

Windham School District	KF
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COMMUNITY USE OF SCHOOL FACILITIES

Our public schools and athletic fields are an integral part of our community. Therefore, the Windham School Board intends to make school facilities, (all school buildings, grounds, fields and the SAU 95, general use areas) available to the public as time and resources allow, with school district activities having first priority.

Permitted Use of School Buildings and Grounds:

Authorization for use of school facilities shall not be considered an endorsement or approval of the activity, group or organization nor the purposes they represent.

Any Non District affiliated activities, included but not limited to camps or training, being conducted on School District property or facilities by any School Board Member, District Employee, an outside vendor, community member or any other non-district resident will need prior approval by the Superintendent of Schools.

Requests for Use of School Facilities shall be granted in the following order, based on availability and in accordance with the policies and procedures set forth by the Windham School District:

Category A: Branches of Windham municipal government.

Category B: Windham based groups and residents where no admission is charged and no profit-making activity is allowed.

Category C: Non-Windham based groups where no admission is charged and no profit-making activity is allowed.

Category D: All other groups, with priority for Windham based groups.

Procedures for Application for Use

1. Written request form shall be submitted at least ten (10) business days prior to the event to the designated agent of the appropriate school or athletic fields. Agreements are not transferable and only the authorized parties may use the facility.

Legal References: RSA 126-K:7; RSA 155:66,III

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2. The Facility Director's office, in cooperation with the building principal, will be responsible for maintaining and publishing a calendar of all uses of school facilities by school and community groups.
3. Sponsoring organizations shall provide the necessary supervision, which will be agreed upon at the time the authorization is issued.
4. All non-school organizations using school facilities may incur costs which will be the sole responsibility of the organization. See fee schedule.
5. Smoking (RSA 126-K:7) and the use of alcoholic beverages will NOT be allowed on school premises at any time (RSA 155:66, III.)
6. Anyone making use of school facilities under this policy shall indemnify and hold the School District harmless, from any liability or expense that may arise by such use of district facilities.
7. Groups C and D must provide proof of liability insurance (\$1,000,000) and indemnify and hold the School District harmless in case of accident in order to receive approval to use School District facilities.
8. Rental fees and charges for use of school facilities shall be administered based on a fee schedule approved by the Windham School Board. The fee schedule will be subject to change at any time.
9. Request for use of special equipment or specific set ups must be made at the time of application. Requests to use PA systems, projectors, televisions, lighting, instruments, etc., shall be handled by designated school personnel unless prior permission has been granted.
10. Should an event result in damage to any equipment or property owned by the district, including athletic fields, the organization will be charged the full cost of repair or replacement.
11. Alterations of school grounds, buildings and equipment is prohibited unless permission is granted by the Windham School Board.
12. Refreshments shall be prohibited outside cafeteria area unless special permission is given by the designated agent and written on the approved request.
13. A police officer is to be on duty at all town functions in all buildings, such as elections, town meeting, etc.
14. Police or Crowd Control Manager(s) may be required at any function at the discretion of the Superintendent or his/her designee. Arrangements for police and crowd control are the responsibility of the applicant. A crowd control manager is required for any activity involving 250 or more people. The crowd control manager is authorized to call for additional resources, such as crowd control managers or police officers, should they be determined to be needed.

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- 15. The applicant has the right to appeal a denial of application and must do so by filing a written request for such appeal to the Superintendent.
- 16. Organizations will be billed as appropriate and any payment will be forwarded to the Windham School District/SAU # 95 office promptly.

FEE SCHEDULE:

Category A: Branches of Windham municipal government. No fees shall be collected or charged for use related to this category.

Category B: Windham based groups and residents where no admission is charged and no profit-making activity is allowed. (ex. Boy Scouts, Town basketball). Fees will be charged on the weekends only.

Category C: Non- Windham based groups where no admission is charged and no profit-making activity is allowed.(ex. ASA, Travel Basketball). Fees will be charged on the weekends only.

Category D: All other groups, with priority for Windham based group.

