

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
Policy Committee Review: May 8, 2019 & June 12, 2019 School Board First Read: June 19, 2019 & October 16, 2019 School Board Second Read/Adoption: July 10, 2019 Back to Policy October 9, 2019 Back to Policy: November 13, 2019 Superintendent Review/Revision: October 17, 2019 School Board Review: November 6, 2019 School Board First Read: November 20, 2019 School Board Second Read/Adoption: December 18, 2019	Page 1of 3 Category: Recommended

## USE OF SCHOOL BUILDINGS AND FACILITIES

The Oyster River School Board allows its facilities to be used by responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities which do not interfere with school activities and is in the best interests of the school system. Authorization to use school facilities does not connote Board endorsement or approval of the activity or of the sponsoring organization/individual.

### Policies

The Organization shall ensure that staff, students, and all participants in the PROGRAM shall follow all policies and rules of the Oyster River Cooperative School District to ensure the safety of all participants and the care of the facilities.

The Organization shall further ensure that the PROGRAM is operated in a manner that conforms to the School Board's Policy AC (Nondiscrimination/Equal Opportunity) and permits the School District to meet its obligations under federal and state non-discrimination laws.

The School District Rules can be found in the Parent Student Handbook on the District website under the school tab for each school, and the School Board Policies at:

<http://www.orcsd.org/schoolboard/policies>

### Prohibited:

Any activity or organization which:

1. Promulgates any theory or doctrine subversive to the laws of the United States, the State of New Hampshire or any political subdivision thereof.
2. Advocates governmental change by violence.
3. Violates the canons of good morals, manners or taste, or is injurious to the district buildings, grounds or equipment.
4. Is in conflict with school activities or programs or policies.
5. Raises funds for any purpose except as permitted by board policy or special action of the board.
6. Is discriminatory.

### Granting of Approval:

The Superintendent of schools or designee is authorized to approve and arrange for scheduling the use of school facilities by applicants satisfying the above requirements.

The Board authorizes the Superintendent to revoke any such permit, without liability, should such action be deemed necessary or desirable.

Applicants may be required to submit an explanatory statement declaring that to the best of their knowledge the projected use is within the general policy and is not in violation of prohibited activities noted above.

Community Recreation Programs and Outside Non-Profit Groups wishing to use the district facilities will meet seasonally with the Athletic Director and his administrative assistant to ensure maximum usage with minimal conflict.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
Policy Committee Review: May 8, 2019 & June 12, 2014 School Board First Read: June 19, 2019 School Board Second Read/Adoption: July 10, 2019 Back to Policy October 9, 2019 Back to Policy: November 13, 2019 School Board First Read: October 16, 2019 Superintendent Review/Revision: October 17, 2019 School Board Review: November 6, 2019 School Board First Read: November 20, 2019 School Board Second Read/Adoption: December 18, 2019	Page 2 of 3

## USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

### Building Access

Keys and cards provided to approved users are for their exclusive use and may not be shared with anyone. Adult supervision by the an approved user is required at all times for events that involve children.

### Fees:

The Board will approve a schedule of fees for use of school facilities. After regular hours, weekends or holidays, custodial, kitchen and auditorium tech fees to be charged to all outside groups and non-profits within district. Other charges may occur for turf field, lights, vandalism, damages and any other equipment outside the use of the space requested. The Superintendent or designee(s) may grant waivers of fee payment in exceptional cases. The Board intends that recognized parent volunteer groups, such as PTO's, will not be charged fees for use of facilities that have approval of the building Principal and Business Administrator. Fee schedule will be reviewed as part of the annual budget process.

Non-profits serving district students will not be charged other than the exceptions noted above. Other non-profits will be charged according to the fee schedule.

### Insurance:

Each application for school rental will include a certificate of insurance for general liability and property damage, the coverage to be as recommended by the district's insurance carrier. The Organization shall maintain workers compensation insurance as required by state law. The organization shall provide the Board with proof of insurance and shall not cause such policy to be terminated or materially changed without giving the Board at least 10 days' prior written notice. Each applicant claiming a non-profit status will need to provide IRS or State of NH proof documenting their non-profit status.

### Damages:

Anyone submitting an application for the rental of school property must assume responsibility for the proper use of the facility and for the conduct of all attending the event. As a condition for permission to use the facility the user must indemnify the school district from any claims which might arise from the use. If any school district property is lost or damaged during usage, the amount of loss or damage will be determined by the superintendent of schools, and a bill for damages (both labor and materials) will be mailed to the applicant of record, who accepts responsibility for payment of damages as a condition for permission to use the facility. In addition, the Superintendent or designee may require the submission of a deposit in advance to cover any potential loss or damage to school district property.

### Complaints:

1. If an incident occurs that could be viewed as a violation of district policy or procedure, the district will be informed. ORCSD reserves the right to examine the incident and determine if it impacts further facilities use.
2. Every effort will be made to resolve the issue at the lowest level.
3. Complaints that result in investigations of violation of district policies will be conducted by independent third parties at the expense of the group using ORCSD Facilities.

OYSTER RIVER COOPERATIVE SCHOOL BOARD	Policy Code: KF Previously: KG
Policy Committee Review: May 8, 2019 & June 12, 2019 School Board First Read: June 19, 2019 School Board Second Read/Adoption: July 10, 2019 Back to Policy October 9, 2019 Back to Policy : November 13, 2019 School Board First Read: October 16, 2019 Superintendent Review/Revision: October 17, 2019 School Board Review: November 6, 2019 School Board First Read: November 20, 2019 School Board Second Read/Adoption: December 18, 2019	Page 3 of 3 Category: Recommended

USE OF SCHOOL BUILDINGS AND FACILITIES (continued)

Indemnification:

The organization agrees to defend, indemnify and hold harmless ORCSD for any claims, liability, or damages, arising out of the Organization's use of space under this Agreement.

Receipts:

Receipts from fees shall be used for facilities maintenance and operation costs.

Regulations:

Regulations governing this policy shall be posted on the school district web site.

Cross Reference:

- AC- Nondiscrimination/Equal Opportunity
- ACE & R – Nondiscrimination on Basis of Handicap/Disability & Procedure
- GBA – Equal Opportunity Employment
- GBAA & R & 1 – Sexual Harassment – Employee/Staff & Procedure & Report Form
- JBAA & R– Sexual Harassment and Violence -Students & Procedure
- JBAB & R – Transgender and Gender Nonconforming & Procedure
- KF-R Guidelines on the Use of School Facilities
- KF-R1 Building Rental Fees
- JLCF – Wellness Policy
- JL – Soliciting Funds
- KFB – Advertising in Schools

Legal Reference: Military Recruitment in high schools

Print name: \_\_\_\_\_

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