COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS

DRAFT — Revised November 16, 2026; pending Board review and adoption.

The Community Regional Charter School (CRCS) Board recognizes that school facilities exist primarily to support the school's educational programs.

CRCS facilities and other school resources are supported by public funds. The Board encourages their use for educational, recreational, civic, cultural, social, charitable, personal, business, and other lawful community purposes when school operations are protected. Approved use may benefit CRCS learners, staff, or families, or individuals and businesses without a direct school connection. Community access should be provided at no cost or the lowest practical cost, without imposing a significant unreimbursed expense on CRCS.

This policy covers CRCS-controlled buildings, classrooms, meeting spaces, kitchens, grounds, playgrounds, playing fields, parking areas, and fixed equipment, as well as CRCS-owned equipment, supplies, materials, computers, iPads, other devices, and school-provided internet and Wi-Fi access. Approval must identify the particular resources and uses authorized. Permission to use a building or room does not automatically include permission to use devices, supplies, equipment, or the network. Off-site borrowing requires express approval. Vehicle use is subject to separate authorization, applicable vehicle-use policies, and insurance requirements.

Decisions must be based on availability, school needs, the proposed activity, safety, staffing, cost, insurance, prior compliance, and the requirements of this policy. Approval, conditions, fees, and cancellation decisions must be applied consistently and without unlawful discrimination or discrimination based on viewpoint. Religious and political viewpoints shall receive the same consideration as other viewpoints for otherwise permitted community uses. Permission does not constitute CRCS sponsorship or endorsement.

The Executive Director is responsible for implementing this policy and developing administrative procedures and a written Facilities Use Agreement. Building administrators may review requests and coordinate scheduling. The Executive Director or an expressly authorized designee shall give final written approval.

PRIORITY USE OF FACILITIES

School instruction, learner services, school-sponsored activities, and operational needs take precedence over community use. Subject to existing written agreements and reasonable notice, scheduling priority is as follows:

PRIORITY I. SCHOOL PROGRAMS AND ACTIVITIES

CRCS educational programs, extracurricular activities, staff functions, and other school-sponsored uses under school supervision.

PRIORITY II. SCHOOL-SUPPORTING ORGANIZATIONS

Parent organizations, booster groups, and other organizations whose proposed activity directly supports CRCS learners or programs.

PRIORITY III. MUNICIPAL AND RECREATION PROGRAMS

Programs sponsored by municipalities or local recreation departments serving the communities from which CRCS draws learners.

PRIORITY IV. NONPROFIT AND COMMUNITY ORGANIZATIONS

Educational, charitable, civic, cultural, recreational, and other nonprofit community activities.

Federal tax-exempt status is not required for eligibility. Documentation may be requested when relevant to classification or a fee determination.

PRIORITY V. PERSONAL USE BY CRCS EMPLOYEES

Employees' personal activities require approval and review of costs and safety under this policy. Employees are not required to obtain separate insurance or provide a certificate of insurance solely for approved use or borrowing of CRCS laptops, iPads, or other school equipment. Employees remain responsible for damage and repair costs as stated below. Employment alone does not authorize use or an exception to conflict-of-interest requirements.

PRIORITY VI. OTHER PRIVATE AND COMMERCIAL USES

Other individuals, private events, businesses, and commercial providers may be considered when compatible with school operations. Approved use may support sales, paid services, or other income-producing activities, including employee-owned businesses. Financial benefit does not by itself disqualify a request or require a rental charge. The purpose, resources requested, additional costs, and applicable approval and conflict-of-interest requirements must be considered. Charging admission or raising funds does not, by itself, determine the priority category.

The Executive Director or designee shall determine the appropriate category and resolve scheduling conflicts using these priorities. Within a category, complete applications ordinarily receive consideration in order received. Recurring approvals must identify their term and do not create permanent or exclusive access rights.

APPLICATIONS, COSTS, AND CONDITIONS OF USE

Applicants must submit a Facilities Use Form for scheduled events or reserved facility use, ordinarily at least two weeks before the activity. Shorter notice may be accepted when review and arrangements can reasonably be completed. The request must identify the responsible adult, activity, dates, setup and cleanup times, spaces and resources requested, attendance, supervision, any food service, sales, admission charges, anticipated financial benefit, and special arrangements. Reserved facility use requires written approval and a signed Facilities Use Agreement before access. For equipment loans, Wi-Fi access, or other limited resource use, the Executive Director or designee may use a simpler written request and approval record appropriate to the use. Recurring use may be authorized for a defined period under stated conditions.

