

ORANGE-WINDSOR SUPERVISORY UNION

Royalton School District

Use of School Facilities and Equipment

Residents of the Town of Royalton may use the facilities, and equipment, of the Royalton Public School when school is not in session. The school facilities may also be used for community activities and public functions sponsored by civic, educational, and recreational groups. All such use shall be subject to the provisions of this policy.

Each individual or group wishing to use the facilities shall first obtain the permission of the assistant principal at least two weeks in advance of the use. Each user must designate an adult (twenty-one years of age or older) to serve as the person responsible for the facilities use. This responsible party shall see that order is maintained, the terms of this use policy are followed, and that minor children are supervised.

The board gives the assistant principal the right to approve or disapprove any facilities use request in accordance with the provisions of this policy. The user of the facility will be expected to clean the used section of the building thoroughly after use and leave all furniture and other objects in an orderly manner consistent with their location and condition prior to use. The cost of any additional custodial time required to clean or to move items as the result of use, as well as the cost of any damage to school property, must be paid by the user.

Custodians must be in the building during the time of any use of school facilities.

Under no circumstances shall the use of alcohol, tobacco, or illegal drugs be permitted in the school building or on the school grounds. Weapons shall be allowed only for purposes in accordance with the policy on weapons and with the explicit permission of the principal.

Groups not associated with the school or community that are sponsored by Royalton residents may request use of the building through the assistant principal. Whenever there is a conflict of planned activities, priority will be given first to school activities, then to community activities, and finally to private functions. Private and commercially oriented groups will be required to pay a user's fee per each use in advance of the event. The user fee will be set annually by the Board of School Directors in the month of June or as soon as possible thereafter.

In addition to the above provisions, the following provisions apply to the approved use of the school facilities for any purpose other than the operation of the Royalton School District and the Royalton Public School programs. Accordingly, all users must:

1. Ensure that no third party user is granted permission to use the facility or any portion thereof

without prior, explicit, written approval.

2. Ensure that no persons are restricted from participation for reasons which are illegal based on federal or state law.
3. Ensure that the representative specified in the application for the use of facilities as the "person responsible" for that use is, in fact, present for the full duration of the scheduled event.
4. Request and receive approval from the assistant principal for any signs, banners, or pennants which are displayed and assure that these do not deface school property in any way.
5. Provide adult chaperones for children attending any event in the school.
6. Prevent the number of attendees from exceeding the authorized capacity for the part of the facility used.
7. Ensure the participants' vehicles are parked only in areas designated for parking or approved by the principal.
8. Ensure that all usage and persons participating are restricted to the assigned areas of the buildings and/or grounds.
9. Ensure food and drinks are allowed only in areas designated for eating. (No food or beverages are allowed in gym other than water in non-breakable containers.)
10. Guarantee the activities will be orderly and lawful and not of a nature to incite others to disorder. (Reasonable security arrangements appropriate for the use shall be required and provided. The user may be required by the principal to provide law enforcement services at the user's expense.)
11. Disallow all animals in the building unless explicit, written permission is given.
12. Observe the time limits specified in the approved application for the use of the facilities and/or grounds.
13. Agree to hold harmless and indemnify the school board with respect to any claim of loss, injury, or damage because of negligence of the user or the user's employees or agents, including damage to school property for which the board is liable. (The principal may require an insurance policy for such coverage.)
14. Comply with the principal's administrative regulations and school board policies and all applicable fire and safety regulations.
15. Comply will all federal, state, and local laws, regulations and licensing

requirements.

When private and institutional entities seek to use the school facilities or groups on a frequent, extensive and/or regular basis, the Board may, at its discretion, meet with representatives of the entity and negotiate a mutually agreeable contract covering such uses. Any such contract shall specify the following: what facilities and/or grounds are to be used, the manner or purpose of such use, the number (or approximate number) of persons involved in the use, the times and duration of use, the arrangements for payment of any costs for damages or custodial services, the charges to be paid to the Royalton School District for such use, and any other provisions that seem necessary and appropriate. The Board reserves the right to refuse any such requests if it seems in the best interest of the school district. Any such contract shall be for no more than one calendar year.

Violation of any part of this policy may result in revocation of the privilege of using school facilities, equipment, and/or grounds.

Date Reviewed: 4-2-02

Date Warned: 4-11-02

Date Adopted: 4-23-02