

## COMMUNITY USE OF SCHOOL FACILITIES

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### I. USE CRITERIA

School facilities should be made available for appropriate, non-commercial community use when such facilities are not required for their primary purposes: student instruction and engagement in co-curricular and extracurricular activities.

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 and 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 equitable opportunity among community groups to request use of available facilities.
2. Users must follow Bangor School Department policies during the use of school facilities. Policies can be accessed online at <https://www.bangorschools.net/about-us/policies>.
3. Facility use is subject to the schedule of charges established annually by the Superintendent. However, organizations and activities sponsored by any component of the Bangor School Department shall be exempted from such charges.
  - a. USE CHARGE. There shall be a charge for the use of school facilities to offset the costs of rental administration, utilities expense, and facility maintenance. However, the following sponsoring organizations 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, cultural, or recreational activities for school-aged students or otherwise play a direct role in supporting Bangor students.
    - 2) Federal/State/City of Bangor agencies conducting official business.
    - 3) Federal/State legislators/City Council conducting official government business.
    - 4) City of Bangor government agencies conducting official business.
    - 5) City of Bangor Parks and Recreation Department conducting programming activities.



- b. **SERVICE CHARGE:** During usage hours when a custodian is on scheduled school duty, there shall be a service charge only for those direct services required, such as setting up and taking down chairs or cleaning beyond the normal shift routine. At all other times there shall be a service charge for the entire time the facility is in use even though limited or no direct services may be required.
4. Unless specifically exempted by the Superintendent of Schools, at least one school custodian shall be on site for the entire period of use (including preparation and cleanup), but such custodial personnel may simultaneously perform routine work for the School Department.
5. At least one district food service employee must be present during the entire period of use of any school kitchen for food preparation, service and cleanup.
6. Police and/or security services shall be coordinated 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. Use of tobacco products of any kind is prohibited in school facilities and on school grounds.
10. The sponsoring organization requesting use of a school facility must provide 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. Users shall not sell more event tickets or otherwise grant entry to more participants than the approved capacity of the facility in use. Users must ensure that participants access only the spaces specified in the facility request documents.
12. School equipment shall be used only as stated in the facility request documents. 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. State of Maine agencies will not be charged rental fees but shall pay any applicable service fees in section C.3.
- B. Fees for the use of school athletic facilities shall be:



## 1) Athletics Facilities:

Venue / Type of Use	Fee	Included in Fee:
Cameron Stadium (Turf Field)	\$150 per hour	Use; Locker Rooms (2); Setup / Cleanup; Venue Closure.
Cameron Stadium (Track & Turf Field)	\$150 per hour	Use; Locker Rooms (2); Setup / Cleanup; Venue Closure.
Cameron Stadium (Baseball Field)	\$125 per hour	Use; Setup / Cleanup; Venue Closure.
Bangor High School (Softball Field)	\$125 per hour	Use; Setup / Cleanup; Venue Closure.
Bangor High School (Basketball Courts)	\$100 per hour	Use (1,2 or 3 courts); Bleachers; Locker Rooms (2); Custodian.

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

## 1) Performing Arts / Large Format Venue:

Venue / Type of Use	Fee	Included in Fee:
Peakes Auditorium (Live Performance / Event)	\$600 per date	Use; Venue Manager; Media Interface; Technical Staff (1), Classrooms (2), Custodian.
Peakes Auditorium (Technical / Dress Rehearsal)	\$150 per hour	Use; Media Interface; Technical Staff (1); Classrooms (2); Custodian.
Peakes Auditorium (Non- Technical Rehearsal)	\$100 per hour	Includes use, basic lighting and venue preparation.

## 2) Meeting / Presentation Spaces:

Venue / Type of Use	Fee	Included in Fee:
Cafeteria (Kitchen / Food Service)	\$100 per hour	Use; Food Services Staff (1), Custodian.
Lecture Hall (Meeting / Presentation)	\$100 per hour	Use, A/V Interface (Projector/Screen/Sound); Technical Support (1); Custodian.
Library (Meeting / Presentation)	\$75 per hour	Use, A/V (Screen Only); Custodian.
Cafeteria (Space, Furniture Only)	\$75 per hour	Use; Custodian.
Classroom (1)	\$50 per hour	Use; Custodian.



## 3) Itemized Service Fees:

Service Item	Fee per Hour
Peakes Manager	\$40 per hour for each hour on site to facilitate venue use.
Lights / Sound Technician (1)	\$40 per hour.
Custodian (1)	\$30 per hour as specified in Section I, Item 3-b.
Food Service Staff (1)	\$25 per hour as specified Section I, Item 5.

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

Non-recreational outdoor spaces such as school parking lots and lawns / greenspaces may be requested and must be approved for community use. Such usage is not permitted during school hours and may not otherwise interfere with school programs or operations. Use criteria established in Section I of this policy apply.

An administrative fee of \$50 will be charged. Users assume all responsibility for cleaning and removing any trash or debris from the space. Approved users will be charged additional custodian fee(s) for any custodial or maintenance / repair services that are necessary following a usage event.

## E. Payment

All use charges and service fees are to be paid to the “Bangor School Department”. Users must not negotiate with or pay individual school personnel for any services rendered. Past-due balances associated with facility use fees must be paid in full prior to additional request(s) being granted.

## 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

REVISED: May 11, 2022

