

WEARE SCHOOL DISTRICT

USE OF BUILDINGS

While the Weare School Board would like to maximize the number of non-school sponsored groups using the Weare Schools, the Board also recognizes its responsibility to make sure that the use of the buildings and grounds does not result in an additional expense for the taxpayers. *It is the Board's intent that such use will promote the welfare of the community, maintain safe conditions and preserve the property for school program use.* To that end, use of all school buildings or grounds by outside groups for all non-school activities will be in accordance with the following.

Eligibility and Priority

School related activities take precedence over all other activities.

School facilities will be available for the following on a pre-arranged basis:

- 1. Public school and School Board activities*
- 2. Parent-teacher activities*
- 3. Official town public hearings and town political activities such as voting*
- 4. Sporting events*
- 5. Non-profit service organizations*
- 6. Area education, social, recreational and religious organizations' activities if a substantial portion of the members are residents of the town*

School facilities may not be used for individual, private, or commercial purposes.

The use of school buildings, grounds and equipment will be authorized by the building principal in conformity with the regulations governing their use as approved by the School Board.

A custodian must be present to open the building, remain on site, inspect the building after use and lock up. *Hours of availability will be from the end of classes until 11 pm Monday through Friday, 8am to 4pm on Saturday and 11:30am to 8:30pm on Sunday. Facility use outside of regular hours is at the discretion of the building principal depending on the availability of custodial presence. A fee may be required to pay for such services.*

The building principal will have the discretion to determine if police presence is necessary for all non-school sponsored functions which occur on school grounds. If needed, this cost will be borne by the user/group.

For all non-school sponsored events, a certificate of insurance **must** be on file with the building principal.

All non-school sponsored groups using the building **must** provide proper supervision of **all** children (*including spectators, as well as participants, in events*). Chaperones and supervisors must be over 21 years of age. There must be one chaperone or supervisor for every 10 students.

High school and middle school student events will not be held at CWES without prior permission of the Superintendent of schools. High school events will not be held at WMS without prior permission of the Superintendent of schools.

Use of the stages is prohibited, unless special permission is granted by the building principal.

Use of the kitchens is not allowed unless the users/group secures the services of a person authorized by the building principal to supervise all activities in the kitchen. *A fee may be required for the services of such authorized personnel.*

All users/groups are required to clean up after their event; they must dispose of trash and leave the building as they found it. *Any damage or other abnormal conditions noted upon arrival of the user/group **must** be reported to the custodian on duty immediately.*

A security deposit of \$250.00 will be required in advance from all non-school sponsored users/groups. *For a one-time use of the facilities by a users/group, the security deposit will be held and returned after the event, provided that no damage has been done or additional custodial services have not been necessary. For user/groups using the facilities on a long-term basis, the security deposit will be deposited in a specially noted bank account. All user/groups will be responsible for any damage to the building, grounds or equipment which occurs during their use of the facilities. Cost of repairs will be deducted from the security deposit. In the event the costs incurred are greater than the deposit, the user/groups will receive additional billing.*

All non-school sponsored users/groups will adhere to school board policies pertaining to tobacco, alcohol, controlled substances, and weapons, *as well as all town, county and state fire and safety regulations.*

A completed application form must be received and approved *at least 14 days prior to the date of use*. A sign out checklist must be completed as the users/group leaves.

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

Failure to adhere to this policy can result in loss of building and/or grounds privilege. *The school board reserves the right to cancel any permission granted.*