The base charge for approved use is $0. CRCS shall recover the documented cost of services and resources attributable to the use, without financial gain or a profit markup, as described in Appendix A. The Board establishes this base charge and cost-recovery method. Subject to applicable law, the CRCS charter contract, and governing requirements, the Executive Director, in consultation with the Business Manager, is authorized to maintain and update administrative cost rates as actual costs change, without separate Board approval for each rate update. The Board retains oversight; changes to the base charge or cost-recovery method require Board action. The current dated schedule and an itemized cost estimate shall be made available before the applicant commits. Later rate updates do not retroactively change an existing agreement without consent.

Users shall reimburse CRCS for staff services attributable to their activity, including the actual cost of wages, applicable overtime or premium pay, and the employer payroll, retirement, insurance, and benefit costs identified in Appendix A. CRCS shall arrange and compensate its employees; users shall make payments to CRCS.

Scheduling should use regular staffing hours when practical. Staff time specifically assigned to support the approved activity may be charged at its actual allocable employer cost, including during a regular shift. Only time and costs reasonably attributable to the activity may be charged; existing salaries, an employee's ordinary presence, and unrelated duties are not automatically billable. Actual additional expenses, including cleaning, supplies, and special setup, may be charged under Appendix A and the written agreement.

Users must leave the facility and approved equipment clean, secure, and in the condition received, allowing for ordinary wear. CRCS may inspect before and after use and charge documented additional cleaning, repair, or replacement costs attributable to the user or activity.

A reasonable refundable security deposit may be required based on the activity's risk, expected attendance, equipment, or documented prior damage or cleanup concerns. The agreement must state the amount, refund timing, and allowable deductions. Deductions must be itemized.

Any advance payment or deposit must follow the approved fee schedule and be stated in the agreement. Users must pay outstanding approved charges before use unless a written payment arrangement is authorized. Fee reductions or waivers must be documented and applied consistently; they do not excuse damage or agreed additional costs.

Users are responsible for orderly conduct, supervision, and compliance with applicable laws, fire and occupancy requirements, CRCS policies, and the written agreement. Access is limited to the approved spaces, times, activity, and equipment.

Except for the employee equipment-use exemption below, insurance requirements shall reflect the particular activity and CRCS's insurer's requirements. The Executive Director or designee, in consultation with the insurer as needed, shall determine required coverage, limits, and any additional-insured endorsement. Required evidence must be provided before use. CRCS employees are not required to obtain separate insurance or provide a certificate of insurance solely for approved use or borrowing of school laptops, iPads, or other equipment. This exemption does not waive separate requirements for vehicle use or events hosted by an employee. Approval does not mean the user or activity is covered by CRCS insurance.

Informal community groups may apply through an identified responsible adult. Nonprofit documentation shall be requested only when needed to support the applicant's classification or a requested benefit.

Applicants must disclose whether they, their business or organization, or another person or business could earn income or receive another financial benefit from the proposed use of CRCS facilities, equipment, supplies, materials, technology, internet access, or other resources. The disclosure must identify who could benefit and how the resources would support that benefit. Disclosure is required when the intended use may generate income or another financial benefit, even if that benefit is uncertain or has not yet occurred. A brief description of the activity and potential benefit is sufficient. This requirement applies to all applicants, including employees, Board members, community members, and outside businesses, even when no rental fee is charged. Financial benefit does not automatically prevent approval or require a charge. Applicants must also disclose any personal or financial interest of a CRCS employee or Board member in the proposed use. Requests involving such interests must follow applicable conflict-of-interest requirements. When required, the employee or Board member must not participate in the approval decision.

The Facilities Use Agreement shall describe responsibility for injury, loss, damage, and claims, with indemnification language reviewed by CRCS legal counsel and consistent with applicable law and insurance requirements. This policy does not waive any immunity or legal protection available to CRCS.

