

Use of School Buildings and Facilities Procedure
School Board Approved: October 7, 2019**The purpose of this policy is:**

- To establish a consistent and equitable approach for handling scheduling requests and for assessing reasonable fees for the use of JRCS D facilities;
- To facilitate access to facilities for both internal and external groups;
- To address legal and financial issues pertinent to facility use; and
- To offer consistent quality, service, and support for events held in JRCS D facilities.

Priorities for Use of School Facilities

Priorities for use of school facilities, including buildings and athletic fields shall be as follows:

Priority 1: Jaffrey-Rindge school activities (student performances, student athletic events, dances, graduation, school councils, school board, etc.)

Priority 2: Town of Jaffrey and Town of Rindge related uses (town meetings, voting, etc.)

Priority 3: Town of Jaffrey and Town of Rindge recreation department activities

Priority 4: Jaffrey-Rindge Cooperative School District support groups (PTO, boosters, etc.)

Priority 5: Jaffrey and Rindge non-profit and youth organizations (scouts etc.)

Should a conflict develop, the Superintendent or designee may cancel any reservation at least five (5) school days in advance of the event.

Any request not covered above will be considered a special request and must be approved by the school board at a regularly scheduled board meeting.

Conditions of Use

1. Facility users must request use of district facilities on-line and provide a certificate of insurance, not less than fourteen (14) school days prior to the times school facilities are needed.
2. Go to <https://login.myschoolbuilding.com/msb> to request use of a district facility.
3. Applicants are not authorized to publicize details of the proposed event until they have received confirmation that the event has been approved.
4. Fax certificates of insurance to the office of the superintendent.

5. All facility users must review this policy in its entirety.
6. Per district policy JICG and ADC there is to be no smoking in the buildings or on the grounds of the Jaffrey-Rindge Cooperative School District.
7. Per district policy JICH alcoholic beverages are not allowed on any school premises.
8. Food and beverages are permitted only by prior consent from the building administrator.
9. The applicant must be present throughout the time the facilities are being used. The applicant is responsible for the decorum of the group, including spectators. The applicant is also responsible for the condition of the facility, including clean up.
10. When minors are using a facility, they are required to have adult supervision on a 1 to 15 ratio basis.
11. Police and/or fire department presence may be required for a particular activity. Determination of need for police and/or fire department presence is at the discretion of the administration. The applicant is responsible for making these arrangements and for payment of the same.
12. The applicant is responsible for informing attendees of emergency exits.
13. Any damages sustained to the facility and/or equipment during its use will be the responsibility of the facility user. The facility user may be billed for and/or future privileges denied should any repairs or clean-up be needed to restore the facility and/or equipment to its original state.
14. No electrical apparatus shall be connected to any lighting system unless it is first inspected and approved by the district building and grounds supervisor or his/her designee.
15. In all cases where gymnasiums are used for athletic purposes, participants are required to wear soft-soled athletic shoes.
16. School kitchens are operated by a third party vendor and are available only when ~~proper~~ cafeteria employees are scheduled (at an additional expense) to supervise and to ensure safe and proper use of the equipment. Applicants must contact the food services director to arrange for the specifics and receive an estimate of the costs.
17. Entrance to the property shall be permitted only via the main (front) doors of the school in use. All doors to the facility shall remain CLOSED and LOCKED at all times, except that custodial personnel shall unlock main entry doors for entrance by authorized groups as scheduled (fifteen minutes before scheduled start). Corridors/facility shall be unlocked as necessary to accommodate groups while in the building.

Use of School Buildings and Facilities Procedure
School Board Approved: October 7, 2019

18. Access to facility will be available only as indicated on the approved application form.
19. Equipment of the building user, such as scenery and furniture, may not be moved into or out of the building during school hours.
20. The building user must satisfy the building and grounds supervisor that the person designated by the building user to operate the lighting, curtains, drops, scenery, etc. is qualified to do so. In the absence of such a person, a custodian shall be engaged to operate the stage.
21. It is the policy of the Jaffrey-Rindge Cooperative School District not to loan school materials and equipment to individuals or groups.
22. Event attendees will park within the spaces provided. All fire lanes shall be accessible at all schools. Vehicles illegally parked will be towed at the owner's expense.
23. All non-school or town governmental related activities **MUST** be completed and the premises vacated by 9:30 p.m.

Insurance Coverage

1. The organization shall procure and maintain insurance against claims for injuries or losses to persons or property that are alleged to have arisen in connection with the activities, underlying this application, of the organization and any agents, representatives or employees. Insurance companies must be licensed by the State of New Hampshire or otherwise acceptable to the Jaffrey-Rindge Cooperative School District. The cost of such insurance, including required endorsements or amendments, shall be the sole responsibility of the organization. Full disclosure is required for any non-standard exclusions.
2. A certification of insurance, with minimum limits of \$1,000,000 for general liability (covering bodily injury and property damage combined, and personal injury) must be delivered to the office of the superintendent for review at the time of application.
3. In addition, evidence of automobile liability and employers' liability (workers' compensation) insurance coverage is similarly required to the extent applicable by nature of the activity.
4. All certificates of insurance must include the Jaffrey-Rindge Cooperative School District as additional named insured.

Clean-Up

1. All decorations, furniture, trash and other materials used shall be removed immediately by the

Use of School Buildings and Facilities Procedure
School Board Approved: October 7, 2019

facility user after the completion of the function. All decorations must be fire resistant.

Changing equipment, electrical adjustments, driving nails or hanging decorations shall be done only with the consent of the building and grounds supervisor. At no time shall objects be attached to stage curtains.

2. Jaffrey-Rindge Cooperative School District will not be responsible for any material left behind – it will not be saved and the facility user will be charged for its removal.

Fees

1. It is understood that fees shall be charged for use of school facilities as defined by the School Buildings and Facilities Fee Schedule.

2. When school buildings are used for the purpose other than for school use, additional expenses, including heating, lighting, custodial, and other operating expenses (wear and tear) are incurred by the public school system. Therefore, charges are made by the Jaffrey-Rindge Cooperative School District to cover these costs. See attached fee schedule.

3. The Superintendent and/or School Board may waive the fee for kitchen services at their discretion.

4. The Jaffrey-Rindge Cooperative School District has determined the rates to be charged based upon the following classifications: priorities 1-5

Fees: no charge for facility rentals or custodial services.

For any events not covered in Priorities 1-5 fees for facilities and custodial services may be charged according to the fee schedule located on the district website.

Payment

1. Payment for facilities use must be made thirty (30) days from date of invoice. Checks must be made payable to the Jaffrey-Rindge Cooperative School District and forwarded to the business office. Any returned check will be subject to a \$45.00 returned check fee and possible revocation of current and future applications.

2. If payment is not received on the due date, the facility users may be denied future use of district facilities.

Use of School Buildings and Facilities Procedure
School Board Approved: October 7, 2019**Miscellaneous**

1. The custodian on duty shall be responsible for the supervision of the building and equipment, safety precautions in the building and for any services required by the facility user in accordance with the use of the facilities approved.
2. Custodians have no responsibility to groups, as they have regular duties to be completed.
3. If you plan on advertising for the success of your event and it is not a school function, be certain to note the sponsoring group and do not imply school sponsorship.
4. On days when school has been canceled because of emergency conditions, the school buildings will not be available. All scheduled use will automatically be canceled.
5. The Jaffrey-Rindge Cooperative School District will not be responsible for the cancellation of an application for the use of school property in case of an emergency which results in the closing of a school building.
6. All questions concerning building use and particulars should be directed to the school principal or the building and grounds supervisor.