



Book	Seabrook Policy Manual
Section	Seabrook - Section K - School/Community/Home Relations
Title	Community Use of School Facilities
Code	KF
Status	Active
Adopted	April 9, 2007
Last Revised	October 12, 2021

Category: Recommended

CODE: KF

COMMUNITY USE OF SCHOOL FACILITIES

1. The use of school buildings, grounds, equipment and facilities will be authorized by the Principal in conformity with the following regulations governing their use as approved by the Board.
 - a. Requests for the use of the school facilities will be made at the office of the Facility Manager at least 14 days prior to the date of use.
 - b. School facilities may be used for individual, private, or commercial purposes.
 - c. The use of school facilities for school purposes, meeting of pupils, entertainment given by pupils, meetings for the benefit of teachers, meetings and entertainment by teachers' clubs, alumni associations, parent-teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the building Principal or the Superintendent or both.
 - d. School-related groups, as indicated in (c) above, will be permitted reasonable use of school facilities.
 - e. All activities must be under competent adult supervision approved by the Principal of the building involved. The group using the facilities will be responsible for any damage to the building or equipment.
 - f. 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 building Principal.
 - g. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times.
 - h. Facility Use calendar will be updated and posted in each building at least once per month.
2. The use of alcoholic beverages, drugs, tobacco products, profane language, or gambling in any form is strictly prohibited in the school building and on school grounds.
3. The Board will cooperate with recognized agencies, such as the Emergency Management, and will make suitable facilities available without charge during community emergency or to prepare for civil defense.
4. If use is outside normal custodial working hours, a custodian(s) must be hired at the appropriate hourly rate plus benefits per employee with a two-hour minimum requirement. Subject to employee availability. If an employee is not available, then the building cannot be used in which case applicant will be notified at least 24 hours in advance of requested date.
5. If the school kitchen is used, kitchen employee(s) must be hired for functions at the appropriate hourly rate plus benefits per employee with a two-hour minimum requirement. Subject to availability. If a kitchen employee is not available, then the building cannot be used in which case applicant will be notified at least 24 hours in advance of requested date.
6. Proper liability insurance shall be required by all groups given permission to use school facilities, except where this coverage is already provided by the Board.
7. The Board will approve and periodically review a fee schedule for use of the facilities.
8. 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.



Book Seabrook Policy Manual
 Section Seabrook - Section K - School/Community/Home Relations
 Title Community Use of School Facilities - Form
 Code KF-R
 Status Active
 Adopted March 30, 2005
 Last Revised April 9, 2007
 Last Reviewed October 12, 2021

**CODE: KF-R
 COMMUNITY USE OF SCHOOL FACILITIES - FORM**

**SEABROOK SCHOOL DISTRICT
 REQUEST FOR USE OF SCHOOL FACILITY**

Organization or Group: _____

Day and Date of Requested Use: _____

School Facility Requested (check): _____

- Athletic Field
- Cafeteria
- Classroom(s): Room #'s: _____
- Kitchen (Food Director Approval Needed)
- Gymnasium
- Other: _____

Comments: _____

I understand that:

1. Smoking is prohibited by law on school grounds.
2. The building is closed for athletic activities at 9:00 p.m.
3. Athletic groups must supply own equipment.
4. School Board Policy KF governs use of school facilities, I have received a copy of this policy and have reviewed its provisions.
5. A safety announcement will be made prior to the start of all public events in an assembly area with a capacity greater than 250.
 The announcement will explain where all exits are located and the person in charge will make sure exits are clear at all times.

Signature of Responsible Person: _____

Telephone #: _____ Date: _____

This request is only valid upon signed approval indicated by all three (3) signatures below.

SES Principal Approval: _____ DATE: _____

SMS Principal Approval: _____ DATE: _____

Facilities Director Approval: _____ DATE: _____