

COMMUNITY USE OF SCHOOL FACILITIES

The Windham School Board acknowledges that the public schools and athletic fields are an integral part of the intellectual, social and physical well-being of its patrons. Therefore, it is the goal of the Windham School Board to make school facilities available to the public as time and resources allow, with school district activities having first priority. The School Board authorizes the Superintendent or his/ her designee to implement the following policy and procedures:

The Windham School District requires the hiring of a custodian for building use outside of the regular school/ work schedule of employees. The hiring of school district personnel as Supervisors may be deemed necessary for certain events. Fee schedules for supervisory and/ or custodial staff will follow a half-day (4 hours) or full-day (4+ hours) structure, and may include overtime charges.

As referenced in this policy, the term “school facilities” currently includes all school buildings and grounds and the SAU28 general use areas.

Permitted Use of School Buildings and Grounds:

Authorization for use of school facilities shall not be considered an endorsement or approval of the activity, group or organization nor the purposes they represent.

Requests for Use of School Facilities shall be granted in the following order, based on availability and in accordance with the policies and procedures set forth by the Windham School District:

Category A: Branches of Windham municipal government (no charge)

Category B: Windham community, private school and established youth organizations i.e. scouts, youth sports, musical, and theatrical, etc. (no charge)

Category C: Local groups including religious, cultural, fraternal, patriotic, political, service and duly established charitable organizations where no admission is charged and/or no other profit-making activity is engaged in (no charge if held during time when the school is open. Level D when activity requires custodians.).

Category D: Organizations which are cultural in nature and which have School District approval for on-going use of the facility i.e., community theater, musicals, speakers, singing groups, vocal or instrumental ensembles, private lesson program, etc.

COMMUNITY USE OF SCHOOL FACILITIES

(continued)

Category E: Profit making activity where admission is charged and sponsored by or part of one of the groups identified in Categories B or C.

Category F: Private promoters receiving a percentage of the profit and sponsored by or part of one of the groups in Categories B, C & D.

Category G: Private promoters for their own exclusive profit.

The school district Athletic Director may limit the use of athletic fields as needed in order to maintain playing conditions of the fields.

Procedures for Application for Use:

1. Written request form shall be submitted at least ten (10) business days prior to the event to the designated agent of the appropriate school or athletic fields or, in the case of the SAU28 building, the Facility Director. No reservations may be assumed until written application is made and has been approved. Requests must be made by a competent adult with the authority to sign written agreements on behalf of the requesting organization. Agreements are not transferable and only the authorized parties may use the facility.
2. An organization requesting regularly occurring dates may be given approval for an entire schedule. However, should a conflict arise due to an activity that forces the cancellation of the organization's activity, the organization will be given an opportunity to reschedule.
3. The Facility Director's office, in cooperation with the building principal, will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups
4. All municipal groups seeking the use of school facilities for sports and recreational activities during non-school time must be approved by the Town before being allowed to rent space. All other not-for-profit organizations should contact the Facility Director's office directly to schedule use of school facilities.
5. Sponsoring organizations shall provide sufficient competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued.

COMMUNITY USE OF SCHOOL FACILITIES

(continued)

6. All non-school organizations using school facilities may incur costs which will be the sole responsibility of the organization:

- Custodial & Grounds services
- Cafeteria usage
- Police personnel

7. Smoking (RSA 126-K:7) and the use of alcoholic beverages will **NOT** be allowed on school premises at any time (RSA 155:66, III.)

8. Anyone making use of school facilities under this policy, shall indemnify and hold the School District harmless, from any liability or expense that may arise by such use of district facilities. Also, in the event that property loss or damage to district facilities is incurred, a bill for said damage shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

9. All non-school groups must provide proof of liability insurance (\$1,000,000) and indemnify and hold the School District harmless in case of accident in order to receive approval to use School District facilities.

10. Rental fees and charges for use of school facilities shall be administered based on a fee schedule approved by the Windham School Board. The fee schedule will be subject to change at any time.

11. Request for use of special equipment or specific set ups must be made at the time of application. Requests to use PA systems, projectors, televisions, lighting, instruments, etc., shall be handled by designated school personnel unless prior permission has been granted.

12. Should a scheduled event result in damage to any equipment or property owned by the district, including athletic fields, the organization will be charged the full cost of repair or replacement.

13. Alterations of school grounds, buildings and equipment is prohibited unless permission is granted by the Windham School Board.

