

Foster-Glocester Regional School District

**Glocester, Rhode Island
Use of School Facilities**

Purpose:

The purpose of this policy shall be to establish the philosophy, guidelines, and general expectations for the use of school facilities outside of those uses directly related to the normal educational program.

Policy Statement:

The Foster-Glocester School Committee believes that the public schools should be considered as community schools, and is, therefore, committed to the concept of making the schools available for use outside normal educational programs. While school facilities are public owned buildings, paid for by tax dollars, the general public should not be considered as having an obligation to fund extra costs for private group use of facilities and it is for this reason that the School Committee feels it is reasonable to expect groups authorized to use facilities to pay the cost so incurred for said use. The Committee further recognizes, however, that there are certain instances wherein the cost for use of facilities should be borne out of the School District's General Fund.

General Provision:

1. The use of school facilities for school purposes such as meetings of students, entertainment given by students, meetings for the benefit of teachers, meetings and entertainment by teachers' clubs, alumni associations, parent-teacher associations, and other organizations affiliated with the schools shall have precedence over all others. In addition, similar consideration shall be given to town government and other town agencies. Requests for school facilities for non-school programs must be approved by the building Principal and the Superintendent.
2. Recreation Department youth sponsored activities may use the facility without the customary rental fees unless the usage incurs additional expenses for the Foster Glocester Regional District. Said activities must complete a building usage form and be approved as indicated in number 1. All other organizations shall comply with rental fees. Exceptions may be made for grant funded non-profit organizations. Exceptions can only be approved by the school committee.
3. Facility use(s) which could require the submission of a security deposit shall include:
 - a. All non-school related uses where an admission will be charged or by clubs and organizations charging membership or participation fees.
 - b. Out of town group(s).
4. 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 Superintendent or designee.
5. Groups receiving permission are responsible for the observance of and adherence to State and local fire and safety regulations at all times.
6. The School Committee will cooperate with recognized agencies such as Civil Defense and the Red Cross and will make suitable facilities available without charge during a community emergency or to prepare for civil defense.

7. The fee structure on the application form will be strictly adhered to.
8. The use of school or athletic facilities for occurrences such as a divisional, state, or regional sporting event shall be subject to a separate usage fees, compensation, or sources of revenue which will be negotiated on a case-by-case basis. Such fees shall be given back to the school district to support programs as appropriate.
9. Any exception to this policy is by school committee vote only.

Procedures:

1. Application for use of school building space or athletic facilities shall be made to the building Principal on the required application form. All applications are subject to review by the Music Director or Athletic Director to determine availability of requested facilities. If the athletic facilities are requested, the Athletic Director is responsible for maintaining a master schedule of events at the middle and high schools and for determining the availability of such facilities for use by any and all outside groups. The Director of Facilities Operations will also review the application to determine what if any additional staff are needed to open the facility at the requested time(s).
2. The Principal and Superintendent shall have the responsibility for authorizing or denying all building use requests.
3. Requests for use of school facilities will be made at the office of the building Principal at least 10 days prior to the date of use. Approval must be given by the building Principal within 5 business days.
4. Requests will then be forwarded to the Music Director or Athletic Director and Director of Facilities Operations for review before being sent to the Superintendent's office for final disposition
5. School property will not be used without approval of the application by the building Principal and the Superintendent.
6. Any decision of the Superintendent to deny the use of school facilities may be appealed to the School Committee.
7. The building Principal will maintain a complete file of all applications received together with information regarding Superintendent or School Committee action taken.
8. Once the building use form is approved, the organization using the facility will communicate with the building administrator to ensure police and/or fire have been notified of the event.

Conditions of Use:

The School Committee may establish such specific rules for the use of school property as it may deem necessary and/or advisable. The conditions of use which must be agreed to by the sponsoring organization shall include the following:

1. No one shall enter the school building until the Director of Facilities Operations or his/her designee arrives.
2. The adult responsible for the program or event shall remain until all students or minors have been picked up
3. The organization using school facilities shall protect it from abuse or damage and shall be wholly responsible for any damage occurring in connection with or in consequence of such use.
4. The organization using school property shall be responsible for controlling the behavior and for disciplining of persons using or attending the building or grounds in connection with a permit and shall furnish at its own expense such policy or fire protection as the School Committee or Superintendent may direct.
5. The organization using school property shall have at least one responsible adult in charge and present at all times.
 - a. Children should be supervised at all times. Some type of system should be in place for use of bathroom facilities, use of drinking fountains, and the pick-up of children.
 - b. Adults should instruct children on correct behavior in the building during after school activities, areas to be used, and areas which are off limits.
 - c. Students should be told when and where parents can pick them up and where they can exit the building for that purpose.
 - d. Before leaving the building following the conclusion of an event, the person in charge should:
 - i. make sure all people associated with the event have left
 - ii. notify a custodial staff member that the event is over
7. All decorations must adhere to local and state safety and fire codes.
8. Cooking facilities are not to be used unless provision is made for supervision by a regular cafeteria staff member.
9. A police officer MUST be on duty for any facility use when it is projected that there will be more than 200 people in attendance.
10. The Fire Chief must be notified when there are expected to be more than 50 people in attendance. In the event the district allows an outside group to use the cafeteria facility after hours, the policy in place for public use of the auditorium will apply to this space as well. The Fire Chief shall make the determination as to whether a fireman will be assigned to the event.
11. Proper liability insurance will be required by all groups given permission to use school facilities, except where coverage is already provided by the School Committee.
12. The use of alcoholic beverages, profane language, or gambling in any form is prohibited in school buildings. Smoking is not allowed on school grounds or in school buildings.
13. Responsibility for damage and payment for replacement or repair to any part of the building and its facilities occurring during use must be assumed by the using group.

14. Payment required for custodial services shall be determined by Administration in keeping with the specific use requirements of the requesting group. Charges for custodial services shall be in accord with the building use fee structure as established by the Committee and shall be due and payable to the Foster-Glocester School Department and sent to the Business Office within ten (10) days of the use of the facilities.
15. Use of the auditorium, gymnasium, or cafeteria shall include the use of the hall, stage, and any existing lighting only. It does not include the use of any special lighting, sound system; scenery, or any other school equipment or apparatus unless prior arrangement has been made with the building Principal for its use.
16. The School Committee, through the Superintendent, reserves the right to cancel any approved use of school facilities for any reason, including infraction of the above or other rules or in the event that the facilities are needed for school activities.
17. An authorized representative of the sponsoring group shall agree in writing on the application form that he/she understands the requirements and conditions stated above and accepts the responsibility for their being conformed to by the sponsoring organization.
18. The School Committee reserves the right to impose a usage fee on any group should it be deemed necessary by the Committee.

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