

## **USE OF SCHOOL FACILITIES**

It is the policy of the School Committee to make school facilities available for use by the public when such use does not interfere with school-related activities. The Director of Administration & Finance, or his/her designee, is authorized to permit the use of school facilities under the following conditions:

- I. Eligible Users
  - A. School employee groups
  - B. Federal, state, municipal agencies
  - C. Responsible, non-school organizations, associations, or individuals
  - D. School-related agencies
  - E. The objectives of user groups should be related to civic, cultural, recreational, or public welfare activities and be in concert with the objectives of the school district and state/national governments.
  - F. Religious organizations may use school facilities on the same basis as other user groups, except that the use of facilities for direct religious purposes will be subject to the established fee schedule.
  
- II. Standard Operating Procedure
  - A. Requests for the use of facilities will be made on a form provided by the Office of the Director of Administration & Finance.
    1. Forms may be requested from the Director of Administration & Finance or from the office of any building principal.
    2. Requests for facility use are to be filed via the office of the principal of the building facility to be used.
    3. Building principals will note schedule conflicts and/or operational concerns prior to forwarding a request to the Director of Administration & Finance.
    4. The Director of Administration & Finance or his/her designee will approve/deny the request.
  - B. The person or organization using school property, including school fields, will be responsible for providing proof, upon request, that they have permission to use the facilities.
  - C. For security and safety reasons, approved users must station a responsible adult at school entrances and exits for the entire event. Only event participants will be allowed entry.
  - D. Use of facilities will not be permitted to interfere with school activities even when such activities may be scheduled after a facilities use application has been approved.
  - E. Facility usage by any outside group on Saturday or Sunday or legal holiday (or any other day when a custodian is not normally scheduled) will require a custodian to be assigned at the expense of the outside group.
  - F. Facility usage will not be granted for admission charge programs unless such programs are held for the purpose of benefiting the educational, civic, or charitable interests of the citizens of Chariho.
  - G. The person or organization using school property shall be responsible for the behavior and discipline of persons using or attending a function and shall furnish, at their own expense, police and/or fire protection and parking supervision as the Director of Administration & Finance shall direct. The cost and direct payment for police and firefighter will be the responsibility of the renting or user agency.

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- H. The person or organization using school facilities shall protect school property from abuse and shall be responsible for the cost of additional cleaning and/or the repair of any damage occurring to school property in connection with, or in consequence of, facility use. User groups will agree to save and hold harmless the school district from any claim arising from personal injury or property claim suffered or incurred in connection with the use of school facilities. General liability insurance, with a minimum limit of \$500,000, shall be required. (See the Facility Use and Indemnification Agreement for specific insurance requirements.) This requirement may be waived by the Director of Administration and Finance, as appropriate.
- I. Decorations, electrical fixtures, electrical equipment, or changes in electrical wiring are not permitted unless authorized by the Director of Administration & Finance /building principal after an inspection by the fire department.
- J. Smoking or vaping is prohibited in school buildings and on school grounds. The person or organization using school buildings will enforce this rule.
- K. Alcoholic beverages or illegal substances are not permitted in any part of the school building or on school grounds.
- L. Food/drink is not permitted in school libraries, gymnasiums, and auditoriums.
- M. The only footwear allowed for any athletic or other event in a gymnasium are sneakers, boat shoes, or stockings.
- N. The Director of Administration & Finance/building principal shall determine the need for a representative(s) of the district to be in attendance during a facility use.
1. Services of custodians beyond normal shift hours and/or to perform services that are not job assignment related, will result in a charge to users equal to the cost to the District for these services.
  2. All charges must be paid within 30 days of usage.
  3. Use of cafeteria kitchen areas requires the services of a cafeteria worker. Payment for this service is to be made directly to the food service company.
- O. Authorized representatives of the district will have access to facilities in use.
- P. Organizations approved to use auditoriums/cafeteriums and gymnasiums will be responsible for the provision of security, supervisory and support personnel in addition to the school department assigned custodian.
- Q. The approved applicant shall, prior to use of the facility, guarantee the following:
- Per 100 occupants: 1 police officer or at discretion of the local police department
  - Custodians will be assigned at the discretion of the Administration.
  - Per every 150 occupants: 1 firefighter or at discretion of the local fire department to be assigned by the chief.
  - Damage deposits may be required at the discretion of the Director of Administration & Finance.
- R. Appeals to decisions related to this policy may be made in accord with the District's Appeals Policy, beginning with an appeal to the Director of Administration & Finance.

### III. Violations

Violations of Section II of this policy will result in (1) revocation and/or denial of permission to use school facilities for a period of time to be determined by the Superintendent (or designee) or (2) the assignment of district staff to an event at the expense of the user.

### IV. Schedule of Fees

- A. All organizations, individuals or agencies, except the following, will be subject to the rental fees listed.
1. All school-related student activities

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2. Chariho-based, non-profit youth organizations such as boy scouts, girl scouts, brownies, etc.
  3. Chariho youth or adult activities sponsored directly by Chariho District staff or town recreation departments, such as athletic groups, the arts, civic groups, etc.
  4. Chariho parent-teacher organizations
  5. Chariho municipal agencies
  6. Employee group activities
  7. Chariho based non-profit groups whose express purpose for using the facilities does not include generation of revenue for the direct benefit of the group and whose activity benefits Chariho residents.
- B. Rental Fee Structure
- Gymnasiums (including locker rooms) \$175.00
  - Multipurpose rooms \$100.00
  - Cafeterias \$100.00
  - Cafeteria and kitchen\* \$150.00
    - \* All kitchen usage requires the services of a person approved by Chariho's food service provider.
  - Classrooms \$60.00
  - Libraries \$80.00
  - Athletic fields \$100.00
  - Auditoriums and Maddie Potts Fieldhouse \$200.00
  - Surcharge for auditorium theatre lighting and public address system \$50.00\*\*
    - \*\* All auditorium theatre lighting and public address system usage requires the services of a person approved by the building audio visual coordinator or building principal. Payment to such person is made directly.
- C. For groups paying rental fees, the following additional charges will apply:
- Utility fee of \$20.00 per use.
  - Administration fee of 5% of total charges.
- CI. For groups not paying rental fees, with the exception of school-related and municipal groups, the following additional charges will apply:
- Utility fee of \$10.00 per use.
- CII. Long-Term Use
- An organization that commits to long-term rental, consisting of five (5) days per week for the school year will be charged 5% of rental fees. All other charges apply.
  - An organization that commits to long-term rental, consisting of no less than once per month for the school year, will be charged 25% of rental fees. All other charges apply.

Rental fees and other charges shall be paid by check/money order made payable to the Chariho Regional School District.

Revised 6/7/05, 9/13/05, 10/26/10, 10/8/13-Effective 12/1/13, Revised and Effective 8/20/19  
 Revised and Effective 9/13/22