisions regarding the use of school facilities, but generally facilities will be made available in accordance with this policy.

The Superintendent shall be responsible for the overall implementation of this policy and for developing any necessary administrative procedures concerning facility use, as long as they are consistent with this policy.

A. Prohibited Activities

The following general prohibitions apply to all outside users of school facilities. Other activities may be prohibited on a case-by-case basis at the discretion of the Superintendent.

1. No school facility shall be made available to any group or individual advocating unconstitutional or illegal acts.
2. No school facility shall be made available for any activities that are, in the opinion of the Superintendent contrary to the best interests of the School Unit or the welfare of its employees and/or students.
3. No school facility shall be made available in violation of any local, state or federal laws.
4. No school facility shall be made available for any purpose that may present a risk of damage to school buildings, grounds or equipment.
5. Possession or consumption of alcohol or illegal drugs on school property is prohibited.
6. Use of tobacco products is prohibited on school property.

B. Conditions of Use

The following general conditions apply to all outside users of school facilities. Any additional conditions applicable to particular facilities will be provided at the time of application for facility use.

1. The School Unit assumes no liability for any damage or loss to non-school property resulting from the use of school facilities.
2. Proof of adequate liability insurance or financial resources may be required, depending upon the particular use.
3. Applicants must complete a facility use application and agreement which contains a release and indemnity provision and comply with all administrative procedures for reserving school facilities.

REGIONAL SCHOOL UNIT NO. 18

File: KFB

4. Organizations and groups must designate a specific person responsible for the event and for the supervision of those attending the event. The person responsible for any facility use must be over the age of 21.
5. Facilities must be used only for the approved purpose.
6. Any event advertising must make clear that the event is not school-sponsored.
7. Users must comply with all life safety code requirements and school safety rules.
8. All Board policies, procedures and school rules remain in effect during any facility use.
9. The Superintendent reserves the right to require that school personnel (such as custodians, kitchen staff or others) be present during an event. Any such costs shall be borne by the user.
10. Users are responsible for maintaining appropriate supervision, order and security during the event. The Board/designee reserves the right to require that security or police personnel be present during an event. Any such costs shall be borne by the user.
11. Authorized school staffs retain the right to access all school facilities during all events.
12. All facilities and equipment must be left in the condition in which they were received. The user shall be responsible for any clean-up and/or equipment repair or replacement costs incurred as a result of the facility use.

C. Policy Violations

Users who violate this policy may be required to vacate the facility immediately and may, at the discretion of the Superintendent, be barred from future facility use.

D. Appeals

In the event that use of school facilities is denied or revoked, the applicant or user may appeal the decision in writing to the Superintendent. The Superintendent's decision is final.

Date of Adoption: October 12, 2011

Policies/RSU No. 18 Policies/K – Community-School Relations/KFB – Community Use of School Facilities

M. E. D. District

D. E. D. KFB