

CRCS FACILITIES USE APPLICATION

- Pursuant to School Board Policy KF, applicants must complete a Facilities Use Form at least two (2) weeks in advance of the event.
- CRCS administrators reserve the right to cancel any event scheduled in school facilities if weather or other conditions warrant.
- Facilities may only be used during contracted times.
- For-Profit / Private Events require a deposit at the time of application and that the balance be paid in full prior to use.
- The following must be supplied prior to the application approval:
 - (a) Non-Profits and Charitable Organizations may be required to provide proof of 501(c) status
 - (b) Certificate of Insurance naming CRCS as additional insured, when required.

APPLICANT INFORMATION

Name of Group/Organization (must be the same as Tax Exempt Form/Certificate of Insurance)			Date of Application	
Street Code	City/Town	State	Zip	
Contact Person		Position/Title		
Email Address		Phone		

FACILITY INFORMATION

Facility Requested	
Description of Activity	Number of Expected Attendees
Special Requests, including custodial needs, tables, chairs, etc	
Requested Dates:	

	Date of Event	Set-Up / Breakdown		Meeting / Event Time	
		Start	End	Start	End
1					
2					
3					

The undersigned party renting school facilities under this agreement does hereby agree to indemnify CRCS from all claims resulting from the renting of said facilities, which indemnification would include but not be limited to payment of attorney's fees, and the undersigned further agrees to hold CRCS harmless from all claims resulting from the use of said facilities by the undersigned. In addition, if required, the undersigned agrees to provide CRCS as named insured, which insurance should be in the amount of \$1,000,000.

Damages that are incurred will be the responsibility of the contracting party.

Signing below indicates acceptance of the rules noted in the attached. Lessee agrees to abide by the policies and conditions of rental as set forth by the CRCS Board of Directors.

SIGNATURES REQUIRED

Check One of the Following:

1. School
2. School Benefactor

CONDITIONS OF USE
Understanding

_____ Initial for

COMMUNITY USE OF SCHOOL FACILITIES AND GROUNDS

The CRCS School Board recognizes that the primary purpose for use of its facilities is to deliver its education programs. The School Board believes that such facilities should be available for use by the local community as provided herein for short-term social, community, service and recreational purposes when such uses will not interfere with school programs or activities. For the purpose of this policy, references made to school facilities and grounds include all buildings, gymnasium, playing field, playground and parking lot.

CRCS retains the right at all times to make individual decisions regarding the use of school facilities and may revoke permission for use of its facilities at any time without prior notice or liability.

CRCS administrators shall be responsible for the overall implementation of this policy and for developing any necessary administrative procedures concerning facility use.

PRIORITY USE OF FACILITIES

The use of school facilities for school educational activities and authorized extracurricular activities shall, at all times, take precedence over any community use of said facilities. CRCS administrators are authorized to approve and schedule the use of school facilities by non-school organizations in accordance with this policy and related procedures. The School Board shall define facilities use categories and priorities as defined therein:

PRIORITY I. SCHOOL

The individual leading the activity/program is under the direct supervision of the CRCS administrators and has been given a supervisory responsibility in the program.

PRIORITY II. SCHOOL BENEFACTORS

Groups that are intended to directly support school activities through donation of time and/or services. Examples include, but are not limited to, Parent /Teacher Organizations and Booster groups.

PRIORITY III. RECREATION DEPARTMENT

Groups organized and controlled by local recreation departments.

PRIORITY IV. NON-PROFIT YOUTH/ADULT ORGANIZATIONS

A. 501 (C) Status:

B. 501 (C) Status Exemption

PRIORITY V. CRCS Employees

PRIORITY VI. FOR-PROFIT ORGANIZATIONS/PRIVATE EVENTS

Youth or adult organizations in which the intended activity may involve an admission charge, sales made or any other direct income.

CRCS administrators will have sole discretion to determine which priority category organizations/ individuals wishing to use the CRCS facilities falls under.

