

COMMUNITY USE OF SCHOOL FACILITIES

The Board encourages community groups to use the Orwell Town Hall for civic, educational, cultural or recreational purposes. School activities will always take precedence over any other use of school facilities. The requirement for scheduling, responsibilities of the user, and fee are intended as safeguards to the public's property and not as a deterrent to their use.

The use of school facilities will be somewhat limited to those groups drawing their membership predominantly from within district boundaries. A rental fee will be charged for use of school facilities for private engagements unless the program is open to the general public and no admission fee is charged. The rental fee will be waived if all admission proceeds are to be donated to a recognized charity. Excluded from the rental fee are:

Town Meeting, P.T.O., child and/or school sponsored functions, town and athletic non-profit organization group or for a bereavement function.

The school office will be responsible for approving and scheduling the use of the school facilities by community organizations and/or individuals.

1. The school district reserves the right to request payment of estimated fees in advance.
2. The use of all tobacco products in a school building or on school grounds is prohibited.
3. Alcoholic beverages will not be permitted on school property at any time without School Board approval.
4. Decorations must be fireproof and shall be erected and taken down in a manner not destructive to school property. The use of open flames, such as candles, is forbidden.
5. All equipment and facilities to be used must be cleared with the school office members in charge of facility use.
6. The use of any materials on floors or other parts of the building is strictly prohibited.
7. The use of the stage, furniture, and equipment must be arranged for in advance. Set-up and clean-up should be performed by members of the group using the facility. Additional custodial services required for work not done satisfactorily will be paid for by the using group.
8. Arrangements must be made with the principal for use of any special or extra equipment. Extra compensation paid to employees for

operating or supervising special or extra equipment will be charged to the using group.

9. School facilities may be rented to outside groups during summer vacation, on holidays, or during other vacation periods, providing the events do not conflict with the cleaning of the building, scheduled renovations, or scheduled school activities, i.e. athletic or play practices.
10. Responsibility for enforcement of rules and regulations concerning use of school facilities rests with renting group, and any infractions of the above regulations or following guidelines may be grounds for refusing to grant subsequent requests for the use of school facilities.
11. Corridors, exits, and stairways must be free of obstructions at all times. Exits are to be lighted when facilities are in use. Members of the audience or spectators must never stand or sit so they block exits, stairways, or aisleways.

Procedures to apply for use of the building

1. A list of rules and regulations shall be given to the president or leader of each community group or individual using the school facility.
2. Request for use of the facilities during the summer should be made by the end of the school year, if possible. Please allow plenty of time for your application to be processed.
3. If damage occurs, groups and individuals using the building will be financially responsible for all losses.
4. Rooms will be checked by school personnel for damage or misuse. Any damage should be reported to the school office.
5. Arrangements must be made to obtain and return keys from the school office during school hours. A key sign-up sheet must be signed when keys are taken and when keys are returned. The sheet will be in the school. There is a lost key fee of \$75.00.

Guidelines for use of school facilities Cafeteria

1. Do not adjust thermostat.
2. All doors and windows must be closed and locked.
3. All lights turned off.
4. Dust mop floors when finished.
5. Return equipment to proper locations.

6. If kitchen is used, it should be thoroughly cleaned and equipment properly stored.
7. Missing items are to be considered as damaged.
8. Users should confine themselves to the assigned area.
9. Use bathrooms in the main entry hallway only.
10. Area should be policed before leaving.
11. Doors must be locked with key. They will not lock automatically with closing.

Gym rules

1. All activities in the gym must have an adult supervisor over the age of 18.
2. No food or beverages allowed in/on the gym floor or stage.

Fees for private parties and/or profit-making groups using the Orwell Town Hall/School

Fees for each space:	Cafeteria/Kitchen	\$50
	Gymnasium	\$50
	School Building	\$50

CHECKS SHOULD BE MADE PAYABLE TO: ORWELL VILLAGE SCHOOL

The Board reserves the right to establish an alternative fee for extended use.

Use of tables and/or chairs outside of school facilities is to be arranged through the school

Donations are appreciated to help defray the cost of replacements.

The Board reserves the right to accept or reject any proposal for building use.

WARNED: December 29, 2006

ADOPTED: January 16, 2007

ORWELL TOWN SCHOOL BOARD

ORWELL VILLAGE SCHOOL/TOWN HALL

U S E A G R E E M E N T

Requester's Name _____

Phone _____

Address _____

Date _____

Individual Responsible for keys _____

Keys Authorized By: _____

Anticipated Key Return Date: _____

I have read policy 1330 concerning the **Community Use of School Facilities** and agree to abide by the stipulations/fees and conditions.

All keys are the property of Orwell Village School. No Orwell Village School/Town Hall key should be duplicated. In the event key(s) are lost, requester(s) will be responsible for a lost key fee of \$75.00.

Signature

Date

ORWELL VILLAGE SCHOOL/TOWN HALL

Equipment Loan Agreement

Date _____

Pick Up Date _____

Anticipated Return Date _____

Requester's Name _____

Organization _____

Phone _____

of Tables _____

of Chairs _____

Other _____

Destination _____

I accept responsibility for the safe return of above-mentioned equipment, and agree to the replacement cost of equipment damaged or not returned.

Signature

Date

For School Office Use only

Date Returned _____

Employee Receiving Equipment _____