

FACILITIES USE PROCEDURES

Effective: November 17, 2015

Procedure Statement

This procedure is based on the premise that the citizens of this community provide school buildings for the purpose of education and activities which benefit the community. The school district, being a tax-supported governmental organization, is not in a position to subsidize community-based clubs, non-profit organizations or commercial enterprises. Therefore, the school district must charge, as nearly as possible, the actual cost for the use of the school facilities. It is understood that use by outside organizations will not interfere with educational programs and priority will be given to school sponsored activities or programs. Commercial groups or organizations seeking the use of the school buildings and grounds will be charged a higher rate than community-based non-profit organizations. As per Board Policy, drinking of alcoholic beverages, use of any tobacco product and possession of firearms on any school property is prohibited. The building administration reserves the right to refuse any group or organization.

CLASSIFICATION OF USE:

Group I.

School-related student activities, teacher groups, school-sponsored organizations and recognized school affiliates (such as the Booster Club or the PTO).

Group II.

Organizations which further education or contribute directly to education or fund raising for the Northfield Town School District; Town Government, or other agency of state or local government; and non-profit community organizations, including political groups, comprised of Washington South Supervisory Union residents, teaching staff or Northfield residents offering instruction to adults or children of the town.

Group III.

Commercial groups and out-of-town non-profit organizations.

Washington South Supervisory Union
Roxbury School District

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Rates:

GROUP I: No charge to rent, but will be charged for any damage incurred. Custodial fees may apply for use of facilities held beyond regularly scheduled operating hours.

GROUP II: May be charged rent and/or additional fees for staff services, but will be charged for custodial staffing beyond regularly scheduled staffing hours. The expense of police, kitchen personnel and auditorium technical support staff, when applicable, will be borne by the group requesting use of the facilities. The group will be charged for any damage incurred.

GROUP III: Will be charged rent and/or additional fees for staff services. The expense of police, additional custodial services, kitchen personnel and auditorium technical support staff, when applicable, will be borne by the group requesting use of the facilities. The group will also be charged for any damaged incurred.

Fees per minimum four (4) hour block:

| Space | Group II | Group III |
|--------------|------------|-------------|
| Classroom(s) | \$40/block | \$60/block |
| Library | \$40/block | \$60/block |
| Town Hall | \$65/block | \$100/block |
| Kitchen | \$50/block | \$80/block |
| Playground | \$30/block | \$40/block |
| Plowing | \$55/block | \$75/block |

All above fees include custodial fees during regularly scheduled staffing hours. Fees for kitchen personnel/custodial/technical support personnel will be charged at rates reflecting the actual costs to School District. Rates shall be set annually by the administration. With advance permission of the administration, fees may be reduced due to in-kind services.

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The following procedures are to be adhered to with respect to Buildings and Grounds Use:

TERMS AND CONDITIONS

- All applications must be made to the building administration at least seven (7) days before the activity. The application must be signed by a responsible person who will be held accountable for any damage or loss of property or liability arising from such use and must state in detail the purpose for which the building is to be used. In the event that an insurance claim must be submitted by the school district as a result of damages caused by any group's use of the facility, the group shall reimburse the district for any deductible insurance costs incurred.
- Users in Group II may be requested to provide a security deposit of 50% of estimated costs or post bond in advance of use to provide for this contingency or, if requested by the building administration, a certificate of insurance where the school district is named co-insured to cover possible damage or liability, at the time the agreement is signed.
- Users in Group III are required to provide a security deposit of 50% of estimated cost or post bond or, if requested by the building administration, a certificate of insurance where the district is named co-insured, to cover possible damage or liability, at the time the agreement is signed.
- Under special circumstances, decided on a case-by-case basis, organizations in Groups I and II may use certain school equipment with the prior approval of the building administration.
- The facility will be left clean and the way it was found, with nothing affixed to the property. Any alterations to school property must receive prior approval from the building administration.
- Rental of facilities must comply with all federal, state, local law regulations and licensing requirements.
- Kitchen facilities may be used and a person trained in the use of its equipment and approved by the Food Service Director.
- The use of the building on holidays, weekends and during vacation periods is contingent on the availability of custodians and/or other staff members qualified to supervise the premises.

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- School functions always take precedence. An approved permit can be subsequently canceled, without prior notice, if the building administration determines that the approved date interferes with the educational program or a school-sponsored activity. The building administration, in making the decision, will consider the impact not only on the school but also on the individual or group who initially received the approved permit.
- Notice of cancellation of event must be received by school district no later than 24 hours in advance; otherwise all fees will continue to be charged.
- An application can be canceled if its provisions or intent are violated in any way. The building administration shall be the sole judge of such violation.
- Specific restrictions for various spaces may apply.
- The charges for use of the school buildings will be determined from the rental fee structure and will be reviewed and approved annually by the building administration. Additional charges may be added as necessary to cover the school district's out-of-pocket expenses. Whenever possible, the applicant will be notified of these charges prior to the actual use of the facilities. Payment will be made by check or money order payable to the Roxbury Town School District, PO Box 317, Roxbury, VT 05669.