

LITCHFIELD SCHOOL DISTRICT

POLICY CODE: KG

APPROVAL: July 26, 2017

USE OF SCHOOL FACILITIES

The Litchfield School Board subscribes to the notion that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community in terms of its intellectual and social expression and development.

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

School-sponsored activities shall have first priority, followed by Town sanctioned organizations and community organizations. The right to authorize use of school facilities shall be retained by the Board and/or Superintendent. Such use will be determined by the district policy and will be only at such times as the facilities required are free from district curricular, co-curricular and extra-curricular activities.

Use of School Facilities

The use of school buildings, grounds and fields, equipment, and facilities will be authorized by the Superintendent or his/her designee in conformity with the following regulations governing their use as approved by the Board.

Although requests will be accepted 20 calendar days in advance, individuals are encouraged to make requests for facility usage at least 60 days in advance, especially when fees are required. Emergency requests for use will be considered on an individual basis.

Religious Organizations

All groups who use school facilities for religious purposes must pay a fee, which shall be the same for all religious denominations.

Distribution of materials is subject to Litchfield School District policy KDCB, Use of Students in a Non- School Public Information Program.

Should religious organizations wish to use school facilities for other than religious services events, separate applications should be filed and said applications will be considered in the same manner as any other civic or recreational request.

Priorities for Use of School Facilities

Litchfield school or school-sponsored activities shall have first priority, followed by Town sanctioned organizations and community organizations. The right to authorize use of school facilities shall be retained by the Superintendent and/or School Board. Such use will be determined by district policy and will be only at such times as the facilities required are free from district curricular, co-curricular, and extra-curricular activities.

All activities must be under competent adult supervision approved by the building administrator or his/her designee of the building involved. In all cases, an assigned school employee will be present (*see Policy ECAB, Buildings and Grounds Access and Security*). The group using the facilities will be responsible for any damage to the building or equipment.

Groups receiving permission are restricted to the dates and hours approved, and to the building area and facilities specified, unless requested changes are approved by the building administrator or his/her designee.

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Groups receiving permission are responsible for the observance of county and state fire and safety regulations at all times. RSA 153:5 and Administrative Rules SAF-C 6000 requires that trained crowd managers be on duty during any public assembly event. Litchfield School District authorized personnel shall be trained and certified in crowd control management through the NH Department of Fire Safety, and shall be on duty during public assembly events. For more information, see the link provided under Legal References.

The use of alcoholic beverages, profane language, gambling in any form, or any other activity restricted in district policies and handbooks is not permitted on school premises. Smoking within the building or on school grounds is not permitted.

The School Board will cooperate with recognized agencies, such as the Red Cross and the Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.

Liability insurance will be required for all non-school related groups given permission to use school facilities. Organizers of any activity not under the direct supervision of a school employee must provide a certificate of insurance endorsed to name the district as an additional insured.

The Board will approve and periodically review a fee schedule for use of facilities.

In situations where there is no cost to the district, or the renter is a Litchfield youth organization, or in any situations where a mutual exchange of facilities is possible between the school district and the organization, or when the district requests a change in location, rates may be waived or modified by the Superintendent or his/her designee. In situations where extended usage for a long period of time is required, rates may be set at a contract price.

The Superintendent or his/her designee and/or the School Board reserve the right to cancel any permission granted.

Statutory Reference

RSA 153:5, NH State Board of Fire Control Rules

Legal Reference

Administrative Rules SAF-C 6000, NH State Fire Code

Fire Safety Crowd Managers Training Program <https://crowdmanagers.com/training/>

See Also: Policy ECAB, Buildings and Grounds Access and Security

Approval: 2nd Reading, July 26, 2017
Reviewed: 1st Reading, May 10, 2017
Revised: May 10, 2017
Approval: March 6, 2011

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FACILITY USE PROCEDURES

Regulations & Fee Schedules Governing Rental and Use of School Facilities

Fee Categories

The following organizations and/or groups shall not be charged a fee to use the school facilities in Litchfield:

1. Litchfield school activities (student performances, student athletic events, dances, graduation, ceremonies, school councils, school board, etc.)
2. Town of Litchfield and departments or branches of municipal government related uses (town meetings, elections, etc.)
3. Town of Litchfield recreation department activities
4. Litchfield School District support groups (PTO, boosters, etc.)
5. Litchfield non-profit and service-based community organizations and established youth organizations (with 50% or more youth from Litchfield)
6. Litchfield community groups, such as cultural, recreational, fraternal, patriotic, service and duly established charitable.

