

## PORTLAND PUBLIC SCHOOLS

NEPN/NSBA Code: KFD

### **COMMUNITY USE OF SCHOOL FACILITIES**

The schools belong to the people of the City of Portland and are supported largely by local taxes. The School Committee, therefore, wishes to make its schools and related facilities available when not in use for school purposes to community groups or individuals for short-term social, community-service, and recreational purposes. The School Committee 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.

#### **Priority Use of Facilities**

The use of school facilities for school educational activities and sanctioned extra-curricular activities shall at all times take precedence over any community use of said facilities. All other uses will be on a first come/first served basis.

#### **Requirements for Short-Term Use of School Facilities**

- A. The School Committee shall approve a schedule of fees for use of school facilities based upon actual costs as determined by the administration.
- B. No application for use of school facilities shall be approved more than three

months or less than 10 days in advance of the intended use.

- C. Applicants for use of facilities shall execute a written agreement for such use.
- D. Applicants applying must provide proof of liability insurance that meets the requirements of administrative regulations before use of a facility is permitted.
- E. Users shall comply with all applicable statutes, ordinances, and regulations in addition to any conditions imposed by the School Committee.
- F. School personnel shall be present for any requested facilities use at the expense of the User.
- G. Users may be required to pay for custodial time spent supporting the use of the facility.
- H. Users may be assessed an energy surcharge for use of facility.

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### **Prohibited/Restricted Activities**

- A. No school facility shall be made available to any group that advocates unconstitutional or illegal acts or which are in the opinion of the School Committee contrary to the best interests of the school department or the educational welfare of the students.
- B. No school facility shall be made available for any purpose that may in the opinion of the School Committee present a risk of damage to any school building, grounds, or equipment.
- C. The possession or consumption of alcoholic beverages or illegal drugs is prohibited on school property.
- D. Use of tobacco products is prohibited on school property.

- E. School Department buildings shall not be used for religious worship unless the group in question is actively pursuing obtaining or constructing its own facility.

**Appeals**

As used in this policy, the term “School Committee” refers to the Portland School Committee or its designee(s). In the event that the use of school facilities is denied by the School Committee’s designee(s), such denial may be appealed to the Director of Business Services who shall make the final and binding decision.

Legal Reference: 20-A MRSA, §§ 1001; 4

Adopted: February 6, 1984

Revised: August 26, 1992; August 18, 1993; September 5, 2001; \_\_\_\_\_

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**SCHOOL FACILITIES RENTAL CHARGES**

Accounting Bulletin #100-R

<u>SPACE</u>	<u>FY 2002 FEES</u> <u>per hour</u>
HS AUDITORIUM	\$200*
HS GYM	\$50*

MS AUDITORIUM	\$20.00
MS GYM	\$20.00
ES GYM	\$10.00
Multi-Purpose Room	\$10.00
Class/Locker Rooms	\$10.00
Cafeteria- PHS/DHS	\$10.00
Other Fees:	
Custodial	\$21.10
Energy Surcharge	\$1.20**

\* First hour plus \$20.00 for each additional hour

\*\* Applied October 15 to April 15

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