

POLAND SCHOOL COMMITTEE	CODE: KG Page: 1
SUBJECT: USE OF SCHOOL FACILITIES	
DATE OF ORIGINAL POLICY: January 1985 REVISION DATE: February 1996; January 2006	
JURISDICTION: Poland Community School	

PHILOSOPHY:

It is the philosophy of the Poland School Committee that the Poland Community School is a center for community activity and that it serves a valuable function as a place for after hours learning, recreation and entertainment.

The Poland School Committee values the mutual support that the community of Poland and its school component currently enjoy. This policy seeks to enhance and support that mutual relationship while maintaining provisions that will preserve the physical plant to be utilized and enjoyed for years to come.

POLICY:

It is the policy of the Poland School Committee that the Poland Community School be available as a community center. The use of the Poland School shall be governed in accordance with the amplifying guidelines of this policy.

AMPLIFYING INSTRUCTIONS AND GUIDELINES:

A) SCHOOL RELATED ORGANIZATIONS & ACTIVITIES - Requests by any organization within the school for use of the school building for evening meetings, lectures, entertainment, or rehearsals shall be made to the principal of the school who shall have power to grant permission and who shall advise the superintendent. The Organizations using the building shall be required to pay for the cost of extra custodial service, clean-up fees and other applicable expenses unless special remission of such expense is granted.

No student activity on a night preceding a school day when school is in session shall be held later than 9:00 PM. On all other nights, these activities must cease not later than 10:30 PM, except by special permission of the school committee.

It is understood that in all cases, regular school activities or organizations of the school including Adult Ed programs, shall have first preference in requests for the use of any part of the building.

No organization shall be granted the use of a school building unless the organization satisfies the principal and/or superintendent that there will be a responsible person in charge. Special permission must be given by the School Committee if school buildings are to be used for personal gain or for meetings of a sectarian nature.

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B) NON-SCHOOL ORGANIZATIONS & ACTIVITIES:

The use of school buildings by outside organizations shall be permitted in accordance with rules as prescribed by the school committee. The present ruling is that the building may be used only by non-profit organizations, and other functions pertaining to the educational program.

No tickets shall be sold, nor notice of lectures, concerts, or other entertainments for amusement of any kind shall be given except for the usual school functions, which are held at the direction of the principal.

When a permit is granted to citizens not officially connected with the schools, the school must be in charge of responsible persons as determined by the principal, the number of whom in each case will be subject to the direction of the building principal and the custodian.

No custodian or any other alarm code holder shall have the right to open the school building outside of school hours (including Saturday and Sunday) for any person or persons except the principal or superintendent, unless they first have authority in writing to open said building.

C) REGULATIONS FOR USE OF SCHOOL FACILITIES:

1. School authorities are not responsible for loss or damage of articles brought into the building.
2. The person or organization using school facilities will be responsible for any damage to building and furniture.
3. At the discretion of the building administrator and cafeteria manager, any use of the kitchen facilities will require the employment of the cafeteria manager or a member of the kitchen staff.
4. All entertainments are only as stated in the contract.
5. All meetings, entertainment, or dances must cease not later than 10:30 PM, and custodians must see that the building is closed properly.
6. The number of tickets sold must not exceed the seating capacity of the gymnasium for which the permit is granted.
7. A copy of the contract will be filed with the superintendent when approved. Any such contract is not transferable. Only that part of the school building specifically mentioned in a contract is to be used.
8. Smoking is not permitted on school property.
9. No food or beverages are permitted in the gymnasium without prior administrative approval.
10. All national and state laws, local ordinances, and rules of the police and fire departments regarding public assemblies must provide sufficient police attendance at each performance, as required by school policy.
11. 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.

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12. The service of a building custodian does not include the erecting or dismantling of scenery or equipment, unless such scenery is the property of the school department.
13. All materials and equipment provided by the holder of a permit must be removed from the building promptly after the performance so as not to interfere with school activities. Whenever materials, equipment, furnishings, or rubbish are left after the use of a school building by persons not officially connected with the schools, the party to whom the permit is issued will be required to pay for the cost of removal of same, which will not be delayed for the convenience of the party who used the building.
14. Should the holder of a permit wish to cancel a reserved date, the principal's office must be notified at least by 12:00 noon on the day of the meeting or performance. If no notice is received by the principal, and the holder of the permit fails to appear within one hour after the meeting or performance is scheduled to start, the holder of the permit must pay the regular charge for the extra services of the custodian employed.
15. The School Committee shall reserve the right to revoke any permit should such action be termed necessary or desirable and in the best interest of the school and the public generally.
16. No person is to use the basketball courts unless he or she wears approved and suitable footwear.
17. Payment for the use of school facilities will be made to the office of the Superintendent of Schools.
18. There will be no drinking of alcoholic beverages or liquor on the school premises, and any misconduct on the part of patrons on the school premises will not be tolerated. It is the duty of the sponsoring organization to see that the police officer on duty ejects such people from the premises.
19. All youth groups must be adequately supervised by an adult.
20. Organizations using the building are restricted to the designated areas requested for use.
21. Any persons or organizations using the facilities must provide their own liability insurance coverage and provide their Certificate of Insurance prior to using the facility. Liability coverage will be maintained at \$300,000.00 per occurrence.

DELEGATION OF AUTHORITY:

The Poland School Committee delegates the implementation of this policy to the Superintendent of Schools who in turn delegates those provisions of the policy applicable to the building principal of Poland Community School.

EXCEPTIONS TO THE POLICY:

In accordance with State and Federal Laws

REPORTS:

Building Use Forms will be filled out by all users of the building, and these forms will be kept on file for review during budget preparation time.

