

COMMUNITY USE OF SCHOOL FACILITIES

1. The use of school buildings, grounds, equipment and facilities will be authorized by the Principal in conformity with the following regulations governing their use as approved by the Board.
2. Requests for the use of school facilities will be made at the office of the Principal at least 14 days prior to the date of use.
3. Use of playing fields, that require the use of field lighting, are reserved for Sunapee School District teams and must comply with all existing zoning regulations.
4. Reasonable use of the school facilities for school purposes, such as meetings for the benefits of teachers, alumni associations and parent-teacher associations, curriculum related student groups and non-curriculum related student groups with will have precedence over all others in use of the school facilities. The principal shall approve all requests for the use of school facilities.
5. Non-curriculum related student groups will comply with the following guidelines:
 - a. The meeting must be voluntary and student initiated;
 - b. There must be non-sponsorship of the meeting by the school or its agent or employees;
 - c. Employees or agents of the school who are present at religious meetings may only be present in a "non-participatory capacity;"
 - d. The meeting cannot materially or substantially interfere with the orderly conduct of educational activities at the school; and
 - e. Non-school persons may not direct, conduct, control or regularly attend activities of student groups.
6. Non-school related groups may request use of the school facilities. The use of the school facilities is limited to those groups that are based within the geographic boundaries of the School District.
7. **The following activities are prohibited from being conducted on school grounds by any group, whether or not the group is a school-related group.**
 - a. **No contests or activities that promote betting or gambling practices will be allowed under any circumstances on school grounds, including, but not limited to, the following:**

50/50 Raffles	NCAA Basketball Pool
Casino Nights	Poker Nights
Games of Chance	World Series Pool
 - b. **Raffles of student-made or donated items may be held for the benefit of school programs, as deemed appropriate and with prior written approval of the Principal**

- c. No solicitation of funds for organized drives shall occur without written permission of the Principal.**
 - d. No sale of candy or carbonated beverages shall be made to students within school during regular school hours without the written permission of the Principal.**
- 8. All activities must be under competent adult supervision approved by the Principal of the building involved. The group using the facilities will be responsible for any damage to the building or equipment. The applicant will be responsible for the preservation of order. Police coverage may be required for some activities. Custodial services will be required for most events.
- 9. Groups receiving permission are restricted to the dates and hours approved and to the building area and facilities specified, unless requested changes are approved by the Principal.
- 10. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.
- 11. The use of alcoholic beverages, drugs, profane language, or gambling in any form is strictly prohibited in school buildings or on school grounds. Smoking within the building or on school grounds is not permitted.
- 12. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
- 13. Putting up decorations or scenery, moving pianos or other furniture is prohibited unless permission is granted.
- 14. Proper liability insurance may be required of all groups given permission to use school facilities, except where this coverage is already provided by the Board. Liability insurance shall be in an amount set forth by the School District with a minimum coverage in the amount of \$1,000,000. No later than 48 hours before the group's use of the school facility, the group shall provide the School District with a certificate of insurance in the required amount and naming the Sunapee School District as an additional insured.
- 15. The Board will approve and periodically review a fee schedule for use of the facilities.
- 16. In situations where there is no cost factor to the District, or in situations where a mutual exchange of facilities is possible between the School District and the organization, rates may be modified or eliminated by the Board. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
- 17. The Board reserves the right to cancel any permission granted. Continued use of school facilities by an organization shall be contingent upon observance of all rules, regulations and policies of the School Board. Violation of any regulation or restriction will result in the revocation of a permit and/or prevent subsequent granting of use of school facilities.

First Reading: December 7, 2011

Second Reading and Approval: January 11, 2012