

**WINSLOW PUBLIC SCHOOLS  
25 MESSALONSKEE AVENUE  
WATERVILLE, ME 04901**

**COMMUNITY USE OF SCHOOL AND RECREATIONAL FACILITIES**

DEFINITION: "School and Recreational Facilities" are buildings and grounds, parking lots, playing fields and fixed equipment used by the Winslow School Department or the Park and Recreation Department. The term "Facilities" used throughout this policy includes Buildings and Outdoor fields. Fields include Pop Warner field, Nivison baseball field, tennis courts, LaVerdiere Field, Track, the field inside the track, recreation fields and all school fields.

INTENT OF USE:

It is the intent of the Town that Town owned Buildings and Recreational Facilities be available for use by the citizens of Winslow. Because there is a greater demand for the use of facilities than availability of facilities, understanding and cooperation is of utmost importance.

The use of any facilities built with Federal Land & Water Conservation Funds must comply with the joint agreement signed in March, 1982. This agreement states: "General Public use (spontaneous and programmed) all hours and days that school is not in session, plus all hours not used by the school while school is in session programmed town recreation use will have priority over school use.

RESPONSIBILITY FOR USE:

The Winslow School Department and the Winslow Parks and Recreation Department are responsible for the care and upkeep of all facilities through their respective budgets.

PROTOCOL:

Use of any Facility for which the School Committee is responsible is governed by the Winslow School Committee Building Rental Policy. (Attached)

Use of any Facility for which the Parks and Recreation Department is responsible is governed by the Director as described by the Town Code which is attached.

School Committee sponsored programs have precedence when those programs are in session.

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When the School Committee or the Parks and Recreation Committee are not using the facilities, other groups may use the facilities by submitting a request and gaining a permit from the appropriate Committee.

To avoid conflicts in the use of any facility, any group(s) wishing to use any facility must request a permit to the appropriate responsible person. [Approval will be on a first request basis.] To further avoid conflicts, the Director of Parks and Recreation and the Athletic Directors should develop calendars as far in advance as possible and agree on scheduled use of facilities.

The School Committee or the Parks and Recreation Committee may deny any request for use should it be determined that the use is not in the best interest of the Town.

#### COMMON SENSE RULES:

Each facility should be used for the intent it was built, i.e., basketball court for basketball, soccer for soccer, etc. However, fields cannot be limited to a specific sport.

Lining of fields for other uses is permitted with prior approval.

No walking or running on the track with cleats because it damages the expensive surface.

Using any field when it is wet may severely damage the field. The cost of repair will be the responsibility of the permitted user.

These factors are to further guide community use:

- A. A certificate of insurance shall be required as appropriate to the particular use;
- B. No alcoholic beverages may be brought onto school property at any time;
- C. Tobacco use shall not be allowed on school property;
- D. School facilities may not be used for any illegal purposes;
- E. Community adults and children are free to use outdoor grounds and facilities for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups;
- F. Any approval of the use of school facilities is to require the signing of a *Facility Use Agreement* setting forth the conditions of use;
- G. Application for use is to be made through the Principal, with final approval determined by the Superintendent; and
- H. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.

Facility use may be granted without rental charge, as follows:

- A. Not-for-profit educational, recreational, cultural and fraternal organizations having a significant number of members who are community residents;

- B. Not-for-profit groups which present programs that are designed to be educationally, recreationally or culturally beneficial to local citizens; and
- C. Municipal-sponsored groups and organizations.

Other groups shall pay rent (in advance) on a multi-increment scale which reflects highest amounts for groups engaging in a profit-making enterprise on school grounds.

The following may be requested of any group:

- A. Reimbursement for incidental expenses (utilities, etc.);
- B. A deposit with the application, refundable after leaving the facility in satisfactory condition;
- C. Reimbursement for property damage and any cleaning and repair costs;
- D. Reimbursement for custodial or other staff costs when necessary to the use of the facility; and
- E. Fees for rental of equipment.