Only specifically approved resources may be used, and only for the approved purpose and period. Equipment loans must identify the items, the responsible borrower, any off-site use, the return date, and responsibility for damage or loss. For approved personal or business use or borrowing, employees must pay the reasonable, documented costs of repairing damage incurred during their use, or replacement costs if an item cannot reasonably be repaired. Employees are not charged for ordinary wear and tear or preexisting damage. Damage must be reported promptly to the designated CRCS contact. Users must supply their own consumable materials or reimburse CRCS for approved school supplies used, unless a different arrangement is expressly authorized under applicable policy and funding restrictions. Decorations, movement of furniture, installation of equipment, network access, and changes to building systems require advance permission. Technology and Wi-Fi use must follow applicable CRCS technology and network-use rules, protect school records and accounts, and not interfere with school access or operations. Approval for personal or business use does not authorize an employee to neglect assigned duties or use work time beyond what is expressly permitted.

Each activity must have an identified responsible adult, at least 21 years old, present throughout use. The applicant shall provide adequate supervision, including supervision and pickup arrangements for children. School staff are not automatically responsible for supervising a community activity.

An approved permit may not be transferred or expanded to another organization, activity, or space without written authorization.

All fees, deposits, and reimbursements shall be paid to CRCS and recorded through school financial procedures.

CRCS may require security, emergency planning, or additional supervision based on the activity, location, attendance, and identified risks, regardless of crowd size. Applicable occupancy limits shall never be exceeded. Required additional costs must be stated in the agreement.

Community members may use outdoor recreational areas without a reservation when the areas are open, safe, and not being used for school or previously approved activities. Posted hours, closures, supervision requirements, and school rules apply. Organized events, reserved use, and exclusive use require advance approval.

Users shall call 911 when emergency assistance is needed and promptly report injuries, accidents, property damage, and safety or security incidents to the designated CRCS contact.

Use during holidays, school vacations, or other periods when a building is normally closed requires advance approval and arrangements for access, staffing, and any additional expense.

Approval does not authorize entry to locked, restricted, or unapproved areas.

Storage of a user's property requires prior written approval identifying the items, location, and removal date.

Stored property remains the owner's responsibility to the extent permitted by law and the written agreement. Storage may not obstruct exits, create hazards, interfere with school programs, or permit access to school records or supplies.

KITCHENS AND FOOD SERVICE

Kitchen use requires advance written approval from the Executive Director or designee and the person responsible for CRCS school nutrition operations. Approval must identify food handling, equipment use, qualified supervision, cleaning, and any additional staffing costs.

Only authorized and appropriately trained persons may operate kitchen equipment or handle school food-service supplies. Required school nutrition supervision shall be arranged by CRCS.

Community events may not use food, supplies, staff time, or funds restricted to the school nutrition program unless the use is authorized and properly accounted for under applicable program requirements.

Users must comply with applicable food safety, public health, licensing, and CRCS requirements.

FOOD SALES AND CONCESSIONS

Requests for food sales, concessions, or outside food service must be disclosed in the application and approved in advance. The user is responsible for required permits and safe handling, cleanup, and waste removal.

AGREEMENTS AND CANCELLATION

The written agreement or other approved written record shall identify the activity and resources authorized, responsible contacts, access or borrowing arrangements, disclosed financial benefit,

applicable costs, insurance, liability provisions, and cancellation, return, and refund terms, as appropriate to the use.

Users should provide at least seven days' notice of cancellation when possible. Refunds and charges for late cancellation shall follow the agreement and approved schedule; CRCS may retain documented nonrecoverable costs as specified in the agreement.

CRCS may cancel, relocate, or restrict use because of an emergency, unsafe conditions, unavoidable school needs, material misrepresentation, or failure to comply with approval conditions. CRCS shall give as much notice as practical and state the reason. Immediate action is permitted when necessary to protect people or property.

During weather closures or other emergencies, community use requires confirmation from the Executive Director or designee. Users are responsible for notifying participants. When CRCS cancels and no replacement date is accepted, prepaid charges for services not provided shall be refunded, subject to any lawful, previously agreed treatment of nonrecoverable costs.

CARE, ACCESS, AND BUILDING SECURITY

Users are responsible for damage caused by their activity, participants, or contractors, excluding ordinary wear and losses not attributable to their use.

The following requirements apply in addition to the written agreement:

Protect walls, floors, furniture, and equipment. Nails, screws, paint, adhesives, and similar alterations require advance approval.