Conditions of Use

- Applicants must complete a written Facilities Use Form at least two (2) weeks in advance requesting to use school facilities. The Facilities Use Form includes a release and indemnity provision and an agreement that the applicant will comply with all CRCS policies and rules.
- The School Board shall approve a schedule of fees for use of school facilities utilizing actual cost as data in the determination of and are subject to change without notice.

- If CRCS administrators deems necessary for school personnel to be present at the event, school personnel shall be paid at the expense of the user.
- The hours during which school facilities are used will, to the extent possible, coincide with the hours during which custodians are regularly scheduled. At the discretion of CRCS administrators, lessees may be required to pay for custodial services if the event requires custodial support over and above the normal custodial schedules and duties.
- School facilities or equipment used by the applicant will be examined before and after use. It is the responsibility of the persons or organizations using school facilities to leave them in the same condition in which they were obtained. If this is not done to the satisfaction of the CRCS administrators, a charge may be levied for any required clean-up costs, in excess of any fees otherwise applicable.
- In addition to rental fees, lessee shall be required be pay a refundable security fee based on the number of anticipated attendees. The security fee shall be refunded in its entirety provided the facilities are left in the same condition in which they were obtained. It is the sole discretion of the CRCS administrators to make this determination.
- All organizations/individuals charged a rental fee are required to pay a 50% deposit at the time of application with the balance to be paid in full prior to use. Organizations/individuals not charged a rental fee may be charged a deposit fee if, during past usage of school facilities, that organization/individual did not leave the facility the same way it was found, as determined by the CRCS administrators.
- All individuals or groups using school facilities are responsible for the preservation of order and must meet all requirements of state statutes, ordinances, conditions and policies and procedures of CRCS. Failure to comply with this requirement will result in the revocation of use privileges.
- Lessees not covered by the CRCS liability policy may be required to provide a certificate of insurance. It is the sole discretion of CRCS administrators to determine whether a certificate of insurance will be required as well as the amount of insurance coverage required for the event. Lessees required to provide a certificate of insurance coverage must provide a copy of their certificate of insurance covering the period under contract naming CRCS as an additional insured prior to the event.
- Applicants applying for facilities use as a non-profit organization must provide proof of 501(C) status at the time of application. (Applies to organizations that fall under Priority IV.)
- All applicants granted use of CRCS facilities shall hold CRCS free and without harm from any loss or damage liability or expense that may arise during or be caused in any way by such use or occupancy of facilities. The applicant further agrees to make restitution promptly for any loss or damage occurring during use of said facilities and equipment.
- Use of equipment is limited to the items specified on the application form and a fee or deposit may be assessed for said use. Installing decorations or scenery, moving equipment or other furniture is prohibited unless special permission is obtained in advance from a CRCS administrator.
- The person or organization designated on the Facilities Use Form shall be the only group using the facility for the specified event or activity. The duly authorized representative of the organization or group must be at least twenty-one (21) years of age, shall assume responsibility of the activity and shall remain present throughout the activity.
- All fees, rentals and payment for staff services shall be made payable to CRCS.
- For community events with a projected attendance of 500, the building administrator will determine the need for police security. Payment for police services will be the responsibility of the individual or group using the facility for the specified event of activity.
- Community adults and children are free to use outdoor grounds and facilities for recreation when not otherwise scheduled. Formal approval of buildings and grounds rentals will only be granted to recognized organizations and groups.
- All injuries and accidents must be reported immediately to a CRCS administrator.

- All school facilities will be closed on all Federal and State holidays, unless the CRCS administrators grant prior approval.
- The CRCS administrators have the sole discretion to determine whether equipment may be stored on school premises. Equipment stored on school premises is stored at the owner's risk. CRCS does not accept responsibility for damages to or loss of property stored on school premises.

Guidelines for Kitchen Use

Only School Nutrition Services (SNS) staff members are authorized to prepare and serve meals. Organizations desiring to purchase and provide pre-cooked foods for meals that are to be served in support of their function may do so. With the exception of Priority I Organizations, the fee schedule will apply.

