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Hermon School Department

**Community Use of School Facilities**

I. Use Criteria

School facilities should be made available for appropriate community use when such facilities are not required for their primary purposes: the instruction of students and related school activities. School facilities shall not be made available for commercial, personal or personal social event purposes.

The long-term rental or lease of unused school facilities shall be authorized by the Hermon School Committee upon the recommendation of the Superintendent of Schools.

The occasional or short-term use of school facilities shall be authorized by the school principal subject to regulations established by the Superintendent of Schools in accordance with the following guidelines:

1. Activities sponsored by any component of the Hermon School Department shall take precedence over community use of school facilities. A process shall be established to provide an equitable means for advance reservation of facilities for community use.
2. A schedule of charges shall be established annually by the Superintendent of Schools to reflect the costs of providing school facilities for community use. However, organizations and activities sponsored by any component of the Hermon School Department or Maine Department of Education shall be exempted from such charges.
  - a. RENTAL CHARGE: There shall be a rental charge for the use of school facilities to recognize the costs of rental administration and utilities. However, the following shall be exempted from the rental charges for facilities but shall be subject to applicable service charges:
    1. Hermon area, non profit organizations which provide educational or cultural activities for school-age students and those which play a direct support role to Hermon students;

2. Federal or state government agencies conducting official business;
  3. Federal or state legislators conducting official government business.
- b. SERVICE CHARGE: During those hours when a custodian normally is on duty, there shall be a service charge only for those direct services required such as setting up chairs or clean up beyond the normal daily routine. At all other times there shall be a service charge for the entire time the facility is in use even though no direct services are required.
3. At least one school custodian shall be on duty the entire period of use (including preparation and clean up) unless specifically exempted by the Superintendent of Schools, but such custodial personnel may simultaneously perform routine work for the school department.
  4. At least one school food service employee may be assigned during the entire period of use of any school kitchen for food service (including preparation or clean up).
  5. Police and/or security service shall be provided through the school department at the expense of the user unless specifically exempted by the Superintendent of Schools.
  6. Activities planned primarily for students shall not end later than 10 p.m. on nights preceding school days and not later than 12 midnight on other nights.
  7. No alcoholic beverages shall be permitted on school property at any time.
  8. Smoking is prohibited on all school facilities and grounds.
  9. A certificate of liability insurance or a release of all liability may be required for users at the discretion of the Superintendent.
  10. Tickets shall not be sold in excess of the capacity of the facility nor shall admission be granted in excess of the approved capacity. Users must confine themselves to the areas reserved.
  11. Users must not negotiate with or pay individual school personnel for any services rendered. All charges shall be payable in full to the Hermon School Department within thirty days of use.

II. FEE SCHEDULE

A. No fees shall be charged to any component of the Hermon School Department (including school recognized parent/teacher organizations and school recognized booster clubs) or the Maine Department of Education.

B. Fees\* for the Use of School Indoor Facilities

1. Auditorium\*\*

Performance/Conference	\$50/hour
Tech/Dress Rehearsal	\$35/hour

2. Gymnasium / Cafeteria / Classroom Rental Fees

	<u>Day (4 hrs)</u>	<u>Night (4 hrs)</u>	<u>All Day/Night</u>
Gym***	\$100	\$150	\$200
Cafeteria	\$ 50	\$ 50	\$100
Classroom	\$ 50	\$ 50	\$100

\* Rental charges shall not be pro-rated for use of shorter duration.

\*\* Use of the Auditorium must include the services of the Auditorium Technical Director.

\*\*\* Rental of the Gym includes the use of locker rooms (and showers).

3. Service Charge

Auditorium Technical Manager: A \$25 per hour charge for the on-site supervision/use of technical equipment (to include: lighting board, sound, screen, projector, etc.).

Custodians: The room rental rates cover the use of facilities only during the normal working hours of the custodial staff. At all other times an additional fee equal to the hourly wage of the custodian will be charged.

Food Service Personnel: If the cafeteria is rented for the purpose of preparation and serving of food, appropriate food service employees will be assigned at a fee equal to the hourly wage of the cafeteria worker assigned.

C. Fees\* for the Use of School Outdoor Facilities

1. Soccer / Field Hockey / Baseball / Softball / Rental Fees

	<u>Day***(4 hrs)</u>	<u>Night***(4 hrs)</u>	<u>All Day/Night</u>
Soccer	\$100	\$150	\$200
Field Hockey	\$100	\$150	\$200
Baseball	\$100	\$150	\$200
Softball	\$100	\$150	\$200

\* Rental charge shall not be pro-rated for use of shorter duration.

\*\* Day rates apply from 8 a.m. – 4 p.m.

\*\*\* Night rates apply from 4 p.m. until dark.

2. Fees for Use of Non-Recreational Outdoor Facilities

An administrative fee of \$25 will be charged for the use of non-recreational outdoor facilities such as parking lots and lawn areas. User is responsible for satisfactory clean-up. User will be charged for any subsequent maintenance costs incurred by the School Department.

3. Service Charge

Field preparation (including: dragging, raking, lining, flags, scoreboard, goals, turfex, etc.), set up, and clean up will be provided for an additional fee of \$100.

D. Payment

All rents and fees are to be paid to the Hermon School Department. Users must not negotiate with or pay individual school personnel for any services rendered. All charges relative to use during the prior fiscal year must be paid in full before permission can be granted for rental in the current fiscal year.

E. Billing for the accounts receivable process shall be initiated by the Superintendent's Office.