

KF - USE OF SCHOOL BUILDINGS AND FACILITIES/GROUNDS

When a school facility or school grounds is not in use for school purposes, it may be used by community groups and organizations as well as other non-community based groups, provided that the application process has been completed and is approved.

Any group or individual requesting the use of school facilities, except for school activities, must submit an application and proof of insurance coverage to the school principal or his/her designee not less than two weeks prior to the time school facilities are needed. Facility Use applications are available at the school facilities and the school district's central office.

No organization, group or person has any vested right to use the school facilities or grounds. The Superintendent or his/her designee, on the basis of this policy and its accompanying procedures shall approve all rentals of school facilities and grounds. The School Board reserves the right to make the final decision on the use of any school facility or grounds and approve any special requests or exceptions to this policy. Approval may be denied due to lack of appropriate space or if a previous activity by the applicant resulted in a violation of any aspect of any Wilton-Lyndeborough Cooperative School Board policy or guidelines.

Facility Use applications will be issued first to schools for activities and organizations with direct school affiliation. Second priority is granted to the Town Recreation Department and third to organizations with direct town affiliation. Fourth priority is for those activities and organizations that serve the youth (under 21) of the community. Lastly, all other requests will be granted on first come first serve and basis of availability.

When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur. The Superintendent or is/her designee may waive this requirement.

Organizations connected with and promoting recognized school functions may use the buildings without charge. Any personnel or equipment charges may be incurred. The school district should not incur any expense for the use of the facility or grounds.

Other organizations may use school property upon payment of suitable fees and costs, according to the fee schedule recommended by the Superintendent and approved by the Board. "Other organizations" includes the Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc., and any other group intended to serve youth under the age of twenty-one (21) and listed in Title 36 of the United States Code. The Board reserves the right to waive rental fees for charitable or non-profit organizations.

Whenever a community group is permitted to use a school or other facility, at least one district employee must be on hand, paid for by the organization, when in the opinion of the Superintendent, it is necessary to supervise the individuals and protect school property. The number of paid employees shall depend on the type of service, number to be served and number of volunteers.

No school building or facility shall be used for any purpose which could result in picketing, rioting, disturbing the peace or damage to property or for any purpose prohibited by law.

Approval for use of school facilities shall be considered neither an endorsement nor approval of the activity, group organization or the purposes they may represent.

It is the responsibility of the applicant to see that all school facilities and grounds are left in satisfactory condition and the guidelines of the school district are followed including the allergy “safe” building requirements. Any expenses incurred for vandalism or damage during their use of the facility or grounds will be paid by the applicant.

See Also: Use of School Facilities Procedure Manual

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