

School Administrative Unit # 77
Monroe School District
School Board Policy

KF

**FIRST READING: 10/19/2015
11/07/2022**

ADOPTED: 11/16/2015

REVISED:

Community Use of School Facilities/Grounds

The facility of Monroe School District is the property of the citizens of the Town of Monroe. As custodian of the school properties and grounds, the School Board must establish certain safeguards to ensure proper protection and reasonable maintenance of the school physical plant and grounds when it is used for community activities. The School Board must also reserve the right to establish a priority of use of school facilities and grounds.

Rules governing the application for the use of Monroe Consolidated School and its grounds and the fees for such use are covered in the accompanying regulations/application.

No school equipment may be used for other than school, school-related, or educational purposes.

Any group or individual requesting the use of school facilities, except for school activities, must submit an application to the principal or designee not less than two weeks *prior* to the time school facilities are needed. Facility use permits are available at the school office.

Approval may be denied due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any School Board policy or guidelines.

Building Use Request Approvals will be issued on a first come basis. Facilities will be reserved only for the time available within the coming 6 months.

When schools have been closed because of inclement weather, the facilities will be closed for all use. The school does not assume the responsibility of contacting groups when such closures occur, however, the Executive Secretary will make attempts.

Organizations connected with and promoting recognized school functions may use the buildings without charge and with waived insured requirements if designated.

All organizations or persons must hold a Certificate of Insurance Coverage naming the district as additional insured by endorsement unless the School Board or designee waive this requirement of organization or persons. If a third party does not carry insurance coverage, they may consider TULIP coverage available through Primex. Individual insurance agents may also be contacted for one day event coverage.

Whenever a community group is permitted to use the school or grounds, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteers.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

The principal or designee, on the basis of this policy and its accompanying regulations, shall approve all rentals of school facilities. The Board must approve any special requests or exceptions to this policy and/or regulations. Renter must have proof of certification/license if required for event activity.

The Monroe School Board policy on public use of school facilities is based on the following beliefs:

- At all times, the top priority for the use of school facilities is to support the public education program and related activities for children and staff of the Monroe School District. Therefore, school-sponsored activities shall take precedence over all other activities.
- The goals of public education include academic development, physical development, cultural appreciation, and citizenship. This includes preparation for constructive use of leisure time.
- Structured recreational activities complement a quality school program.
- Monroe's public-school buildings provide facilities for community activities, and the duplication of these facilities would be costly.
- The wider, community use of school facilities justifies the capital investment in them.

In all cases it must be remembered that the school district of Monroe has a very substantial investment in its school property and that this investment must be protected at all times. Failure to adhere to this policy and regulations could result in denial of further use.