

Book Winnacunnet
Section Winnacunnet - Section K - Community/Home Relations
Title Community Use of School Facilities
Code KF
Status Active
Adopted April 27, 2005
Last Revised October 20, 2021

Category: Recommended

CODE: KF

COMMUNITY USE OF SCHOOL FACILITIES

When not in use for school purposes, school buildings and grounds may be used by residents of the communities within the school district for continuing education, discussion, civic, social, recreation, entertainment purposes, and such other purposes that promote the welfare of the community.

No person, group, or organization has any vested right to use school property; but the right to use the property for any lawful purpose is subject to the approval by the WHS Board or their designee.

All pertinent town ordinances and state statutes will be obeyed.

Accordingly, the Board will establish regulations, including rental fees, and insurance requirements pertaining to the public use of school facilities.

When schools have been closed because of inclement weather, the facilities will be closed for all use. The schools do not assume the responsibility of contacting groups when such closures occur.

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Book Winnacunnet

Section Winnacunnet - Section K - Community/Home Relations

Title Community Use of School Facilities - Regulations

Code KF-R

Status Active

Adopted May 15, 2002

Last Revised October 20, 2021

Prior Revised Dates 04/2005; 11/2012; 01/15/2013; 10/16/2013; 4/10/2014

CODE: KF-R

COMMUNITY USE OF SCHOOL FACILITIES - REGULATIONS

Section A: Area Managers

Auditorium Manager

Athletic Facilities and Grounds Manager

Facilities Director

Evening School Director

School Nutrition Director

Section B: General Expectations

1. All academic and after school activity use requests must be submitted through the Winnacunnet website at least 14 days prior to the date of use.
2. All requests will be forwarded to the appropriate area manager for approval.
3. The Facilities Director will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups.
4. Renters are restricted to the dates and hours approved and to the building area, athletic fields, and facilities specified, unless requested changes are approved by the Facilities Director.
5. Generally, the auditorium, cafeteria, gymnasium, and athletic fields shall not be made available on school days to the renter for any kind of preparation before 2:30 p.m.
6. Arrangements must be made in advance with the Area Manager or Facilities Director if preparations are to be made earlier than the day of the event.
7. No decorations or fixtures will be attached to walls, floors, ceilings, ceiling fixtures, windows, casings doors, or stage, in any manner, except by permission of the Facilities Director.
8. There shall be no smoking in school buildings or on school grounds.
9. There shall be no intoxicating beverages or non-prescribed controlled drugs of any kind in the building or on school property.
10. There shall be no refreshments prepared, consumed, or sold in the building except in the cafeteria or specially designated areas. Cafeteria and kitchen equipment may be used only under the direction of school cafeteria employees.
11. Weapons of any kind are not permitted on school property.
12. There shall be no physical changes to the facility unless permission has been granted by the Facilities Director.
13. Persons or organizations renting the school space shall clear the area(s) of their equipment at the time designated on the facility use approval form. Additional custodial charges may be incurred if custodial services are required.

14. Renters are required to provide their own liability insurance and to present a certificate in the amount of \$1,000,000 endorsed to name the Winnacunnet School District as an additional insured. The certificate must be submitted prior to a group being approved as a requestor.
15. Use of any school equipment shall be specified in the use agreement and additional charges may be incurred for its use.
16. Locker and shower areas will be used under proper supervision and left in the same condition in which they were found.
17. Organizations wishing to bring equipment into school building or on school property must make arrangements at the time the request for use is made.
18. The suspension and/or alteration of these regulations are at the discretion of the Superintendent or the Winnacunnet School Board.
19. Parking requirements shall be specified in any facility use agreement.
20. The fee schedule for use of facilities will be updated on an annual basis.
21. In order to allow for proper maintenance and to prevent excess wear and tear on facilities, the Superintendent and the Board reserves the right to refuse, limit the use, or charge a user fee for facilities and athletic fields.
22. The Superintendent and the Board reserves the right to deny access to any group not complying with these regulations.
23. The Principal has the right to cancel an activity or reschedule an event.

Section C: Security

The Facilities Director and the Area Manager are responsible for all events in their facilities and will make necessary arrangements for locking, unlocking, and securing the facility. In the absence of the Area Manager the Facilities Director will be the responsible person.

Section D: Use of Custodians

School custodians will be on duty at the discretion of the Principal and Facilities Manager. There will be a charge for custodial services based upon the appropriate hourly rate plus benefits. An initial fee will be paid by the individual, group, or organization to cover the first four (4) hours.

