

## COMMUNITY USE OF SCHOOL FACILITIES

The Wakefield School Board shall make the facilities available to responsible community residents as is practical. The following guidelines will be used.

1. The Principal will be responsible for scheduling the use of school facilities by responsible town residents. The Board will be made aware of any organizations or person using a school facility for more than 5 days.
2. School/Parks and Recreation functions will take precedence over other functions.
3. Facility users will be required to clean up and to arrange facilities as they were found. The custodian is to be used at all times. A minimum service fee will be applied as indicated on the building use form.
4. There shall under no circumstances be anyone in the building, after the custodian has left the premises.
5. Persons accepting the responsibility of the facilities will accept the responsibility of adherence to the policy and any damage or loss resulting from use of the facilities.
6. No equipment, supplies, texts or any classroom implement or tools are to be used without direct permission of the school Principal.
7. The following are prohibited on school premises:
  - a. smoking and the use of tobacco products
  - b. alcoholic beverages
  - c. gambling
  - d. controlled substances and illegal drugs.
8. There will be no skateboards, bicycles, or rollerblades in the school building.
9. Appeal of use or non-use may be brought to the School Board.
10. Police and fire regulations must be followed by all that used the facilities. The organization or individual using the facility will be responsible to assure that traffic regulations and control are monitored. This may involve securing a police officer.
11. Any group desiring to use the facilities for activities such as gymnastics, dancing, theatrics or any organization shall present a certificate of adequate liability insurance before use can be granted. All organizations must fill out the Hold Harmless form.
12. There shall be no juveniles using the facilities after normal school hours unless they are under direct supervision of a staff member or authorized adult.
13. The School Board reserves the right to waive all or any portion of custodial fees associated with the use of school facilities upon the receipt of a written request for fee waiver.
14. Activities involving gambling is prohibited.

**Ms. Sarah Hayes, Chairperson**  
**Mrs. Ann Glidden**  
**Mr. Joseph Fleck**  
**Mr. Nathan Fogg**  
**Mrs. Laurie Howe**

**Adopted by the Board: 6 December 1977**  
**Revised by the Board: 17 October 2002**  
**Revised by the Board: 23, April 2003**