

Community Use of School Facilities

For the purpose of this policy, "school facilities" include buildings and grounds, parking lots, playing fields and fixed equipment.

It is the School Committee's desire that the local taxpayers who provide the school facilities should be able to obtain maximum use of the facilities, to the extent consistent with the primary educational function of the facility. It is intended that community uses for educational, recreational, social, civic, and philanthropic and like purposes be approved by the administration, in accordance with this policy, the implementing regulations and procedures, and a fee schedule approved by the School Committee.

The Superintendent is responsible for developing administrative regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the public school students; preference to local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

The following provisions apply to community use:

- A. A certificate of insurance shall be required as appropriate to the particular use;
- B. No alcoholic beverages, tobacco products, nicotine products, marijuana or cannabis products, weapons, or illegal drugs may be brought onto school property at any time;
- C. School facilities may not be used for any illegal purposes;
- D. Community adults and children are free to use outdoor grounds for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to those entities following the facility use reservation process;
- E. Any approval of the use of school facilities is to require the signing of a Facility Use Agreement setting forth the conditions of use;
- F. Request for use is to be made through the building Principal, with final approval determined by the Superintendent or designee(s);
- G. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care; and
- H. Rental charges for the Donald M. Gay Performing Arts Center (DMG PAC) are specified in policy KF-R.

Facility use may be granted without rental charge, to the following groups:

- A. Not-for-profit (501(c)(3)) educational, recreational, cultural and fraternal organizations located in Auburn or Lewiston; [Maine non-profit organizations; educational, recreational, cultural, and fraternal organizations.]
- B. Municipal-sponsored groups and organizations.

Other groups shall pay rent, on a multi-increment scale which reflects highest amounts for groups engaging in a profit-making enterprise on school grounds. Rental fees shall be paid at least seven days prior to the event. For the DMG PAC, 30% of the agreed upon invoice amount shall be paid at least seven days in advance, with the remaining 70% due within one month after the event.

The following may be requested of any group:

- A. Reimbursement for incidental expenses (e.g., utilities);
- B. Reimbursement for property damage and any cleaning and repair costs;
- C. Reimbursement for custodian or other staff costs when necessary to the use of the facility; and
- D. Fees for rental of equipment. For the DMG PAC, see the rental agreement.

Adopted: Prior To 1984

Revised: October 31, 2010, September 4, 2013, October 18, 2023, December 18, 2024