Orleans Southwest Supervisory Union

Created by: OSSU Operations
Effective Date: 8/5/2022
Date of Last Revision: 12/29/2025

Community Use of School Facilities Procedure

Statement of Purpose:

The purpose of this procedure is to establish the means by which community members and groups may access school facilities for non-school use per the Community Use of School Facilities Policy.

General Information:

In the event of a conflict, the lease agreement between the Town of Woodbury and Mountain View Union Elementary School District shall supersede this procedure.

Individuals or groups may be denied access to school facilities at the discretion of the building principal for the following reasons:

A. Uses that are likely to cause a material and substantial disruption to school operations;
B. Events and meetings promoting or sponsored by a political party;
C. Political Campaign events by someone running for office;
D. Uses that interfere with school district maintenance and repair of facilities;
E. Uses that could damage special equipment in the facilities;
F. Uses that could reasonably be expected to or actually do give rise to a riot or public disturbance;
G. Events or meetings of for-profit entities;
H. Uses where alcoholic beverages, tobacco and vaping products, or other unlawful drugs are sold, distributed, consumed, promoted, or possessed;
I. Prior damage to facilities or failure to pay associated fees; and
J. Uses prohibited by law.

Use Categories:

Category 1 School activities and school-related activities for students of the host facility. OSSU School District school-related functions, organizations, and associated programs. All facilities shall be available for direct public school purposes including but not limited to instruction and other school-sponsored activities and events. Examples: District Band/Chorus, guest speakers, class events, school teams, after school program, etc. that may or may not require specific spaces and set-up.

Category 2 OSSU school adjacent organizations or groups. Groups for which the express purpose is to provide benefit and support to the students of the host facility or the OSSU. Such uses include, but are not limited to, use by parent-teacher organizations, booster clubs, recreational organizations and fundraising activities for direct participation by and/or benefit of the school district and its students. Charges for custodial, security, or related costs may be charged for uses that place an extra burden on the School District.

Category 3 Non-profit organizations or groups providing services or benefits to the district's general population. Local, state, and federal government entities including subdivisions and agencies are included in this category as are blood drives, open community recreation groups, AAU practices, and community support

organizations. Custodial, security or related charges may be charged for uses that place a burden on the School District.

Category 4 Non-profit organizations that do not directly provide services or benefits to the general population such as: sporting or recreation groups for adults with closed rosters, AAU tournaments, farmers' markets, etc. Facility use fees as well as charges for custodial, security, or related costs may be charged per the OSSU Facility Use Fee Schedule.

Category 5. For-profit and private organizations and individuals hosting approved activities and functions appropriate to a school setting. This category includes private functions and also applies to uses that charge an admission fee such as concerts, and theatrical performances/viewings. Usage fees, staffing costs, and other related fees may be charged per the OSSU Facility Use Fee Schedule.

Category 6. Other uses that do not fall into one of the above categories. Fees shall be determined on a case-by-case basis.

Staff Use of Facilities:

Staff may access school buildings off hours for work-related purposes at any time. Staff may access facilities for short-duration personal use activities, such as working out in the gym or fitness room, with principal approval. Other personal use of facilities by staff members will be considered a Category 4 use and require completion of a Request for Facility Use Form.

Procedure for Securing Use:

1. School Affiliated (Category 1) uses are managed at the school level and are not affected by this procedure. Principals shall determine how those uses shall be managed.

2. Any Category 2 or higher individual or group wishing to use an OSSU facility must complete a Request for Facility Use Form, available from the school's main office or the OSSU facilities web page. The completed form shall be returned to the school administrative assistant for preliminary approval by the principal.[1]

3. The building principal shall review the facility use application, approve or deny the request, and provide input on usage fees based on the use categories listed. Principals may suggest the reduction or waiver of usage fees provided they are consistent with other similar uses and schools in the OSSU.

4. Following preliminary approval by the principal, the request along with any usage fee recommendation will be forwarded to the OSSU director of operations. The director of operations will approve or amend the fee recommendation to maintain consistency within OSSU, notify local facilities staff, confirm there is no conflict with planned maintenance activities, and notify the principal of final approval.

5. Upon approval from the director of operations, the principal or their designee shall reserve the required space on the school's calendar, inform the user of approval, any additional usage requirements, and arrange keys or other means of access as needed.

[1] For schools that do not have full-time Administrative Assistants during summer months, applications may be turned in at the OSSU Central Office.

6. Any required deposits will be invoiced by the OSSU Business Office to be mailed to the OSSU Central Office. Once an application for facilities use is approved, user and related fee obligations have been met, and required documents submitted, the booking is considered secure.

7. School related events will receive priority when scheduling outside events with consideration given for traditional annual uses. If necessary, rescheduling of a school related event shall take priority over outside use. School officials will work to avoid conflict with approved uses whenever possible and provide as much warning to event organizers as possible.

8. Request for Facility Use forms should be completed at least two weeks in advance of the scheduled event. Requests for use of facilities submitted less than two weeks in advance will be considered on a case-by-case basis, but may result in increased fees or limited availability of support services. Advance requests, including annual events, must be made in accord with these timelines. Consideration will be given with regard to the School District's established annual use(s).