**ADOPTED:** October 1, 1990

**REVISED:** January 7, 1991; June 23, 1999; May 21, 2003

**SOURCE:** Board Policy

## COMMUNITY USE OF SCHOOL AND RECREATIONAL FACILITIES ADMINISTRATIVE PROCEDURE

Realizing that our school facilities are provided through the support of our citizens, it is the intent of our School Committee to make them available for use by our community members. It is intended that such use will not conflict with the school program and purpose.

Requests for the use of school facilities must be submitted to the building principal at least three weeks prior to the intended use. All requests for the use of school facilities are subject to the recommendation of the school principal and the approval of the Winslow School Committee.

Parties receiving approval for the use of school facilities will:

- A. Assume full responsibility for damage to or loss of school property;
- B. When appropriate, provide for adequate police services before, during and after the scheduled use of the facility;
- C. Assume costs related to the assigning of school custodial personnel as required;
- D. Agree to clean up area after use;
- E. Agree to end the scheduled activity not later than 12:00 a.m.; (For unusual circumstances the School Committee may waive this request.)
- F. Agree not to attach items such as scenery, displays, etc., to any floor, wall or ceiling, etc., with nails, screws or harmful adhesive;
- G. Agree to place any items such as furniture to its original position if it has been moved;
- H. Assume the cost of kitchen personnel whenever a kitchen is used; (A regular cafeteria employee must be present when a kitchen is used.)
- I. Agree to reimburse the Winslow School Department for salaries and benefits paid to school personnel and not to pay personnel directly;
- J. Agree to prohibit the use of alcohol in any form;
- K. Agree to prohibit smoking, and
- L. Provide evidence of insurance when required by the School Committee.

If rehearsals are to be required, they must be scheduled through the school principal and in accordance with the appropriate requests of this policy.

All costs related to the use of the facility will be due and payable within 10 days after the use of the facility.

Rental fees will not be charged to school-connected groups such as booster groups, parent teacher groups, alumni, etc.

Rental fees for other groups are as follows:

Type of Use	For Profit Organization Fee	Non Profit Organization Fee	Winslow School and Community Organization
Classroom	30.00	20.00	No charge
Cafeteria only	50.00	40.00	No charge
Field – Leagues	50.00	15.00	No Charge
Summer Camps	100.00	50.00	No Charge
Youth Teams	50.00	20.00	No Charge
Auditorium/Gymnasium	150.00	100.00	No Charge
Cafeteria w/ Kitchen	150.00	100.00	No Charge
Tournaments (2 day)	200.00	100.00	No Charge
Tournaments (3 day)	300.00	150.00	No Charge

Recommendations:

- Charge ½ the room rate for rehearsals
- Charge non-town based groups twice the fee for facilities usage.
- Fee may be waived if the activity is determined to be beneficial to the community in general. Each request for a fee waiver will be determined on its own merit.
- Fees may be waived by the School Committee if the activity is determined by the School Committee to be non-profit and beneficial to the community in general. Each request for a fee waiver will be determined on its own merit.

Adopted: October 1, 1990

Revised: January 7, 1991; June 23, 1999; December 2, 2002; May 21, 2003

**BUILDING RENTAL APPLICATION**

Date: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Describe the activity: \_\_\_\_\_

\_\_\_\_\_

Person responsible for the activity:

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Home \_\_\_\_\_ Work

School Requested: \_\_\_\_\_ Space/Room(s) requested: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Is the event open to the public? \_\_\_\_\_ Number expected to be in attendance: \_\_\_\_\_

I have received a copy of the Rental Policy and agree to abide by the Policy.

Signature: \_\_\_\_\_

Principal's recommendation and comments: \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

Superintendent's Action:

Estimated Fees:

\_\_\_ Approved \_\_\_ Disapproved

\_\_\_ Custodial \_\_\_ Room \_\_\_ Other

Date: \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature