

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: KF</b>
<b>DATE OF ADOPTION: JULY 11, 2011</b>	<b>PAGE 1 OF 6</b>

### **USE OF SCHOOL FACILITIES**

The Dover School Committee supports the use of school facilities by community groups as a supplement to the primary goal of providing educational activities to students as long as the use by community groups does not interfere with the school program or school sponsored activities.

No use of school facilities is allowed unless the user(s) has/have obtained a written permit approved by the Superintendent or designee. Authorization for use of school facilities shall not be considered an endorsement of, or approval of, the activity, group, or organization nor the purposes they represent.

#### **Permits Shall Be Issued Using The Following Criteria:**

1. School sponsored activities conducted as part of the School curriculum or athletic programs
2. Activities beneficial to the programs of the Dover Schools as a supplement to curriculum or athletics
3. Activities beneficial to the youth of the community, supporting school youths
4. Activities beneficial to the recreational programs of Dover
5. Activities beneficial to the literacy, cultural, civic organizations of the community
6. Activities not increasing the tax burden on the citizens of Dover requested by non-school persons or groups with advance payment for rental fees and deposits for additional services for grounds, custodians, food service workers or similar services

#### **Procedures for Application for Use of School Buildings and Grounds for School Groups:**

1. All requests will be submitted no later than one week prior to event.
2. All after school events will begin after 3:00 P.M. on weekdays and will not extend past 10:30 P.M. unless prior arrangements have been made.
3. Submission of events for the following school year will begin no sooner than April 15<sup>th</sup> of the current school year.
4. Payment of custodian, stage manager, etc. will be required 30 days after receipt of invoice.
5. No teacher/staff member will be allowed to use the school facilities, under any circumstance when children are involved without submitting a permit first.
6. All cancellations or changes to a permit must be submitted to the Facilities Coordinator.
7. Outside groups cannot be re-scheduled if already School Board approved.

DOVER SCHOOL DISTRICT	POLICY CODE: KF
DATE OF ADOPTION: JULY 11, 2011	PAGE 2 OF 6

### **Procedures for Application for Use of School Buildings and Grounds for Non-School Groups:**

Requests for the use of school facilities will be made at the Facilities and Operations Office at least 14 days prior to the date of use. **RESERVATIONS WILL ONLY BE ACCEPTED THREE MONTHS IN ADVANCE.** Any reservation that surpasses three months must be requested and approved through the Dover School Board.

Should a conflict occur because of a school activity, the right is reserved to cancel the permission granted and to arrange a date and time for rescheduling. Only school board approved events are exempted from being cancelled or moved.

### **Responsibility of the Applicants of the Non- School Groups:**

1. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and hours agreed on the application. In the event that property loss or damage is incurred during such use of occupancy of district facilities, the amount of damage shall be decided by the Superintendent of Schools or his/her designee and a bill for damages will be presented to the group using or occupying the facilities during the time loss or damage was sustained.
2. Organizations will provide sufficient competent adult supervision. No person under 21 yrs. of age may rent out the schools.
3. All applicant's for use of district facilities shall hold the Dover School District 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 district facilities.
4. Users of school facilities must assume responsibility for the safety and protection of the participants, audience, and workmen to the extent required by law. The applicant shall be required to provide Commercial General Liability in the amount of one million dollars and to present evidence in the form of a certificate of insurance, naming the Dover School District as an additionally insured. The only acceptable form is that provided by the Dover School District and it must be provided prior to the event.
5. An invoice will be mailed out and payment will be made **NLT the payment due date. If payment is not made by this date the Superintendent or designee has the authority to cancel the applicants permit.** Checks are made payable to the Dover School Department. Billings for custodial, media, kitchen, tables, etc. will be expected within thirty days from billing date.
6. Anyone considering renting school facilities and wishing to take measurements or survey the area will contact either the Facilities Coordinator or the Principal for permission to view the area.

### **TIME LIMITS**

Schools will not be rented out until **3:00 P.M.** and may not extend beyond **10:30 P.M.** without prior authorization.

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: KF</b>
<b>DATE OF ADOPTION: JULY 11, 2011</b>	<b>PAGE 3 OF 6</b>

### **CANCELLATIONS:**

Request for cancellation must be received at least 24 hrs. in advance of agreed upon starting time. If event is held on the weekend a 48 hr. cancellation is required. Failure to cancel shall obligate the applicant to pay the custodial service fee and any other expenses incurred.

Cancellation of permission to use school facilities may be ordered by the superintendent or his/her designee and/or Dover School Board whenever such action is deemed in the best interest of the school district. As much notice as possible will be granted. In general, when schools are closed due to inclement weather or other reasons all after school and evening activities, including rentals are also cancelled. Organizations and groups should check the District website and local media (radio, television, etc.) for information about school closings and cancellations.

### **RULES FOR ALL GROUPS USING SCHOOLS AFTER HOURS**

#### **FIRE/POLICE SAFETY:**

Groups receiving permission to use school facilities are responsible for the observance of local and state fire and safety regulations at all times. Police/firemen must be on duty at all major functions under the discretion of the Superintendent and/or his/her designee. Arrangements must be made with the proper officials of the Police and Fire Depts. by the applicant. The exact number of policemen and firemen required and rates to be paid will be determined by the Police and Fire Departments. Fees shall be paid directly to them.