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	Group B <i>(Charges for events scheduled outside regular open hours only)</i>	Group C	Group D
Auditorium- <i>Room rental</i> Auditorium- <i>Utility</i>	\$0 \$0	\$400 <i>Per day</i> \$30 <i>Per hour</i>	\$500 <i>Per day</i> \$30 <i>Per hour</i>
Piano	\$0	\$50 <i>Per day</i>	\$50 <i>Per day</i>
Wireless Body Mics	\$0	\$50 <i>Per day</i>	\$50 <i>Per day</i>
Choral Risers	\$0	\$60 <i>Per day</i>	\$60 <i>Per day</i>
A/V Tech Assistant A/V Tech Student	\$40 <i>Per hour</i> \$8 <i>Per hour</i> <i>Fees for category B may be waived. *See below .</i>	\$50 <i>Per hour</i> \$10 <i>Per hour</i>	\$50 <i>Per hour</i> \$10 <i>Per hour</i>
P.A. System Portable P.A. System	\$0	\$45 <i>Per day</i> \$150 <i>Per day</i>	\$45 <i>Per day</i> \$150 <i>Per day</i>
Power Distro	\$0	\$50 <i>Per day</i>	\$50 <i>Per day</i>
Gym- <i>Room rental</i> Gym- <i>Utility</i>	\$0	\$250 <i>Per day</i> \$30 <i>Per hour</i>	\$350 <i>Per day</i> \$30 <i>Per hour</i>
Cafeteria- <i>Room rental</i> Cafeteria- <i>Utility</i>	\$0 \$0	\$60 <i>Per day</i> \$20 <i>Per hour</i>	\$70 <i>Per day</i> \$20 <i>Per hour</i>
Kitchen Help	\$20 <i>Per person per hour if requested</i>	\$30 <i>Per hour</i>	\$30 <i>Per hour</i>
Kitchen- <i>Room rental</i> Kitchen- <i>Utility</i>	\$0 \$0	\$80 <i>Per day</i> \$20 <i>Per hour</i>	\$100 <i>Per day</i> \$20 <i>Per hour</i>
Classroom- <i>Room rental</i> Classroom- <i>Utility</i>	\$0 \$0	\$20 <i>Per day</i> \$10 <i>Per hour</i>	\$30 <i>Per day</i> \$10 <i>Per hour</i>
Varsity Fields Varsity Fields- <i>Utility</i> Other Sports Fields Other Sports Fields- <i>Utility</i>	\$0 \$0 \$0 \$0	\$200 <i>Per day</i> \$30 <i>Per hour, per night</i> \$100 <i>Per day</i> \$20 <i>Per hour, per night</i>	\$300 <i>Per day</i> \$30 <i>Per hour, per night</i> \$200 <i>Per day</i> \$20 <i>Per hour, per night</i>
Custodial Charge	\$25 per hour	\$35 <i>Per hour</i>	\$40 <i>Per hour</i>
Garbage Disposal	\$0	\$45 <i>Per day</i>	\$45 <i>Per day</i>
Crowd Control Manager	\$25 per hour	\$35 <i>Per hour</i>	\$40 <i>Per hour</i>

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*AV Fees will not be necessary if qualified volunteer is available as approved by WSD

Category D groups must pay fees five days in advance of the event, and in case of cancellation after payment of fee, 25% of that fee will be retained.

USE OF CUSTODIANS AND SUPERVISORS FOR BUILDING RENTALS

The Windham School District reserves the right to require that a Supervisor, custodian(s) or other designated school personnel be present at any given event. The school personnel to be assigned to each event are to be established as part of the approval process.

Such requirements are necessary to provide security and emergency access to telephones in the event of an emergency, to provide opening, setup and clean-up for certain events and to ensure the proper use of the facilities.

Custodians may be assigned only when there is no other work-shift taking place within the building or if the event requires extra attention. The district expects that a custodian should be able to manage a single building that may, at times, have more than one event at the same time, unless an excessive amount of set-up, take-down or clean-up is required. Custodians will be assigned other work to be done while on duty.

Supervisors may be required for events that involve students, or the use of specialized facilities as directed by policy or when the need is for supervision and security only. Supervisors will be assigned at their regular rate of pay, unless the employee works beyond their contracted full time hours, at which time they will be paid time and one-half.

Custodians and supervisors shall not be responsible for discipline of those using the buildings, nor are they employed to care for injured persons. In the event of disruptive behavior, access to unassigned areas or injuries, the custodian shall advise the parties responsible for the event and, if necessary, the police and/ or fire department.

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