9. Use of equipment (i.e., projection equipment, sports equipment, tools and machines) should be included in the application. Use of equipment is dependent on availability and user fees may be applied. A security deposit may be required to use school equipment, to be determined in the sole discretion of the administration. In some cases an event manager will be required to supervise the use of equipment. Costs for the event manager's time will be added to the user agreement.

10. The principal is the approving authority regarding spaces within their respective school. Requests denied may be reconsidered by appeal to the superintendent of schools if warranted. The principal may decline to approve subsequent requests from people or organizations that have not complied with requirements or who have presented significant difficulty for any school personnel. **Individuals or groups denied access at one OSSU building shall be reported to the OSSU director of operations and subsequently denied access to all OSSU buildings.**

User Fees:

User fees will be established that cover operating costs for the spaces available for community use, including lights, heat, climate control, supplies, and maintenance. User fees for profit-making groups will also reflect the availability of rental space in the community. Fees for use of spaces, including use of classrooms by individuals or private schools, will be as set forth in the OSSU Facility Use Fee Schedule and Worksheet. The rate sheet shall be reviewed and revised annually by OSSU Administration.

Individuals/Organizations wishing to make a donation to the school may do so if they so choose. All donations should be provided directly to the Principal, or Administrative Assistant, for deposit according to OSSU procedure.

Insurance:

Insurance is required for all users. School administration will determine the level of insurance coverage required for each event consistent with the guidance provided in this section. Nonprofit entities may appeal the insurance requirement to the OSSU director of operations and/or superintendent. Unless waived, users must provide a certificate of insurance in the amount required by the administration, for the period covered by the user agreement within one week prior to the event. If proof of insurance is not provided within this time, the event may be canceled at the administration's discretion. The insurance shall name the School District as an additional insured. Users and organizations that do not have insurance may be able to obtain event coverage through Gather Guard by visiting www.vsbit.org/event-insurance.

OSSU is aware that school facilities are often the only ones available in member towns and it is not the intent for insurance coverage to be a barrier to use for the general public but to manage and minimize the risk borne by the school's taxpayers. If the event insurance requirements are waived, organizers may be provided a waiver form which must be signed by all attendees of the event and returned to the administrative assistant at the school following the event.

Deposit:

A deposit is generally required when any fee over $100.00 is charged. The deposit will be 50% of the applicable user and related fees. The deposit is required once the principal/director has informed the applicant of the approved request and will be refunded should the event be canceled.

Damages and Losses:

The user may be held financially responsible for any damage to the facilities during use. Users should survey the area and equipment reserved then document and report any existing damage or non-functional equipment immediately to avoid being held responsible for damage or lack of functionality. OSSU and its member districts are not responsible for loss of or damage to articles brought to the facility.

Fire and Safety:

School administrators may require that any electrical equipment that does not belong to the school district be inspected and pre-approved for use in the facility by appropriate facilities personnel.

Supervision of Event and Facilities:

The user is responsible for the active supervision of those attending the event. Where required by the school administration, by state/local regulations, or board policy, event security must be provided at the user's expense.

Custodial Services:

Custodial services may be required for any event being held inside a school building. Custodial services must be performed by personnel approved by OSSU administration. Private, third-party custodial service providers may not be substituted for this requirement without approval. Approved School District custodial personnel will unlock doors, provide necessary equipment, and clean and secure the facility following use. All equipment (school owned or other) to be moved must be done so under the supervision of the custodian or person designated by school administration.

Event Manager:

Any use of a facility resource which involves specialized equipment such as the kitchen for food preparation; lighting and sound; etc. may require the employment of an event manager trained and approved by the school administration. The event manager will instruct users as needed and supervise the use of such equipment. Cost of the employment of the event manager will be in addition to any user fees.

Security:

School administration has the sole right to determine, at its discretion, the level of security required for each event including the presence of local law enforcement. Security expenses, including local police or School District security, will be paid by the facility user. If the administration requires police presence the facility user shall provide proof of contract for such services.

Substance Use:

Possession, consumption, or use of alcohol, tobacco, vaping products, or drugs is prohibited anywhere on school property and grounds.

Cancellation of an Event:

The building principal has authority in their discretion to decline or cancel a user agreement for reasons including but not limited to risk to public safety, building conditions, inadequate supervision, possibility of personal injury or property damage, and failure to comply with the user agreement. Such decisions may be appealed to the OSSU superintendent of schools.

Uses may also be postponed or canceled in the event of an unforeseen conflict with school use i.e. rescheduling of a school athletic competition. Notification that an event has been canceled or postponed will be made as soon as possible. Cancellation of events will be made without penalty to either party. Efforts will be made where appropriate and reasonable to reschedule canceled or postponed events to a mutually acceptable date.

Long-Term Use:

Long-term use of any facility is defined as one or more successive weeks. Long-term use of school facilities will be approved pending determination there will be no detriment to existing programs. If space is available without detriment, service agencies, educational groups, and youth-oriented activities would receive preference. User fees may be adjusted for long-term usage. Certain long-term usage may require contractual agreement and approval by the school board.

References

- Community Use of School Facilities Policy
- OSSU Facility Use Fee Schedule and Worksheet
- Community Use of School Facilities Waiver Community Use of School Facilities Waiver