Prior to the performance of any stage production in the Auditorium, or large event in the gym and/or cafeteria areas all exits will be pointed out as part of opening statements or ceremony. (See attached announcement statement to be read)

### **DRINKING, DRUGS, PROFANE LANGUAGE, SMOKING AND GAMBLING IN ANY FORM IS STRICTLY PROHIBITED ON SCHOOL PROPERTY.**

#### **ACCIDENTS AND DAMAGE TO BUILDINGS:**

The permit holder is responsible for the cost of repairs needed for damage occurring during his/her use. Failure to pay could lead to denial of future permits for the individual and organization. Interest charges will apply to the cost incurred.

#### **CUSTODIAL SUPPORT**

Any organization using school facilities must agree to the assignment of the custodial personnel for continuous duty during the time stated on the application. Custodians will be available at all times and notify the renters of how they can be reached.

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: KF</b>
<b>DATE OF ADOPTION: JULY 11, 2011</b>	<b>PAGE 4 OF 6</b>

**USE OF GYMNASIUM:**

1. No food or drink permitted. Only non-glass containers of water are allowed.
2. Hardballs are not permitted in gymnasiums for the protection of the walls, fixtures and floor surface
3. Appropriate athletic footwear is required on floors unless floor is covered with tarp.
4. Gymnasiums are to be used for athletic activities ONLY, unless special permission is granted.

**USE OF AUDITORIUM:**

1. No food or drink permitted
2. Stage Manager is required when using the Auditorium unless approved by Superintendent or his/her designee
3. All equipment must be removed immediately after the event
4. Organizations wishing to bring in equipment must do so after school hours

**KITCHEN SUPPORT AND EQUIPMENT:**

1. The Food Service Director will assign a food service worker for any function requiring the use of a kitchen
2. Kitchen equipment and utensils will not be used and cannot be rented.

**APPARATUS/EQUIPMENT/ALTERATIONS**

Requests to use public address systems, pianos, tables, chairs, bleachers, audio visual aids, etc. must be indicated on the application. There will be a fee charged for the preparation, operation and return of such equipment. Persons or organizations requiring the piano to be tuned shall be charged for such expenses.

Alterations of school buildings and equipment, such as lighting (and lighting controls) and hanging decorations are prohibited unless special permission is granted to the applicant. Any additional time incurred by School Department employees will be charged to the applicant. Any additional time incurred by School Department employees will be charged to the applicant. The use of nails, thumbtacks or staples shall not be permitted in the arranging of decorations.

**ENTRANCES, CLASSROOMS, OFFICES, HALLWAYS, TEACHERS' ROOMS:**

Entrances – DHS Auditorium: entrance through the two main doors in the main foyer. The door at the rear of the auditorium and the door leading to the parking area shall not be used as entrances to any event. These doors shall remain closed during all events and shall serve only as exits after an event.

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: KF</b>
<b>DATE OF ADOPTION: JULY 11, 2011</b>	<b>PAGE 5 OF 6</b>

Entrances – DMS gymnasium: entrance and exit to and from the Dover Middle School gymnasium at the time it is being used shall be made behind the school off of Daley Drive.

Entrances – GES gymnasium; entrance and exit to and from the Garrison Elementary School gymnasium at the time it is being used shall be made behind the school through the gym doors.

**ALL SCHOOLS-** No classrooms, offices, teachers’ rooms or hallways leading to classrooms will be available to the non-school groups. Special permission may be granted for educational use (i.e. colleges, adult basic education).

**PARKING:**

Parking lots are the designated places for leaving vehicles. Automobiles will not be parked in, or obstruct, fire lanes around the school buildings. Illegal parking may result in vehicles receiving tickets, warning tags or towing at owner’s risk.

**USE OF SCHOOL FIELDS**

**PERMITTED USE OF SCHOOL FIELDS:**

1. School District
2. Recreation-sponsored groups
3. Recreation-affiliated groups (seventy-five percent Dover residents)
4. Private groups in Dover
5. Private groups outside Dover

A permanent waiver of rental fees for indoor and outdoor facilities shall exist for all school-sponsored groups and all recreation-sponsored groups. All other waivers of fees shall require a review and demonstration of financial need. To request a waiver the waiver form that’s attached to the rental request can be filled out or a letter may be written to the school board.

**FIELD USE FEES**

**NON-RECREATION DEPARTMENT USERS**

1. School Fields, except Dunaway Field: \$35 per hour (3 hour minimum)
2. Dunaway Football Field-\$225 per hour (3 hour minimum)
3. Dunaway Football Field-\$250 per hour after 5:00 P.M. (3 hour minimum)

All use of fields may involve grounds/custodian and police detail charges on a case by case basis depending on the use. Police details will be invoiced and paid through the Police Department. A deposit for grounds/custodian shall be made in advance.

<b>DOVER SCHOOL DISTRICT</b>	<b>POLICY CODE: KF</b>
<b>DATE OF ADOPTION: JULY 11, 2011</b>	<b>PAGE 6 OF 6</b>

Dunaway Football Field may only be rented a total of forty (40) times per year for all users.

**RECREATION DEPARTMENT USERS**

School fields: \$5 per person and must be 75% or over Dover residents (rosters required at the time of the rental application)

**ANY VIOLATIONS OF THESE REGULATIONS WILL RESULT IN IMMEDIATE SUSPENSION OF APPLICANT'S RIGHT TO USE THE FACILITIES.**