Remove decorations, materials, and equipment by the agreed deadline.

Electrical connections, special lighting, changes to heating or cooling controls, and other building-system adjustments require authorization.

Do not disable alarms, prop secure doors open, share keys or access codes, or admit unauthorized persons.

Sell or serve food and operate concessions only as specifically approved.

Keep exits, accessible routes, fire equipment, and emergency vehicle access unobstructed.

Vacate the premises at the end of the approved period.

Use after 11:30 p.m. requires express advance written approval.

Leave rooms, restrooms, grounds, and parking areas clean and secure.

Follow applicable State and local fire, occupancy, health, and safety requirements at the particular CRCS site.

Park only in authorized areas and follow approved traffic and pickup arrangements.

PROHIBITED CONDUCT AND ACCESSIBILITY

Illegal conduct, threats, violence, unlawful harassment or discrimination, and activities presenting a documented safety hazard or substantial risk of property damage are prohibited. Disagreement with a group's lawful views is not grounds for denial or suspension.

Alcoholic beverages, illegal drugs, and cannabis use or possession are prohibited on school property, except where applicable law requires an accommodation or exception. Any such exception must be addressed through CRCS's applicable procedures.

Firearms and other weapons are prohibited except as permitted by applicable law and an applicable Board-adopted policy. A facility-use approval does not authorize a weapons exception.

Smoking, vaping, and tobacco use or possession are prohibited as required by law and CRCS policy.

Activities must stay within the approved hours, capacity, and spaces. Use of grounds may be restricted when weather, surface conditions, or the activity would create an unreasonable risk of injury or damage.

Required safety conditions may not be waived merely because a user agrees to assume the risk.

CRCS may stop an activity when immediate action is reasonably necessary to address a safety hazard.

Users must follow reasonable parking, traffic, and access directions.

Service animals and other disability-related accommodations shall be permitted as required by applicable law. Other animals require advance approval.

Requests for accessible arrangements should be directed to the Executive Director or designee as early as practical.

Open flames, candles, fireworks, pyrotechnics, and similar special effects are prohibited unless specifically authorized in writing and permitted by applicable law and fire authorities.

DENIAL, SUSPENSION, AND REVIEW

A request may be denied or privileges suspended for documented noncompliance, unpaid charges, misrepresentation, damage, unsafe conduct, or inability to satisfy this policy's requirements. The decision shall identify the reason, any corrective steps, and the duration of a suspension. An applicant may seek review by the Executive Director and then submit a written appeal to the Board Chair within ten business days of the Executive Director's written decision. The Board shall consider the appeal at a practicable meeting in accordance with applicable public-meeting requirements. Safety restrictions remain in effect during review.

IMPLEMENTATION AND REFERENCES

The Executive Director shall maintain application, agreement, cost, deposit, cancellation, and equipment-use procedures consistent with this policy. Extended leases, exclusive occupancy arrangements, and transactions requiring Board action must be brought to the Board.

Related documents: Administrative Cost-Recovery Schedule (Appendix A) and dated working rate sheet; Resource Use Request, Disclosure, and Approval (Appendix B); Facilities Use Agreement; applicable CRCS safety, nondiscrimination, technology, nutrition, and conflict-of-interest policies.

Legal references:

20-A M.R.S. § 2412

20-A M.R.S. § 6552

22 M.R.S. § 1578-B

Applicable federal and State civil rights and accessibility laws.

Draft revised: November 16, 2026

APPENDIX A — ADMINISTRATIVE COST-RECOVERY SCHEDULE

DRAFT — Effective upon adoption of the revised KF policy. Administrative cost rates may subsequently be updated as authorized below.

Base charge: $0

The base charge for approved use of facilities, equipment, devices, internet/Wi-Fi, and other resources is $0, including approved personal or business use. CRCS seeks reimbursement for the cost of providing the service, without profit, a commercial premium, or a general administrative markup.

Personnel: actual cost of time and applicable employer costs

Charge only for documented staff time reasonably attributable to supporting the approved use, including required setup, supervision, technical assistance, nutrition services, cleaning, security, opening, and closing. Time may be charged during a regular shift when specifically assigned to the activity; an employee's ordinary presence or unrelated school work is not billable. Required call-in minimums or other pay requirements must be disclosed in the estimate.

