

NEW SALEM/WENDELL UNION SCHOOL COMMITTEE

USE OF SCHOOL FACILITIES POLICY

1. It is the policy of the New Salem/Wendell Public Schools to encourage all responsible segments of the 'Towns' population to use the facilities of the school system to the fullest extent, for purposes worthwhile to the community.
2. Such use is permitted to groups that qualify under the rules and regulations adopted by the New Salem/Wendell School Committee for educational, civic, charitable and similar purposes. Use of the school facilities for only commercial purposes is not allowed.
3. The Principal may grant permission for the use of school buildings, to any responsible agency or individual for purposes appropriate to the best interests of the school.
4. School activities shall always have preference in the use of any part of the building and grounds.
5. The Principal may make emergency regulations relating to the use of school property.
6. There will be a fee of \$25 for any people or organizations which use the building outside of school hours except those which directly serve Swift River School students. Payment will be made within the first week of each month for the preceding month's use. The School Committee shall set a fee scheduled to be implemented by the Principal.
7. Neither smoking nor alcoholic beverages will be allowed on school premises.
8. Neither the School Committee nor the Towns of New Salem and Wendell shall be responsible for injury to persons or property while the building or grounds are used by any group. It shall be the responsibility of the users to pay for any necessary repairs or replacements resulting from their use by the renting agency or individual. The School Committee shall require that the individual or group carry suitable insurance to protect the towns.
9. Go-carts, trail-buggies, snowmobiles, trail-bikes, etc., are prohibited from school property.
10. Custodians and/or cafeteria workers will be present in the school building during outside use as appropriate. Additional fees for personnel required will be charged at the rate of \$35.00 per hour for each person needed. When a staff member is called away from normally scheduled duties or is not normally on duty, the user organization will pay for the staff member's services at

\$35/hour. The time spent assisting the user organization shall be kept and recorded by the Swift River School personnel, and there is a one hour minimum charge for such services. Cafeteria workers will not be required if the individual or organization provides proof that a member of their staff holds a current Serv-Safe certification.

11. Equipment may be used at the request of the visiting group at the discretion of the Principal.
12. Cafeteria and kitchen equipment may be used only under the direction of school employees or if the group or organization can provide proof that a member of their staff holds a current Serv-Safe certification.
13. Groups using cafeteria facilities should assume responsibility for appointment a general clean-up committee. This group will be supervised and assisted by a member of the cafeteria staff.
14. Organizations wishing to bring equipment to a school building must make arrangements at the time the application is made.
15. Nothing shall be pinned, taped or fastened to walls, curtains or other appurtenances without prior approval of the Principal, where a fire hazard is in question, by the Towns' Fire Departments.
16. Application procedure:
 - a. Applications may be picked up at the school.
 - b. Applications are to be filled out and returned to the Principal of the school building for initial scheduling. This will determine first request for a date and also prevent any conflict in scheduling.
 - c. The applicant will be notified of the approval and the fact that the building is free for use at the requested time.
17. The official schedule for determining who has first call on the use of the building or area within the building is the one kept by the Principal.
18. For those activities which involve Swift River School students and begin right after school, there are several important points for the person-in-charge to take into consideration:
 - a. All staff from the group or organization must comply with school policies regarding background checks and submit C.O.R.I. applications to the Principal in a timely fashion so that the background check can be completed prior to the start of the program or activity.
 - b. Parents of the participating students must be directed by the person-in-charge to send a note of permission to the school office. The note can be one for each occasion or it can be a "cover note" which gives blanket permission and specifies all dates involved (for example, "my child has

permission to attend the Science Club on Tuesdays, November 1 through December 20, from 2:50 to 4:00”).

- c. The person-in-charge must be ready to receive the participants as soon as the final bell rings so that there is no period when the children are without supervision.
 - d. The person-in-charge must stress to parents the importance of picking up their children promptly and must see to it that children who are not picked up promptly are supervised by the person-in-charge. Children who are not picked up promptly may be excluded from further participation in the program. Exclusion will be an action undertaken by the person-in-charge.
 - e. Any publicity for an after-school activity is the responsibility of the person-in-charge. Written publicity must be done on paper supplied by the person-in-charge.
19. Access to lighting and rest rooms is provided for the safety and convenience of building users. Accidental breakage or vandalism should be reported immediately to school personnel on-site, or if there are no Swift River staff at the school, to the Principal within twenty-four hours.
- At the end of every activity, the person-in-charge should do the following:
- a. Check the restrooms to see that toilets are flushed, trash is in baskets, and lights are out.
 - b. Check all the doors to the outside (in or near the space used only) to be sure they are closed tight and locked.
 - c. Sign and date the building use form located in the gym near the light switch.
 - d. Be sure all lights are off.
20. Groups that use the building after hours must be sure to be out of the building promptly at the agreed upon time. This is particularly important because most building use will be scheduled to coincide with the work schedule of one of the school’s assistant custodians whose job it will be to see that the building is open at the agreed upon starting time and closed and secured following the agreed upon ending time.
21. Occasionally, weather conditions may cause the cancellation of an activity. It may be the decision of the using group, in which case the group should make every effort to inform appropriate school staff in advance of their intentions not to be using the school building. It also may be the school’s decision in which case every effort will be made to inform the person-in-charge of the activity that the school will not be open due to the weather conditions.
22. The School Committee, in consultation with the Principal, reserves the right to discontinue use of the property by any group at any time if the above rules and conditions are not, in the opinion of the School Committee, being adhered to.

23. Individuals or organizations that utilize the grounds or facilities of the Swift River School must adhere to the policies of the School Committee and provide programs and messages that are consistent with those policies and the mission statement of the school. This includes following all relevant School Committee policies, which includes, but is not limited to, the anti-discrimination policy (ACAB), as well as other policies addressing anti-discrimination, bullying, harassment, and hazing.

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