

1330R USE OF SCHOOL FACILITIES - REGULATION

While the primary use of the school buildings is for educational purposes, the occasion arises when the needs of the community require the use of school facilities. These facilities may be used when such activities do not conflict with the educational functions of the school under the following terms and conditions.

1. Application for building use will be made on a form stating the purpose for such request, whether or not funds are to be raised, the name or names of the persons who shall be held responsible for the group using the school property and guaranteeing that such persons see that the property is left in a satisfactory condition and shall be responsible for all damage done to school property.
2. One or more custodians shall be in attendance *at all times* that a facility is used for activities not sponsored by the school, town government or recreation commission. When a custodian is not required, the organization must provide a person who has been trained in the school's safety and equipment procedures. This person(s) must be in attendance *at all times*. Additional special training will apply to the use of the kitchen facilities, the use of stage lighting and the use of audio equipment.
3. Charges: Rental charges for use of facilities shall consist of two (2) parts:
 - a. Base charge for use of the facility, plus
 - b. Charge for custodial service, and any other service required.
 - c. All arrangements for custodians and other staff shall be made with the school administration.
 - d. Payment of the total fee is to be made to the school on presentation of charges for services and rental.
4. Alcoholic beverages, smoking and games of chance are prohibited on school property.
5. Any organization or group wishing to use the facilities of the school for meetings,

recreation, etc. will make a written request for permission to the School Principal at least three weeks prior to the scheduled event. For continuous or regularly scheduled events in adult recreation, the Recreation Director will submit the proposed schedule and requested dates and times for the academic year by the third week in August.

Adopted by the Salisbury Board of Education October 27, 1997
Approved as a Regulation by the Salisbury Board of Education: May 20, 2019