Personnel cost = gross compensation for attributable time + applicable employer payroll taxes and contributions + other documented, consistently allocated employer benefit and insurance costs attributable to that time.

Gross compensation includes regular wages or a documented hourly salary allocation, and legally or contractually required overtime or premium pay when attributable to the use. Apply overtime to eligible compensation; do not automatically multiply the entire employer cost by an overtime factor.

Employer costs may include Social Security, Medicare, MainePERS or another retirement plan, workers' compensation, unemployment contributions, employer-paid health or other insurance, and other applicable payroll benefits, only to the extent actually borne by CRCS and properly attributable to the time charged.

The Business Manager shall determine the applicable costs from current payroll, retirement, insurance, and other financial records. Use only the taxes and contributions applicable to the employee and compensation involved. Do not add employee deductions again, include State-paid retirement costs not borne by CRCS, or count the same cost twice.

Other direct costs: actual documented cost

Supplies and consumables, additional utilities, approved third-party services, and other direct expenses caused by the use are reimbursable at actual cost. No charge applies for ordinary building overhead or existing connectivity merely because a resource is used. Damage, extraordinary cleanup, repair, replacement, and refundable deposits remain governed by KF and are accounted for separately to avoid duplicate charges.

Estimates and final charges

Provide an itemized estimate before approval, identifying personnel hours, applicable employer cost rates, other costs, and the estimated total. Record the amount on the combined form and attach this schedule and the cost calculation when charges apply. If no recoverable cost is expected, record $0.

Final charges shall reflect actual attributable costs under the agreed calculation. Explain material anticipated changes before incurring them when practical, obtain approval for requested expansions of service, and reconcile any advance payment against the itemized final bill. Refund unused advances. A later administrative rate update does not retroactively change an existing agreement without consent.

Administrative updates

The Executive Director, in consultation with the Business Manager, may update the dated working rate sheet as wages, employer contributions, insurance, supplier prices, and other actual costs change. Separate Board approval is not required for updates within the Board-adopted $0 base charge and cost-recovery method. Keep the supporting calculations and current effective date available with the application; report updates to the Board for information. Changing the $0 base charge, adding a profit margin, or changing the approved cost-recovery method requires Board action.

Current working rate sheet effective date: _____

Prepared by: _____ Authorized by: _____

APPENDIX B — RESOURCE USE REQUEST, DISCLOSURE, AND APPROVAL

DRAFT — For use with Policy KF following adoption.

Name: _____ Position/organization: _____

Resources requested (devices (ex. iPad, Laptop, etc), Wi-Fi, equipment, supplies, or space):

_____

Dates/school year: _____ ☐ One-time ☐ Recurring use

Off-site borrowing? ☐ No ☐ Yes — Return date, if applicable: _____

PURPOSE AND DISCLOSURE

☐ Personal use ☐ Activity that may generate income or another financial benefit

Briefly describe the use and identify who may financially benefit, even if income is uncertain or has not yet occurred. A brief description is sufficient:

_____

_____

Any other CRCS employee or Board member with a personal or financial interest?

☐ No ☐ Yes — Name and interest: _____

APPLICANT AGREEMENT

I will follow Policy KF and the written approval and report material changes. For approved personal or business equipment use, employees pay documented repair costs, or replacement costs when repair is impractical, excluding ordinary wear and preexisting damage. Employees do not need separate insurance solely for equipment use or borrowing. Use requires approval below.

Signature: _____ Date: _____

WRITTEN APPROVAL — CRCS USE

☐ Approved ☐ Approved with conditions ☐ Deferred ☐ Denied

☐ One-time approval ☐ Standing approval for recurring use

Approval dates: _____ through _____

Cost: _____ (write “$0” if no charge) ☐ Estimated ☐ Final

Cost calculation and current schedule attached: ☐ Yes ☐ Not applicable

Conditions or reason for deferral/denial (write “none” if applicable):

_____

_____

Any required conflict-of-interest review or recusal: _____

Approved/decided by: _____ Title: _____

Signature: _____ Date: _____

Standing approval covers repeated use within the listed purpose, resources, dates, and conditions. Material changes require further approval. The decision-maker may not approve their own request; applicable conflict-of-interest requirements still apply.