
COMMUNITY USE OF SCHOOL FACILITIES

I. USE CRITERIA

School facilities should be made available for appropriate community use when such facilities are not required for their primary purposes: the instruction of students and related school activities. School facilities shall not be made available for commercial purposes.

The long-term rental or lease of unused school facilities shall be authorized by the School Committee upon the recommendation of the Superintendent of Schools.

The occasional or short-term use of school facilities shall be authorized by the School Principal subject to regulations established by Superintendent of Schools in accordance with the following guidelines:

1. Activities sponsored by any component of the Bangor School Department shall take precedence over community use of school facilities. However, a process shall be established to provide an equitable means for advance reservation of facilities for community use.
2. Users must follow Bangor School Department policies during the use of school facilities.
3. A schedule of charges shall be established annually by the Superintendent of Schools to reflect the costs of providing school facilities for community use. However, organizations and activities sponsored by any component of the Bangor School Department shall be exempted from such charges.
 - a. **RENTAL CHARGE.** There shall be a rental charge for the use of school facilities to recognize the costs of rental administration and utilities. However, the following shall be exempted from the rental charge for the occasional use of facilities but shall be subject to applicable services charges:
 - 1) Bangor area non-profit organizations which provide educational or cultural activities for school-age students and those which play a direct support role to Bangor students,
 - 2) Federal/State/City of Bangor agencies conducting official business,
 - 3) Federal/State legislators/City Council conducting official government business.
 - 4) City government agencies conducting official business.
 - b. **SERVICE CHARGE:** During those hours when a custodian normally is on duty, there shall be a service charge only for those direct services required, such as setting up chairs or cleanup beyond the normal daily routine. At all other times there shall be a service charge for the entire time the facility is in use even though no direct services are required.
4. At least one school custodian shall be on duty the entire period of use (including preparation and cleanup), unless specifically exempted by the Superintendent of Schools, but such custodial personnel may simultaneously perform routine work for the School Department.
5. At least one school food service employee may be assigned during the entire period of use of any school kitchen for food service (including preparation and cleanup).
6. Police and/or security services shall be provided through the School Department at the expense of the user, unless specifically exempted by the Superintendent of Schools.



7. Activities planned primarily for students shall end not later than 10:00 p.m. on nights preceding school days and not later than 12:00 midnight on other nights.
8. No alcoholic beverages shall be permitted on school property at any time.
9. Smoking is prohibited on all school facilities and grounds.
10. A certificate of liability insurance in the amount of a minimum of \$1 million of general liability and statutory workers' compensation insurance if applicable. A release of all liability may be required for users at the discretion of the Superintendent.
11. Tickets shall not be sold in excess of the capacity of the facility nor shall admission be granted in excess of the approved capacity. Users must confine themselves to the areas reserved.
12. School equipment shall be used only as stated in the rental agreement. School equipment shall not be rented or borrowed for use off school property.
13. Users must not negotiate with or pay individual school personnel for any services rendered. All charges shall be payable in full to the "BANGOR SCHOOL DEPARTMENT" within thirty (30) days of use.

II. FEE SCHEDULE

- A. No fees shall be charged to any component of the Bangor School Department including school recognized parent-teacher organizations and school recognized booster clubs. Agencies whose activities are funded in whole or in part by the Department of Health and Human Services in support of Mental Health and Mental Retardation will be charged one-half the usual rates in paragraph C.2, but shall pay any applicable service fees in paragraph C.3.
- B. Rental charges for the use of school outdoor athletic facilities shall be:

- 1) Cameron Stadium

	Rental Charge	Service Charge		TOTAL
		Preparation & Cleanup	Utilities (Eves. Only)	
Football Games	\$1500	\$100	\$100	\$1600 Day \$1700 Night
Track Meets	\$ 500	\$100	\$100	\$ 600 Day \$ 700 Night
Baseball Games	\$150	\$100	\$100	\$ 250 Day \$ 350 Night
Softball Games	\$150	\$100	\$100	\$ 250 Day \$ 350 Night

- C. Fees for the use of school indoor facilities shall be:

- 1) Peakes Auditorium

	<u>Per Hour or Fraction Thereof</u>
Performance/Conference	\$75/hr.
Tech/Dress Rehearsal	\$50/hr.
Non-Tech Rehearsal	\$30/hr.

- 2) Gymnasium/Auditorium/Cafeteria Rental Fees

	Half Day (4 hrs)	Full Day
Gym with showers	\$125	\$200
Auditorium/Gym without showers	\$100	\$150
Cafeteria	\$ 75	\$125



Classroom	\$ 75	\$125
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Rental charges may be pro-rated for use of shorter durations.

3) Service Charge

Peakes Auditorium Manager: \$40 per hour for each hour on site to supervise auditorium use.

Lighting and Sound Technician: \$40 per hour

Custodians: The room rental rates cover the use of facilities only during the normal working hours of the custodial staff. At all other times an additional fee of \$30 per hour will be charged for custodial services by the Bangor School Department.

Food Service Personnel: If the cafeteria is rented for the purpose of preparation and serving of food, appropriate food service employees will be assigned at a fee of \$20 per hour per person assigned.

D. Fees for the use of non-recreational outdoor facilities

An administrative fee of \$50 will be charged for the use of non-recreational outdoor facilities, such as parking lots and lawn areas. Non-recreational use will be permitted only when users provide satisfactory cleanup, when the use will not cause the Department to incur maintenance costs, and when the use will not create a negative impact on the school facilities or School Department.

E. Payment

All rents and fees are to be paid to the “Bangor School Department”. Users must not negotiate with or pay individual school personnel for any services rendered. All charges relative to use during the prior fiscal year must be paid in full before permission can be granted for rental in the current fiscal year.

F. Accounts Receivable

Billing for the accounts receivable process shall be initiated by the Business Office upon receipt of Form KG from the appropriate Principal/Director.

ADOPTED: February 4, 1991
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