The following categories shall be accessed a fee to use school facilities in Litchfield according to the regulations governing fees below and the attached fee schedule:

- A. Established youth organizations with less than 50% youth from Litchfield. Community groups, such as cultural, recreational, fraternal, patriotic, service and duly established charitable organizations [when these organizations charge admission to events or are engaged in activities that generate profits].
- B. Private promoters receiving a percentage of the profit and sponsored by groups identified in Categories 1 and 2, or State Conferences for Education Professional associations.
- C. All other groups not mentioned in categories A-B, including but not limited to, religious organizations, political organizations, or private promoters for their own exclusive profit.

Regulations Governing Fees

1. A fee schedule is outline for Categories A, B and C.
2. A 50% booking fee is required for all Category A, B, & C events to guarantee reservation. If canceled prior to 60 days before the event, all monies will be refunded. If canceled 30-60 days prior to the event, 50% of the deposit will be retained. Cancellation 30 days or less prior to the event will result in loss of the deposit.
3. Category A, B, & C fees must be paid in full five (5) days in advance of the event, unless prior arrangements have been made with the Business Administrator or designee.
4. Category B & C, when there are two events held – one in the afternoon and one in the evening – a separate fee will be charged for each event.

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5. The number of personnel and personnel fees to be assigned to each event is determined by the Business Administrator or Facility Manager.
6. Custodians and other required personnel may be hired above and beyond the regular custodial staff for banquets and other functions as deemed necessary by the Business Administrator or Facility Manager.
7. Utility charges are applicable only on weekends, holidays, or other times when school is not in session.

Regulations Governing Use of Facilities

1. Requests (applications) for school facility use must be submitted online through our Facility Request system (School Dude – Facilities Direct).
 - a. Anyone wishing to request the use of school facilities must register in School Dude-Facilities Request prior to submitting a request.
(<https://login.myschoolbuilding.com/msb/?acctNum=45151819&productID=FSD>).
 - b. Registration instructions and user guides can be found on the Litchfield School District website under Buildings & Grounds.
(<http://www.litchfieldsd.org/BuildingsGrounds.aspx>)
 - c. All applications must be reviewed and approved by the Facilities Direct Administrator
2. The user shall provide any necessary police and fire protection as per town ordinances, or as required by the building principal.
3. Only such facilities as have been requested and approved on the application shall be made available to the user.
4. The cafeteria, gymnasium, auditorium, or other school room shall not be made available to the user on school days for any preparation before 4:30 p.m. without the consent of the building principal, designated administrator or facility manager, with the exceptions of after school programs and community-based after school programs/activities approved by the Superintendent and/or School Board.
5. Arrangements must be made in advance with the office of the building principal *and the Facility Manager* if preparations are to be made earlier than the day of the event.
6. Anyone considering the possibility of renting the cafeteria, gymnasium, auditorium, or other room, and who wishes to enter the building to take measurements or survey other arrangements, shall obtain permission from the building principal and/or Facility Manager.
7. Decorations must be of fireproof nature as required by law. No decorations shall be attached to the walls, ceiling or stage draperies in any manner whatsoever, except by special permission of the head custodian.
8. **THERE SHALL BE NO SMOKING OR USE OF INTOXICATING BEVERAGES OR ILLEGAL SUBSTANCES OF ANY KIND IN THE BUILDING OR ON SCHOOL GROUNDS.**
9. There shall be no refreshments sold or consumed on the premises except in the areas designated by the building principal.
10. In the auditorium, there shall be no changes in lighting, sound, or stage equipment arrangements, unless permission has been granted by the Technical Crew Director. The technical crew shall supervise the set up and use of the sound booth, lighting, and all sound and stage equipment.

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11. During a school day, facilities may not be used until 4:30 p.m. with the exceptions of after school programs and community-based after school programs/activities approved by the Superintendent and/or School Board. People or organizations renting the facilities shall clear their equipment at the end of the function. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending, and shall see to it that the activities are confined to the areas requested and hours agreed on the application. In the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the Superintendent of Schools, or his/her designee, and a bill for damages will be presented to the group using or occupying the facilities during the time loss or damage was sustained. Additional custodial charges may be incurred if a custodian is assigned to supervise the clearing away on the following day.
12. District cafeteria help are only on duty to supervise the kitchen.
13. All non-school related users must submit a **CERTIFICATE OF INSURANCE LIABILITY** naming the district as additionally insured.
14. All applicants for use of the Litchfield school facilities shall hold the Litchfield School District free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use of occupancy of these facilities.
15. Applications for seasonal or long-term use, (e.g. basketball leagues, scouting, after school programming) should be submitted by the opening week of school. Decisions regarding use will be made soon after the opening of the school year. The Fee Categories will serve as the priority order for facility usage. Individual requests will be handled on a first-come, first-serve basis according to the Fee Categories and availability after seasonal/long-term applications are addressed.
16. Any requests for waivers of fees must be addressed to the Superintendent or his/her designee.

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FEE SCHEDULE - ALL CATEGORIES

<i>Campbell High School</i>	<i>Category A</i>	<i>Category B</i>	<i>Category C</i>	<i>Custodial Staff</i>	<i>Kitchen Staff</i>	<i>Utility Charge</i>
Auditorium (includes rehearsal room)	\$25 p/hr	\$300	\$600	\$35 p/hr**		\$15 p/hr***
Gymnasium (includes locker room)	\$25 p/hr	\$300	\$600	\$35 p/hr**		\$15 p/hr***
Rehearsals or Rehearsal Room*	\$25 p/hr	\$ 50	\$100	\$35 p/hr**		
Cafeteria	\$25 p/hr	\$100	\$200	\$35 p/hr**		
Kitchen	\$25 p/hr	\$100	\$200	\$35 p/hr**	\$25 p/hr (min 3 hrs)	\$15 p/hr***
Library	\$25 p/hr	\$100	\$200	\$35 p/hr**		
Classroom	\$25 p/hr	\$ 50	\$100	\$35 p/hr**		
Boys Locker Room*	\$25 p/hr	\$ 75	\$ 75	\$35 p/hr**		
Girls Locker Room*	\$25 p/hr	\$ 75	\$ 75	\$35 p/hr**		
Track/Soccer Field	\$15 p/hr	\$300	\$600			
Front Soccer Field	\$15 p/hr	\$300	\$600			
Softball Field and Baseball Field	\$15 p/hr	\$300	\$600			

*When rented separately / not in conjunction with the Gym or Auditorium.

**Custodial charges apply when outside the staff's regularly scheduled hours.

***Utility charges apply on weekends, holidays or other times when school is not in session.

<i>Litchfield Middle School and Griffin Memorial School</i>	<i>Category A</i>	<i>Category B</i>	<i>Category C</i>	<i>Custodial Staff</i>	<i>Kitchen Staff</i>	<i>Utility Charge</i>
LMS Gymnasium (includes locker room)	\$25 p/hr	\$150	\$300	\$35 p/hr**		\$15 p/hr***
GMS Gymnasium	\$25 p/hr	\$150	\$300	\$35 p/hr**		\$15 p/hr***
Cafeteria	\$25 p/hr	\$100	\$200	\$35 p/hr**		
Kitchen	\$25 p/hr	\$100	\$200	\$35 p/hr**	\$25 p/hr (min 3 hrs)	\$15 p/hr***
Library	\$25 p/hr	\$100	\$200	\$35 p/hr**		
Classroom	\$25 p/hr	\$ 50	\$100	\$35 p/hr**		
Boys Locker Room*	\$25 p/hr	\$ 75	\$ 75	\$35 p/hr**		
Girls Locker Room*	\$25 p/hr	\$ 75	\$ 75	\$35 p/hr**		
GMS Little League Field	\$15 p/hr	\$150	\$300			
GMS Babe Ruth Field	\$15 p/hr	\$150	\$300			
GMS Soccer Fields	\$15 p/hr	\$150	\$300			

*When rented separately / not in conjunction with the Gym.

