COMMUNITY USE OF SCHOOL FACILITIES REGULATIONS

The policy of the Mohawk Trail Regional School District Committee is to make its facilities and resources available to the community. Community groups will make application for use of facilities to the School Principal. In scheduling use of the facilities, school-sponsored activities have priority over non-school sponsored functions.

1. Requests for the use of school facilities will be made at the School Principal’s office on the form “Application for Use of School Facilities”.

2. School-related groups will be permitted reasonable use of school facilities without charge.

3. Schools are available for official town use without charge.

4. All activities must be under competent adult supervision approved by the School Principal. The group or individuals using the facilities will be responsible for any damage to the building or equipment. A representative will be specified on the building use application form as responsible for the school facilities and must be present at the scheduled event. In certain cases, the Superintendent will require an insurance rider.

5. It is highly recommended that groups using school facilities for programs that involve students perform a Criminal Offender Record Information (CORI) check, a Sex Offender Registry Information (SORI) check and a Criminal History Record Information (CHRI) check for all adults that will have direct contact with students.

6. User will be responsible for leaving the building in a clean and orderly condition.

7. 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 School Principal.

8. Groups receiving permission are responsible at all times for the observance of fire and safety requirements and for seeing that the number of attendees does not exceed the authorized capacity of the building.

9. When the administration requires police presence, it is to be arranged at the User’s expense through the local Police Chief.

10. Any use of the gymnasium requires that appropriate footwear be used.

11. Users signing up for use of the kitchen and its equipment must be trained by the
cafeteria manager in operating any equipment used. A person with Serve Safe certification must be present during the use of the kitchen.

12. Food and drink are allowed only in designated areas.

13. Smoking or the use of alcohol within the building and on school grounds is not permitted. The By-laws of some towns mandate a fine for smoking on school property.

14. The School Principal or Superintendent reserves the right to cancel any permission granted.

15. By law, school employees may not accept gratuities and must be paid for their services by the School District.

16. For events that are either profit-making or private, fees for use of the facilities will be negotiated with the approving authority.

Adopted: November 4, 2009
Revised: November 9, 2016
Revised: April 10, 2019

Mohawk Trail Regional School District School Committee