

Requirements, Procedures and Fees for Community Use of School Facilities

Procedures for Application

1. Request forms shall be completed online through the School Department's website.
2. Application for the use of facilities should be made no fewer than 21 days prior to the date of use. Requests for use of facilities with fewer than 21 days' notice will be considered on a case-by-case basis. Every effort will be made to maintain the events as per schedule. The School Department reserves the right to cancel or rearrange the scheduled use of school facilities, if it is needed for school purposes, without reimbursing the applicant for lost revenues and/or incurred expenses.

Conditions of Use

- A. The School Department requires custodians to be present when facilities are being used. When possible, the hours during which facilities are used shall coincide with the hours custodians are regularly scheduled, unless arrangements are made. Payment for custodial overtime is required, in addition to any rental fees.
- B. Only approved Auburn school functions are covered by the School Committee's liability insurance policies. All other persons or organizations using the facilities or grounds must provide their own liability insurance coverage and provide a Certificate of Insurance, listing the Auburn School Department as an additionally insured, with their facility use application. The minimum insurance requirement is \$1,000,000 combined liability and property damage.
- C. It shall be the responsibility of the group or individuals sponsoring an event to see that adequate supervision is maintained at all times and that the person in charge is at least 21 years of age.
- D. It is the responsibility of the persons or organizations using the facilities to leave them in the same condition in which they were received. If this does not occur to the satisfaction of the building principal, a charge shall be levied for any required clean-up costs in excess of any fees that would otherwise be applicable.
- E. The persons or organizations shall be responsible for all breakage caused as a result of its use, and shall pay for all breakage, loss of equipment, or damage to facilities.
- F. The group or individual(s) sponsoring an event are responsible for preserving order during all activities and are required to comply with all applicable statutes, ordinances and regulations, and policies or conditions imposed upon the Auburn School Department. If security is deemed necessary, the securing and payment for Auburn Police services shall be the responsibility of those using the facility. Contingent on the event, the School Department may require security services to be present at the user's expense.
- G. Any use of a kitchen will require the presence of a food service employee with costs reimbursed by the persons or organizations using the facility.
- H. Food may only be consumed in designated areas.
- I. The Athletic Director or designee may cancel events on outside fields without advance notice if weather conditions create safety or property concerns. Any rental fees will be refunded if the event is canceled.

Prohibited Activities

- A. No school facility, including grounds, parking lots and playing fields shall be made available for any purpose that may, in the opinion of the Auburn School Committee, present a risk of damage to any school buildings, grounds or equipment.
- B. No school facility shall be made available to any group that advocates unconstitutional or illegal acts or is contrary to the best interest of the school system or to the educational welfare of students.
- C. Weapons, alcoholic beverages, tobacco products, nicotine products, marijuana or cannabis products, and illegal drugs are prohibited within any facility or on school grounds.
- D. No vehicle shall be permitted on any fields or athletic track. Use of golf carts is conditional based on protection of field conditions and athletic tracks against wear.
- E. Failure to abide by the above conditions will result in future facilities and grounds use denial.

Fees

- A. Facility use may be granted without rental fees to the following groups:
 - 1. Maine non-profit organizations; educational, recreational, cultural, and fraternal organizations.
 - 2. Maine municipal-sponsored groups and organizations.
- B. Other groups shall pay rental fees 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.
- C. Rental fees for the Donald M. Gay Performing Arts Center are outlined in the following pages. A thirty (30) percent deposit is due within seven (7) days of the event, and is non-refundable for cancellations made within those seven days. The remaining 70% is due one month after the event.
- D. The Superintendent may establish ancillary fees for use of school equipment or other services (e.g. tables and chairs, lighting and sound systems, projectors, lining fields, etc.).

(See table on next page)

Rental Fees Schedule

Space	Non-Profit Rate	For-Profit Rate
Gymnasiums		
High School Primary Gym	\$40/hour or \$200/day	\$60/hour or \$400/day
Middle School/HS Auxiliary/Park Ave	\$30/hour or \$150/day	\$50/hour or \$300/day
Other Elementary	\$20/hour or \$50/day	\$40/hour or \$100/day
Cafeterias		
Edward Little	\$125/day	\$250/day
Other Schools	\$75/day	\$150/day
Kitchen - All Schools (Excludes staffing costs)	\$50/day	\$100/day
Other Indoor Spaces		
Regular Classroom	\$20/hour	\$40/hour
Elementary Music Room	\$25/hour	\$50/hour
Middle School/High School Music Room	\$30/hour	\$60/hour
Fields (Including Tracks)		
Grass Fields	\$125/day	\$250/day
High School Turf Field	\$250/day	\$500/day
Donald M. Gay Performing Arts Center		
Performance	\$350/day	\$650/day
Rehearsals	\$50/hr	\$75/hr
Personnel	Prevailing Rates	Prevailing Rates
Makeup/Additional Rooms	\$20-\$30/performance	\$40-\$60/performance
Equipment	Prevailing Rates	Prevailing Rates

Ticketing	\$.50/ticket	\$1/ticket
Merchandise	5% of revenue	10% of revenue
<p>For all prevailing rates associated with the use of the Donald M. Gay Performing Arts Center, please contact the DMG Event Coordinator.</p> <p>The Event Coordinator will provide detailed pricing based on the specific needs of your event, including any additional services or equipment required. These rates are subject to change and will be tailored to the size, duration, and technical requirements of your event.</p>		

Endorsed: December 3, 1997

Revised: October 31, 2010, August 21, 2013, October 18, 2023, December 18, 2024