**Custodial charges apply when outside the staff's regularly scheduled hours.

***Utility charges apply on weekends, holidays or other times when school is not in session.

Other Fees: These fees in conjunction with the above facility fees are deemed applicable by the building administrator:

Technical Crew

\$35 p/hr, pp

Pianos: Upright

\$35 p/event

Grand

\$60 p/event

Renter is responsible to contact directly with the Police and/or Fire Department(s) for coverage.

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Note: Summer Camps will be charged \$100 per session for use of District facilities.

Griffin Memorial School
229 Charles Bancroft Hwy
Litchfield, NH 03052
Phone 424-5931 Fax 424-2677

Litchfield Middle School
19 McElwain Drive
Litchfield, NH 03052
Phone 424-2133 Fax 424-1296

Campbell High School
1 Highlander Court
Litchfield, NH 03052
Phone 546-0300 Fax 546-0310

AGREEMENT

INSURANCE: It is agreed that in consideration for allowing the rental of school facilities and in full recognition of the School Board’s fiduciary responsibility to protect school property and assets, the Organization/Event Sponsor hereby covenants and agrees at all times to indemnify and hold harmless the School District, its’ School Board, officers and employees to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to reasonable attorney’s fees and legal costs arising out of the use of these rental premises and all school facilities by the Organization/Event Sponsor, its’ officers, employees, agents, representatives, contractors, customers, guests, and invitees.

_____The Organization/Event Sponsor maintains Commercial General Liability coverage of at least \$1 million per occurrence. A Certificate of Insurance endorsed to name the School District, as an Additional Insured, will be provided before any approval of facility use.

Only those facilities or equipment specifically designated in this application may be used. Bathroom facilities to be used are those closest to the specific facilities requested. At no time should participants, guests, invitees, contractors, representatives, employees, agents or officers from the Organization/Event Sponsor be in other areas of the building.

Person Responsible during the event(s): _____

Telephone Number of above: _____ **E-mail** _____

Please be aware of the following rules and regulation for use of the School District facilities:

NO SMOKING, ALCOHOLIC BEVERAGES OR ILLEGAL SUBSTANCES ARE ALLOWED ON SCHOOL PREMISES (IN OR OUT OF THE BUILDING).

RENTERS ARE RESPONSIBLE FOR ALL CLEAN UP COSTS.

On behalf of the above organization, I hereby certify that I have read and understand the REGULATIONS AND FEE SCHEDULE COVERNING RENTAL AND USE OF SCHOOL FACILITIES in Litchfield.

I agree to provide adequate adult supervision at all times during the use of the facilities and will assume responsibility for all fees, charges, and damage claims resulting from such use of school facilities.

Signed: _____ Date: _____

Address: _____ Phone: _____

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SAU #27
1 Highlander Court Litchfield, NH 03052
Phone 603-578-3570 Fax 603-578-1267

This form will be filled out by the appropriate school personnel and returned to you as a Facility Use Permit.

For Office Use Only: Fee Category: 1 2 A B C

Application for Use of : [] Griffin Memorial School Facilities [] Approved [] Declined
[] Litchfield Middle School Facilities [] Approved [] Declined
[] Campbell High School Facilities [] Approved [] Declined

FEES:

Rental Kitchen Piano Damage/Repair Charges Custodial Technical Crew Utilities

Total Estimate of Charges

Police/Fire Coverage to be contacted and retained by the Organization/Event Sponsor if deemed necessary.

INSURANCE INFORMATION

Insurance Certificate Required Proof of Insurance Presented

Organization Name:

Facility Approved: Date/Time:

Principal/Administrator: Date:

Comments:

Please sign and return with any deposit required to ensure these dates are secured for your use. Make checks payable to: Litchfield School District. Use is contingent upon timely prior payment.

Signature of Applicant Date

Amount of Deposit Received Date Received Received By

Signature of Approving Administrator Date