

Colebrook School District
21 Academy Street – Colebrook, NH 03576
603-237-5571

USE OF SCHOOL FACILITIES

School buildings represent a large investment to the taxpayers of the community. There are many evenings while a school term is in session that the school facilities are not in use for school purposes.

It is the policy of the School Board to extend use of school facilities to Governmental Agencies and organizations; service non-profit, and profit groups for educational and/or recreational activities during periods of time which do not conflict with scheduled school activities. Private parties can not be scheduled during school time or school-related activity time.

The School Board shall adopt regulations as part of this policy to govern scheduling of the use of school property and may assess a fee to defray the costs of additional heating, lighting and maintenance.

Schedule for Use of School Facilities:

⇒ Use of School Gymnasium:

The school gymnasium will be used primarily for school events. Any events outside the school sponsoring cocurricular sports will need approval by the SAU office and/or School Board.

1. Primary responsibility - Athletic Director
2. Elementary school Principal, then
3. High School principal, then
4. Business Manager

⇒ Use of Other School Facilities:

Classroom Space

1. Primary responsibility – appropriate building principal

Cafeteria

2. Primary responsibility – School Lunch Director
 - a. Notice to building principal
3. In absence of the principal, then
 - b. Business Manager

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Monthly Master Schedule:

The athletic director and building principal shall work cooperatively to maintain a monthly master schedule of school facility use. The athletic director/office is responsible for posting all practices, games, and other events by the last day of each month for the following month on the bulletin board by the gym. The School Secretaries shall maintain a master schedule for all other facility requests. Copies will be distributed to the SAU #7 office and to building principals.

⇒ Amendments to Master Schedule:

The Athletic Director shall be responsible for notifying the SAU #7 office and the building principals of any additions, cancellations, or revisions during the month after the schedule is posted.

⇒ Guidelines of priority for scheduling use of the Gymnasium

1. Graduation
2. High school interscholastic varsity games
3. Meetings of the Town or School District called by officials when the Cafeteria can not accommodate the audience.
4. Other interscholastic school sports
5. Other cocurricular events (Concerts, Drama, Class/Club activities)
6. Cheerleading

Consideration in practice time based on age of students. Older participants have the later practices.

All other events will be held in the cafeteria

Use of the kitchen equipment will require a kitchen staff member present during the event. (cost may be associated)

Appeal:

A designated representative of any group denied use of school facilities may appeal to the SAU office, then to the School Board whose discussion will be final and binding.

⇒ Responsibility – Supervision of activities

1. Any group/organization sponsoring an activity in the school facilities must have one adult designated as being directly in charge of supervision and responsible for compliance with established rules and regulations.
2. School activities: designated staff member (leader of the group) shall be directly in charge of supervision and responsible. The staff member must stay until all students have a ride home by the parent or written permission for other transportation or have departed the school grounds.

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For interscholastic sports events the principal (or designee) shall be directly in charge of supervision and responsible.

Non-School Sponsored Activities – the sponsoring group/organization must officially designate an adult as being directly in charge of supervision and responsible.

⇒ Security of school facilities for activities:

To ensure the security of school facilities and safety of users, the following must be adhered to:

An individual, organization, or group will:

- ◇ Not use facilities equipment and supplies without proper authority.
- ◇ Not use any area outside the approved area (s)
- ◇ Use only allocated time (under supervision only) for scheduled rehearsals or practices, only participants are to be present during the allotted time. If participants need to change into practice uniforms, they may arrive fifteen (15) minutes prior to, and depart fifteen (15) minutes after, the allotted time.
- ◇ Not loiter on school premises at the conclusion of any activity/event.
- ◇ Provide access to approved users only and will secure facility after use.

Police Coverage

The chief of police shall have the authority to assign police details to attend any public meetings or functions which he determines may potentially: (RSA 105:9-III)

- (a) involve traffic-related problems: or
- (b) lead to a public disturbance or public nuisance: or
- (c) Endanger public health, safety or welfare.

The chief of police, the police department, and any city, town or political subdivision shall not be held liable for any decision not to detail police officers to attend any public meeting or function.

Any use of the facilities without following these procedures will result in further action.

Any use unauthorized by school administrators may result in criminal prosecution.

Notification:

The Athletic Director or principal will notify the Chief of Police of scheduled school sponsored public events. The Chief of Police will determine which events need police details.

Fees:

If custodial services are needed the fee shall be determined by the Business Manager.

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BUILDING USE AGREEMENT

In consideration of the right to use the facility described the following guidelines have been set forth:

1. The using organization (party) hereby assumes full financial responsibility for any and all loss or damage to the buildings(s) to be used and to any and all personal property of the School District, and agrees to indemnify the owner(s) for any such loss or damage by presenting evidence of appropriate insurance, when requested to do so. The Colebrook School District must be named as co-insured. A use of facility form must be filled out and on file with all proper approvals prior to the event.
2. Kitchen equipment will not be available without cafeteria or specially trained personnel present or without instruction in the proper use and care of equipment. Arrangements are to be made with the School Lunch Director once the facility use form is approved. A minimal fee has been established to help defray the expenses of heating and lighting during the time the building is in use.
3. The party shall report promptly to the Business Manager or Principal all incidents involving damage or loss of property or injury to any person occurring during its usage of the facilities.
4. The using party further agrees that the facilities used will be left in a clean and neat condition with chairs and other furniture restored to normal location, all waste and trash removed from the premises and the facility ready for normal school use without expense to the school district.
5. The using party agrees to provide its own custodial services except that where required, it will utilize the school custodial services and reimburse the School District for all expenses in connection therewith.
6. The using party agrees to be fully responsible for all injuries to third parties on the premises during its period of use or damage to the property of third parties and to indemnify and hold harmless the School District from any and all loss resulting from claims of third parties arising out of its use of the facilities.
7. The using party agrees that it shall not transfer this use agreement nor sub-let its right of use to any other individual or group without the express authorization of the School District or its authorized representative.
8. The party further agrees to, where required, provide proper police protection and supervision at its expense during the time of its' usage and to comply with all applicable laws and regulation in its conduct of activities on the premises. (see request form for police signature)

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Fee:

⇒ **Colebrook/Columbia resident taxpayers**

A deposit of \$100.00 shall be required and paid once the facility use request is approved. The deposit, less custodial fee, damages and any additional charges resulting from the function will be refunded after the building has been cleared by the school staff.

Non-residents

Non-residents may request the use of the cafeteria. This will be reviewed by the school board. Form must be submitted to the building principal prior to a school board meeting.

Deposit of \$150 shall be required and paid once the facility use request is approved. The deposit, less rental fees of \$75.00, custodial and kitchen costs, damages and any additional charges resulting from the function will be refunded after the building has been cleared by the school staff.

9. The custodial & kitchen fee will be established by the business manager based on the hourly overtime wages and fixed costs. The custodian will open and close the facility and any time required for set up, cleaning or restoring to school use will be charged under this fee.
10. The using party agrees to reimburse the School District for any expense incurred in cleaning the premises, repairing the same or replacing property lost or damaged beyond repair above the required deposit which arises out of the use of the facility by the using party.

The using party agrees not to allow the use and possession of alcoholic beverages. The using party further agrees to no smoking throughout any part of the building and/or grounds.

By signing the facility use request form you agree to adhere to the Use of Facility rules and regulations.

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GUIDELINES FOR CHARGE RENTAL FEES

A deposit will not be required if the following criteria has been met:

- Program will benefit Colebrook's school age children
- No admission is charged
- Not for profit group
- Services are not required by the custodian and event held when a custodian is on duty under his/her regular hours.