

Jackson School District

**Use of School Building Policy**

(1) **GENERAL PRINCIPALS**

School buildings and grounds are basically for the use of the school system in education of Jackson residents, primarily children and secondarily adults. However, it is the policy of the School Board to make school facilities available for the good of the community as long as community activities do not interfere with the basic educational purpose. It is also necessary to prevent the use of publicly-supported facilities by an individual, partnership, or corporation for private gain or in competition with similar activities operated by private enterprise.

(2) **PRIORITIES IN USE OF BUILDING**

- (A) Education of children, including school athletic events and other programs.
- (B) School District meetings and other official functions of the School District or School Board and their agencies such as study committees.
- (C) Meetings and activities of nonprofit organizations, town teams, and community organizations based in Jackson. A "nonprofit organization" is defined as an organization which has been approved by the I.R.S. as exempt from Federal income tax under section 501 (c) (3) of the Internal Revenue Code or, in the opinion of the School Board, is capable of getting such approval.
- (D) Education of adults.
- (E) Town meetings and other official functions of the town government such as Planning Board hearings or Finance Committee meetings.
- (F) Recreation Department activities.

(3) **APPROVALS**

- (A) Any person or group wishing to use the school building or facilities must apply for approval well in advance. Application shall be made to the principal who shall keep a schedule of approved events. In case of conflict within a priority, approval will be given in the order in which applications are received.
- (B) Activities at which admission is charged or which are for fund-raising purposes (such as a dinner, dance, rummage sale, or entertainment), shall require specific approval by the School Board.

- (C) All other activities listed under #2 (Priorities In Use of Building) above may be approved by the principal.

(4) GUIDELINES

- (A) School activities will be supervised by a staff member.
- (B) The custodian must be on duty during School District and Town meetings.
- (D) At nonschool events for which admission is charged or which are for fund-raising purposes, the custodian must be present.
- (E) In all other instances, the organization using the building shall designate one adult person to be responsible for behavior of those present, responsible for protection of school property, and for cleaning. Any extra cleaning will be billed to the organization at custodian's time and one-half pay rate.
- (F) If an organization is using the kitchen facilities to cook and serve supper or another meal, the organization shall stipulate the extent of use, type of appliances, and be fully responsible for their use and cleanup.

(5) LIMITATIONS

- (A) Use of the building, equipment, or grounds will not be given to organizations or individuals operating for private gain.
- (B) No alcoholic beverages that will be brought to or consumed in the school building or on the grounds.
- (C) Individual or group responsibility will be limited to specific area of use.

(6) PAYMENTS

- (A) A schedule of fees for use of building and grounds will be available.
- (C) Jackson organizations whose use of the building is approved in accordance with the above shall not be required to make payment for the "use of the building or grounds."
- (D) Supervision by the custodian is required by organizations other than the School District or the Town government. The organization shall pay for the custodian at time and one-half for any time he/she spends outside his/her regular hours. If needed, the organization shall make arrangements and payments for the services of a policeman.
- (E) Kitchen staff necessitated by an organization's use of the kitchen facilities will be paid at time and one-half.
- (F) The individual signing the "Use of Facilities Forms" will be held responsible and liable for all damages to school property or equipment arising out of use of the building or grounds.

## JACKSON SCHOOL DISTRICT

### Jackson Grammar School Schedule of Fees

<u>Area</u>	<u>Fee</u>
Kitchen	\$50 for full day \$25 for ½ day
Classroom	\$30 for full day \$15 for ½ day

#### (7) PENALTIES

- (A) First Offense – Any damages or misuse caused by the individual or group of a minor nature (lights left on, etc.) will result in a warning.
- (B) Second Offense - Any damages or misuse caused by the individual or group on the second offense will be an automatic denial of privileges for that season.

It will be at the discretion of the principal as to what level of offense the damage fits. The individual or group, if not satisfied with the principal's decision, could appeal to the School Board for a change. Upon issuing a second offense notice, the individual or group will not be able to use the school until restitution is made or until the School Board can act on the denial.

School District of Jackson, NH

REQUEST FOR USE OF SCHOOL FACILITIES

Name of Organization \_\_\_\_\_

Date of Activity \_\_\_\_\_

Type of Activity \_\_\_\_\_

Will Admission Be Charged? \_\_\_\_\_ (to be filled in by Principal)

Rooms Desired (check): Classroom(s) \_\_\_\_\_ Field \_\_\_\_\_

Kitchen \_\_\_\_\_

Time Building To Be Opened \_\_\_\_\_

Time Building To Be Closed \_\_\_\_\_

Name of Person Responsible For This Activity \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone # \_\_\_\_\_

Charge For Use of Facilities \_\_\_\_\_

(to be filled in by Principal)

Approved \_\_\_\_\_

Principal

I hereby understand that I am responsible and liable for any damages that occur to either the building or grounds from the above activity.

Any damage I notice prior to my/our use will be reported to the office. Restitution will be made to ensure continuance of use of the facility.

\_\_\_\_\_  
Person Responsible

\_\_\_\_\_  
Date

