

BUILDING USE & RENTAL

RULES AND REGULATIONS

1. It is understood that in all cases the regular school activities and school organizations shall have preference in the use of any part of the building. Any non-profit, civic, or educational activity which may be regularly scheduled will be subject to interruption in favor of unexpected MSAD 68 events.

2. An application to use buildings of MSAD #68 for any purpose except the direct delivery of the school program must be filed with the principal at least two weeks prior to the date for which request is made.

3. The hourly rental fee for building use is:

SeDoMoCha Middle School Gym or Cafeteria	\$40 per hour/\$200 per day*
SeDoMoCha Elementary School Multi-Purpose Room	\$40 per hour/\$200 per day*
Classrooms	\$20 per hour/\$100 per day*

*The hourly fee will apply up to five (5) hours.

4. School kitchen use will be negotiated between the Food Service Director and users. A daily fee for kitchen use may be set at \$50.

5. Whenever it is determined by the administration that a custodian/food service worker is needed, then the organization/individual using the facility will be required to pay MSAD 68 a fee for the custodian/food service worker that represents his/her normal hourly overtime wage and all other associated payroll costs. The District will bill the organization/individual for the appropriate amount. Checks should be made payable to **MSAD 68**.

The services of custodians do not include the erecting or dismantling of scenery or equipment unless such scenery or equipment is the property of the MSAD 68 and is part of a school function. The services of the food service worker do not include area/equipment clean-up.

Routine clean-up after an activity and removal of trash from the premises are the responsibility of the user group.

If additional clean-up is necessary after the event has occurred, the user will be billed for additional custodial time.

6. Special permission must be obtained from the principal for decorating, installing scenery, or making any physical changes within the building.

Scenery and other equipment provided by the building user must be removed from the building promptly after the performance so as not to interfere with school activities.

7. All ordinances and rules of the local police and fire departments regarding public assemblies must be strictly complied with.

If the nature of the use of any part of the school building or grounds warrants, there must be sufficient police in attendance at all performances to uphold law and order and to control parking. It will be the responsibility of the user to arrange for and pay for police services.

8. All activities must cease not later than 12:00 midnight, unless otherwise authorized, and the custodian must see that the building is closed promptly.
9. The number of tickets sold must not exceed the seating capacity of the gymnasium or room for which a permit is granted.
10. Smoking in the building and grounds shall not be permitted. No alcoholic beverages may be sold, served or consumed on the premises. Users are required to use all available communication opportunities to make everyone aware and accountable for this rule.
11. All users (organizations/individuals) must carry liability insurance. The user must provide the district with a Certificate of Insurance naming MSAD 68 as "Additional Insured" or purchase liability insurance through the district to cover the term of use. Purchase arrangements can be made through the Superintendent's Office.

Reviewed, Revised & Adoption: 5-5-09