14. Refreshments shall be prohibited outside cafeteria area unless special permission is given by the designated agent and written on the approved request.

COMMUNITY USE OF SCHOOL FACILITIES

(continued)

15. A police officer is to be on duty at all town functions in all buildings, such as election, town meeting, etc. Additional police may be required at any function at the discretion of the Principal. Arrangements for police and crowd control are the responsibility of the applicant. A crowd control officer is required for any activity involving 250 or more people.

16. Illegal parking may result in vehicles being ticketed, tagged or towed at the vehicle owner's risk.

17. The applicant has the right to appeal a denial of application, and must do so by filing a written request for such appeal to the Superintendent.

FEE SCHEDULE – Categories (cost per day)

School Facility	A/B/C	D	E	F	G	Utility Costs
AUDITORIUM	N/C	\$150	\$300	\$400	\$500	\$9.00 PER HOUR
GYMNASIUM	N/C	\$150	\$300	\$400	\$500	\$9.00 PER HOUR
CAFETERIA	N/C	\$75	\$125	\$200	\$325	\$9.00 PER HOUR
KITCHEN	N/C	\$60	\$100	\$150	\$200	\$9.00 PER HOUR
AUDITORIUM REHEARSALS	N/C	\$30	\$100	\$125	\$150	\$9.00 PER HOUR
LECTURE ROOMS	N/C	\$50	\$100	\$150	\$200	\$9.00 PER HOUR
CLASSROOM (PER ROOM)	N/C	\$15	\$30	\$45	\$60	\$9.00 PER HOUR
LOCKER ROOM	N/C	\$15	\$30	\$45	\$60	\$9.00 PER HOUR

COMMUNITY USE OF SCHOOL FACILITIES

(continued)

EXTRA FEES/CHARGES – Categories C -G:

- Custodial Fees: Actual hourly rate, for a minimum of \$30
- Cafeteria Help: Actual hourly rate, for a minimum of \$20
- Public Address System: \$35 per event/performance for a maximum of \$90
- Pianos: \$50 per piano, per event/performance
- Choral Risers: \$50 per event

TECHNICAL ASSISTANCE FEE – Categories A – G

- \$40 per hour for technical director
- \$7.50 per hour for student assistance, for a minimum of \$15

BUILDING/FACILITIES RENTAL – Insurance/Billing

All renters except direct affiliates of the school district and the Town of Windham must show proof of liability insurance before a reservation can be confirmed. Organizations will be billed accordingly and all payment will be forwarded to the Windham School District/SAU #28 office within 30 days.

REGULATIONS GOVERNING FEES

- Group B (when applicable) and C – G must pay utilities and custodial charges.
- Private promoters must pay fees five days in advance of the event, and in case of cancellation after payment of fee, 25% of that fee will be retained.
- When there are two events held, one in the afternoon and one in the evening, a separate fee will be charged for each event.
- The number of school personnel and police to be assigned to each event is at the discretion of the Building Principal and shall be so stated in writing to the lessee.

COMMUNITY USE OF SCHOOL FACILITIES

(continued)

USE OF CUSTODIANS AND SUPERVISORS FOR BUILDING RENTALS

The Windham School District reserves the right to require that a Supervisor or other designated school official be present at any event. The applicant will be notified of this requirement in advance and will be charged accordingly.

The Windham School District requires the hiring of a custodian for building use outside of the regular school/ work schedule of employees. The hiring of school district personnel as Supervisors may also be deemed necessary for certain events.

Such requirements are necessary to provide security and emergency access to telephones in the event of an emergency, to provide opening, set-up and clean-up for certain events and to ensure the proper use of the facilities.

Custodians are assigned only when there is no other work-shift taking place within the building or if the event requires extra attention. The district expects that a custodian should be able to manage a single building that may, at times, have more than one event at the same time, unless an excessive amount of set-up, take-down or clean-up is required. Custodians will be assigned other work to be done while on duty.

Supervisors are generally required for events that involve students, or the use of specialized facilities as directed by policy or when the need is for supervision and security only. Supervisors will be assigned at their regular rate of pay, unless the employee works beyond their contracted full time hours, at which time they will be paid time and one-half.

Fees will be based on half-day (4 hours) or full-day (4+ hours) scheduling, and may include overtime charges.

Custodians and supervisors shall not be responsible for discipline of those using the buildings, nor are they employed to care for injured persons. In the event of disruptive behavior, access to unassigned areas or injuries, the custodian shall advise the parties responsible for the event and, if necessary, the police and/ or fire department.