Use of kitchen equipment and facilities by anyone other than SNS staff without the approval of the SNS Director and the CRCS administrators is prohibited. Once approval to use the kitchen is granted, SNS personnel must supervise the use of kitchen equipment to prepare or serve food.

In the event supervising staff is needed, fees as listed in the policy's fee schedule will be charged.

Guidelines Governing the Food and Concession Stand

Requests to operate food and concessions stands must be made at the time the rental application is submitted. Applicable public health and licensing requirements must be met at all times.

Contractual Obligations

The user shall agree to hold CRCS free, harmless, and indemnified from any claims, suits, or causes of action arising from or out of its use of a school facility.

The user shall not assign or transfer its permit to use school facilities to any other person/ organization without the express permission of the CRCS administrators. An agreement to use school facilities may be canceled or amended by the user for good cause provided that seven (7) days notice is given to CRCS administrators. The right to cancel or amend an agreement to use school facilities at any time is reserved by the CRCS administrators. On any day that schools are closed for inclement weather or other emergencies, use of school facilities will be determined at the discretion of the CRCS administrators. Users are responsible for notifying their membership of such circumstances.

The CRCS administrators have the sole authority to determine whether the facility should be closed for reasons of public safety and will be held harmless in this situation. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are canceled automatically without penalty to either party. Every effort will be made to reschedule any canceled event to a mutually acceptable date.

Responsibility for Care, Custody and Control of School Facilities

The user shall be responsible for any damage to school property, other than normal wear and tear, while the facility is under the user's care, custody and/or control. Unless waived, in writing by the CRCS administrators, the following rules shall be observed:

- The user shall not drive nails, tacks or screws into the floors, walls, ceiling, desks or any other school property.
- The user shall not paint, wallpaper, mark or deface any property.
- The user shall not wire or connect electrical equipment (such as stage lighting equipment) or adjust the heat or air conditioning controls, unless specifically approved in advance by the appropriate school official.
- The user shall not sell or serve food or drink or operate concessions in connection with the rental of school facilities without permission from the CRCS administrators.
- The user shall remove its property such as decorations, theater props, and equipment from school premises, after use.
- The user shall leave the school premises when its lease term has expired.
- No school property shall be in use after 11:30 p.m., unless previously approved by the CRCS administrators.

- The user shall leave the school premises, including parking lots, in a secure, clean, neat and orderly manner.
- The user shall become familiar with and shall comply with the fire codes of Cornville and the State of Maine, applicable to each facility being used.
- The user shall protect all floors when moving furniture and/or equipment.
- **Prohibited Conduct** The following conduct is prohibited:
 - o No school facility shall be made available to any group that advocates unconstitutional or illegal acts, or are contrary to the best interest of CRCS or the welfare of students and employees.
 - o Possession or consumption of alcoholic beverages, illegal drugs or tobacco products on school grounds. School facilities include all buildings, parking lot and recreational field.
 - o The possession of weapons (knives, guns, etc.).
 - o Smoking anywhere on the school grounds or in the school facilities.
 - o Usage of the school's facilities after 11:30 p.m., unless previously approved by the CRCS administrators.
 - o Any activity which, in the opinion of CRCS administrators, would cause or be substantially likely to cause damage to school property (for example, the playing field should not be used during inclement weather or when their use will damage their condition for school purposes).
 - o Vehicles must be parked in designated areas only.
 - o Animals, other than those cited in Policy IMG, are not allowed on school property except with prior authorization from the CRCS administrators.
 - o Use of open flames, including candles, fireworks or other special effects.

Suspension of Privileges

Violations of any of these rules and regulations shall be grounds for the suspension of a user's privilege to use school facilities for such period of time as deemed fitting by the CRCS administrators.

Cross Reference: Facilities Rental Contract and Facilities Fees and Rates

Adopted: 11/19/2014