

COMMUNITY USE OF SCHOOL FACILITIES

The Superintendent will authorize the use of school buildings, grounds, equipment, and facilities in conformity with the following regulations, which have been approved by the School Committee:

- Individuals looking to obtain approval for the use of facilities must create an account and apply through the online system, currently ML Schedules. A link to this system is available on the district website. Applicants should be aware that the approval process could take up to 30 days. Once approved, requests for the use of school facilities will be made through the online account.
- Requests must be made at least 30 days prior to the date requested for use.
- Reservations made through ML Schedules are expected to be kept. Although it is understood that situations arise that would require the occasional cancellation, blocking out dates with the intention of making regular cancellations is not permitted and may result in account suspension.
- School facilities may not be used for individual, private, or commercial purposes.
- Requests for school facilities must be cleared with the building Principal or the Superintendent or both, should the nature of the request so justify.
- All activities must be under competent adult supervision utilizing a process approved by the Superintendent and the Principal of the building involved.
- All rooms and /or equipment shall be left in the same condition it is found.
- The group using the facilities will be responsible for any damage to the building or equipment.
- Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Superintendent or his/her designee.
- Groups receiving permission are responsible at all times for the observance of fire and safety requirements.
- Smoking, vaping, or the consumption of alcoholic beverages is not permitted on school property.
- Proper liability insurance will be required of all groups given permission to use district facilities. A Certificate of Insurance shall name the TOWN OF FAIRHAVEN as an Additional Insured regarding general liability in the amount of \$1,000,000 each occurrence and \$2,000,000 general aggregate.
- Proof of non-profit status will be required of all groups applying to utilize this rate.
- The Committee will approve and periodically review a fee schedule for the use of school facilities. See exhibit KF-E.
- Invoices will be sent out monthly with full payment expected within 14 calendar days in the form of check or money order. Any payment received between 15-28 calendar days will incur a \$25 late fee. Payments not received by the 28th calendar day will result in the account being suspended and future reservations removed from the calendar.

- In situations where there is no cost factor to the school system, or in situations where a mutual exchange of facilities is possible between the school system and the organization, rates may be modified or eliminated by the Superintendent.
- In situations where usage for an extended period of time is required, rates may be set at a contract price.
- The School Committee reserves the right to cancel any permission granted.

School facilities will be available for the following:

- Public school activities
- Parent-teacher activities
- Official town public hearings and political activities
- Meetings and activities sponsored by the School Committee and school personnel
- Parks and playgrounds activities
- Local nonprofit and noncommercial organization activities
- Educational, civic, social, and religious organization activities if a substantial portion of the members are residents of the town.
- The activities of other organizations when approved by the School Committee

S.C. Received: October 10, 2018