

OLD ORCHARD BEACH SCHOOL DEPARTMENT

28 Jameson Hill Road
Old Orchard Beach, Maine 04064

KF

AGREEMENT FOR USE OF SCHOOL BUILDINGS, PROPERTY OR EQUIPMENT

The primary function of school facilities is for the provision of our public education program for the students of Old Orchard Beach. All activities relating to the students are given priority over all other usage of the facilities.

It is the stated policy of the School Board to support the utilization of the facilities to serve the community when the facilities are not in use for school activities.

Community use of school facilities may be granted in accordance with the following:

- a] The School Board or designee reserves the right to refuse or cancel approval for the use of facilities if it determines such action is necessary in the best interests of the school system.
- b] The School Board or designee may require any organization to obtain liability coverage for injury or damage to individuals or property and to hold the school system harmless from any loss or damage incurred. Security must be provided to the satisfaction of the School Department.
- c] The user shall leave the facility or equipment in proper order and assume liability for any damage to the building, grounds, or equipment, that occur during use.
- d] All applicable laws, policies, or regulations which govern use of facilities by the school system shall also govern community usage, including fire and safety codes.
- e] There shall be no smoking or alcoholic beverages on school property at any time.
- f] If granted, permission to use facilities does not constitute any endorsement or support for any organization or its beliefs.
- g] All applications for use of facilities must be approved by the School Board or their designee.
- h] Community groups must recognize that at certain times, usage of facilities may create additional expenses to the school system therefore a fee may be required.
- i] A custodian must be on duty at all times. When custodians are not on regular duty or additional custodial help is necessary, a minimum of three hours (at time and a half) must be paid for by the user.
- j] Upon personal request, the School Board or designee may grant fee waivers or reductions to community groups on an individual case basis determined by appropriateness.
- k] For certain events that involve specialized cleaning, the School Board or designee may impose additional fees to cover incurred costs.

PROCEDURE FOR OBTAINING APPROVAL

1. Applicants should contact the Superintendent's office to determine the availability of a facility for the requested date(s).
2. The "School Facility Use Form" can be obtained at the office of each school or at the Superintendent's office.
3. The "School Facility Use Form" must be filled out in its entirety and signed by an authorized officer of the requesting organization.
4. The "School Facility Use Form" along with any supportive documents should be returned either to the central office of the facility that is being requested or the Superintendent's office, a minimum of two weeks prior to the date of request.

5. The building Principal, Director of Food Service (when applicable), and the Director of Maintenance will either approve or not approve the request based on the availability of the facility and the merit of the request.
6. If the request is approved by the Principal, Food Service Director (when applicable) and the Director of Maintenance, the Superintendent of Schools will determine if the request needs to be presented to the School Board for approval.

6A Request goes to School Board:

1. The School Board will either approve or not approve the request.
2. The School Board will determine if liability insurance needs to be obtained and the specific security needs.
3. The School Board will determine the rental fee and expenses that must be paid by the user.

6B Request goes to Superintendent or other designee:

1. The Superintendent or designee will either approve or not approve the request.
2. The Superintendent or designee will determine if liability insurance needs to be obtained and the specific security needs.
3. The Superintendent or designee will determine the rental fee and expenses that must be paid by the user.

7. Non profit and community groups may request a rental waiver.

UPON APPROVAL

1. The user must prepay all rental fees and expenses (if known).
2. Any school fixtures or furnishings may only be used and/or be moved with prior approval.
3. Security needs must be arranged by the user to the satisfaction of the School Department and approved by the Superintendent or designee.
4. Any special needs (ie kitchen, PA system, tables, etc.) should be arranged with adequate lead time.

RENTAL FEES

Per day

Jameson/Loranger/High School kitchen (regular kitchen staff must be employed) Cafeteria staff at 1-1/2 times their regular hourly salary - minimum of 3 hours	\$75.00
Jameson Multi-Purpose Room/Loranger/High School Cafetorium	\$100.00
Loranger/High School Gym	\$150.00
Classrooms	\$25.00

Fees for use of grounds will be based upon individual request.

ADOPTED: December 12, 1996