

## BROOKLIN SCHOOL COMMITTEE

### POLICY NUMBER: 6.01

Adopted: 8/14/89

Previous Revisions: 4/9/96, 7/8/97, 10/10/00, 5/8/01, 11/10/08

Revised: 11/09/10

### **FACILITIES USE POLICY** **Regulations for the Use of Brooklin School Property**

1. The school principal or his/her designee will schedule all use of the building. The principal or designee may grant the use of the building to any Brooklin organization, family, or individual for non-profit functions or activities, to Brooklin based non-profit organizations for fund raising activities, and to such organizations as the Red Cross, Hancock County, State of Maine or the United States Government during times of an emergency.
2. Prior School Committee approval shall be obtained for use of the building or grounds by non-Brooklin based individuals or organizations for any use and by organizations or individuals from Brooklin for private profit.
3. School activities shall take precedence over any non-school uses of the building during the school day. Non school uses of the building outside of regular school hours shall be scheduled around any planned school activities.
4. The Principal will promptly notify the custodian when the building is scheduled for use.
5. The custodian will not be responsible for supervision of student use of the gym.
6. There is to be NO unsupervised use of the building by individuals under 18 years old. The person who signed the building use form must be present.
7. When the custodian is in the building at times when the principal and teachers are absent from the building, the custodian has authority to respond to problems with the use or operation of the building. All problems are to be reported to the principal.
8. Use of the kitchen is not included in the use of the building unless special permission is given.
9. A constable may be required at public functions. The constable is to be hired and paid for by the group sponsoring the event.
10. Any group using the building and/or grounds is responsible for leaving the building and/or grounds clean and in the same condition in which it was found.
11. No alcoholic beverages, tobacco products, and other drugs are to be used in the building or on school grounds.
12. Prior to leaving:
  - A. Check that outside exits and windows are locked;

- B. Turn off the lights;
- C. No water should be running;
- D. The key to the building must be returned to the person from whom it was borrowed.

13. Fees for Use of Facilities (see fee schedule below)

- A. Fees for use of facilities depend on the type of use proposed.
  - 1. Fees will not be charged for school or town-sponsored activities;
  - 2. Community nonprofit groups may be charged for staff time subject to the rules above. A building use fee will not be charged;
  - 3. Nonprofit groups not based in the community shall be charged for staff time and in addition, a building use fee;
  - 4. Profit-oriented groups will be charged for staff time and a building use fee.
- B. Staff time will be paid at the custodian's overtime rate. When a group or individual requests use of the kitchen, a deposit of \$25.00 shall be paid in advance. If the kitchen is left in satisfactory condition as determined by school personnel, this deposit will be refunded. The staff member will be paid by the Committee and the Committee will be reimbursed by the group offering the activity.
- C. The following Building Use fees for each use are based on an eight (8) hour day (prorated accordingly):

|              |          |                  |          |
|--------------|----------|------------------|----------|
| Gymnasium    | \$100.00 | Computer Room    | \$100.00 |
| Kitchen      | \$50.00  | Other Rooms/Hall | \$50.00  |
| Unified Arts | \$50.00  |                  |          |
- D. A damage deposit may be charged for all building use, which will be returned as appropriate after inspection of the premises.