

**COMMUNITY USE OF SCHOOL FACILITIES**

“School facilities” are buildings and grounds, parking lots, playing fields and fixed equipment.

It is the stated policy of the Chebeague Island School Committee to support the utilization of the facilities to serve the Chebeague Island community when the facilities are not in use for school activities. It is intended that community uses for educational, recreational, social, civic, philanthropic and like purposes be approved by the administration, in accordance with this policy, the implementing regulations, and a fee schedule approved by this School Committee. It is the aim of the Chebeague Island School Department that the outside uses of school facilities not have a negative revenue impact on the Chebeague Island School Department budget.

Priority of use is established as follows:

1. School-sponsored functions;
2. Town-sponsored activities;
3. Non-school student groups;
4. Youth Organizations/activities;
5. Civic oriented activities

All requests for use of facilities shall be made in writing using the application form provided by the Chebeague Island School Department. Applications for use of school facilities must be submitted to the office of the Superintendent/Principal at least 10 school days in advance. The Superintendent/Principal/designee will notify the applicant of the decision at least five days before the date of proposed use. When emergency circumstances warrant, the 10-day limit for submission may be waived.

Use of school facilities will be limited to times when school is not in session, that is, before school begins or after school is dismissed at the end of the school day or in areas that will not adversely effect school routine. On a night preceding a school day when school is in session, no activity shall continue later than 9:00 p.m. On all other nights, these activities must cease not later than 11:00 pm, except by special permission of the School Committee.

Community based non-profit organizations and Town agencies or departments will be exempt from facility rental charges unless an admission or participation fee is charged for the event or activity. If such a fee is charged, the Superintendent/Principal may negotiate a reasonable alternative use fee structure. Upon personal request, the School Committee may grant fee waivers or reductions to community groups on an individual case basis determined by appropriateness.

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- A. All charges related to police/sheriff or fire department services will be passed on to the user.
- B. The user will be charged for custodial services rendered outside of the custodian's regular work hours and the prevailing overtime rate will be charged.
- C. Any organization using school facilities is responsible for clean up. All cleaning supplies will be furnished. If a custodian is required to clean up, a fee will be charged to the user.

Use of school property is granted only under the following conditions:

- A. Purpose of the renter or user must be for an educational, civic or philanthropic use; or any activity that could be deemed a community event. On a case-by-case basis personal uses may be considered.
- B. Use must not interfere with school activity or policy;
- C. When an admission fee is charged, the purpose must be to advance the public or community welfare, and such meeting must be open to the general public;
- D. No person under the influence of intoxicants or drugs shall be permitted on the premises or in the buildings at any time. No person shall bring, serve or use any alcoholic beverage or drugs on the premises or in the building at any time;
- E. Tobacco use or smoking of any kind is not allowed including vaping;
- F. Admissions shall not be sold or granted by any renter, which cause an excess of occupancy;
- G. If kitchen facilities are used a cafeteria employee will be employed by the School Department. The renter will be responsible to the School Department for the payment of the cafeteria employee. A possible waiver may be requested and approved by the Superintendent/Principal on an individual case basis;
- H. Computer labs and equipment will not be rented or used for any reason outside the School Department curriculum except for any joint venture the School Department and Town enter into for the purpose of making technology available to the public;
- I. Renters will be responsible for paying in advance for fees accrued in the use of school premises. They must also furnish proof of liability insurance to cover any

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and all bodily injury, property damage or defacement should any arise during the course of rental. These conditions must be met five days before rental date or all contracted services will be cancelled;

- J. No organization shall be granted the use of the facilities unless a responsible person is identified and is in charge;
- K. No facilities will be used outside the normal school hours, including Saturday and Sundays, unless written permission is granted by the Superintendent/Principal or designee;
- L. The School Committee reserves the right to make any changes in these rules they deem desirable from time to time and to reject any and all applications; also to cancel any permissions when in its discretion such cancellations seem advisable;
- M. School authorities are not responsible for loss or damage of articles brought into the building;
- N. Special permission must be obtained for the use of motion picture projectors, decorating, installing scenery, and moving or tuning pianos. No pianos, moving picture projectors, scenery or other apparatus are to be moved into the building unless special permission is granted;
- O. The service of building custodian does not include the directing or dismantling of scenery or equipment unless approved ahead of time by the Superintendent/Principal and the custodian;
- P. Holders of permits wishing to cancel a performance must do so 24 hours prior to the day of the performance. If this is not done, the holder of the permit will be held liable for all bills incurred.
- Q. The School Committee or its representatives shall at all times have free access to all parts of the facilities and shall reserve the right to revoke any permit should such action be termed necessary or desirable and in the best interests of the school system and the public in general.
- R. When an application is approved to citizens not officially connected with the school, the Superintendent/Principal will be in charge of the regular school employees.

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Rental fees will be:

Wood Fired Oven	\$ 50.00
Kitchen	\$ 100.00
Bus	\$ 100.00 + \$7/mile + hourly employee rate

Professional Courtesy (classroom)                      no charge

Adopted:    May 2022