Section E: Priority for Scheduling

Priority 1: Winnacunnet High School: has until July 1 to establish their calendar of events and use of the facility

Priority 2: SAU21: has until September 1 to establish their calendar of events and use of the facility

Priority 3: Non-school groups: May request facility use after September:

Section F: Fees

Fee structure:

Rental fees will be charged using the fee schedule attached. It will be the responsibility of the Principal to identify which Fee Group identified in the attached fee schedule any organization which has been approved to use the facilities will be assigned to for the purposes of identifying which fees they will be assessed. It will be the responsibility of the Facilities Director to maintain an up-to-date listing of all organizations which have been approved to use the facilities and the Fee Group to which they have been assigned. This list will be provided to the SAU 21 office and will be used to determine the amount that each organization will be invoiced for the facilities that they have requested to utilize. This policy is to cover all buildings, facilities and grounds within the Winnacunnet School District. Payment will be made to the Winnacunnet School District and sent directly to the Facilities Director who will forward it to the office of the Superintendent of Schools. Please review the attached facility usage fee schedule.

If the community group exceeds its agreed upon hours, additional fees will be paid per hour as stated in the facility use agreement.

Section G: School Employee Costs

Employee costs are charged based on the terms of the written agreement and will be paid at the appropriate hourly rate plus benefits. Payment will be made to the Winnacunnet School District and sent directly to the Facilities Director who will forward it to the office of the Superintendent of Schools.

Section H: Renter Responsibilities

The renter will be responsible for adhering to all sections of this policy as well as the following provisions:

When a renter charges admission:

- A. All pertinent town ordinances and state statutes will be obeyed.

- B. If deemed necessary by the Area Manager and Facilities Director, police protection and/or supervision must be furnished.
- C. All state statutes in regard to admission tax, tickets, and signs must be obeyed.

Renters will accept responsibility for:

- A. The proper use of the facility and/or building and the adult supervision of the activity.
- B. Payment for damages.
- C. Payment for police and fire protection and/or supervision, when necessary.
- D. Providing required insurance coverage and written proof of such.
- E. Cleaning the rented area as written in the facility use agreement.

Group A - For profit organizations (Any organization or individuals desiring to rent Winnacunnet High School facilities (and/or fields) or who use the facility (and/or fields) for their own non-public recreational or entertainment purposes.

Group B - Non Profit organizations. Proof of non-profit organization status is required.

Group C - Winnacunnet High School activities or affiliated groups such as PTA and teacher organizations; activities of youth organizations in the Winnacunnet High School community provided such activities are supervised by person(s) approved by the Area Managers and/or Facilities Director; activities and/or fund raising events by local organizations for the benefit of the schools (SAU 21 and 90) or youth of the Winnacunnet High School Community, and SAU 21 and 90 Town Governments, and Recreation Departments. Donations will be accepted from this group to maintain school facilities. All donations accepted from this group will be brought forward to the School Board for recognition purposes.

Area	Recommended		
	Group A	Group B	Group C
Auditorium, Performance or meeting	\$1,000	\$500	\$0
Auditorium, Rehearsal Fees	\$250	\$200	\$0
Stage Lighting or Sound System	\$25	\$25	\$0
Stage Crew (Per Hour)	\$20	\$20	\$0
Gymnasium	\$1,000	\$500	\$0
Tarp (Requires 4 hours custodial)	\$200	\$175	\$0
Scoreboard	\$10	\$10	\$0
Scoreboard Operator (required)	\$25	\$25	\$0
Score Tables	\$5	\$5	\$0
Mats or Volleyball Nets	\$10	\$10	\$0
Bleachers Per Section	\$25	\$25	\$0
Cafeteria	\$500	\$250	\$0
Kitchen	\$500	\$250	\$0
Library	\$500	\$250	\$0
Lecture Hall	\$500	\$250	\$0
Locker Rooms and/or Team rooms	\$50	\$50	\$0
Classrooms / Conference Rooms	\$200	\$100	\$0
Alumni Field	\$1,500	\$750	\$0
Track and Field (Stay off Infield)	\$1,000	\$500	\$0
Baseball / Softball Field	\$200	\$100	\$0

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Area	Group A	Group B	Group C
All other fields	\$200	\$100	\$0
Field Lighting Alumni or Soccer Fields	\$100	\$100	\$0
Concession Stand	\$200	\$100	\$0
Other Equipment			
Chairs	\$0.10	\$0.10	\$0
Tables	\$1.00	\$1.00	\$0
Risers (Per Section)	\$5.00	\$5.00	\$0
Piano (Tuning extra)	\$50.00	\$35.00	\$0
Sound System with 1 wired Mic	\$15.00	\$15.00	\$0
Extra Mic	\$5.00	\$5.00	\$0
Wireless Mic	\$20.00	\$15.00	\$0
Cd Player	\$5.00	\$5.00	\$0
TV, VCR, VD	\$15.00	\$15.00	\$0
Screen	\$5.00	\$5.00	\$0
Podium	\$5.00	\$5.00	\$0
Overhead Projector	\$5.00	\$5.00	\$0
Video / Data Projector	\$25.00	\$20.00	\$0
Notes: · Football pads / helmets are not to be used by anyone other than WHS Teams during their season · Custodial Fee - appropriate hourly rate plus benefits per employee for a 4-hour minimum · Kitchen Staff Fee - appropriate hourly rate plus benefits per employee for a 4-hour minimum · Lighting Technician fee - appropriate hourly rate plus benefits per employee for a 4-hour minimum			