

COMMUNITY USE OF SCHOOL FACILITIES

The School Board subscribes to the notion that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community in terms of its intellectual and social expression and development. To this end the Board encourages the public use of school facilities.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, group or organization nor the purposes they represent.

School-sponsored activities shall have first priority, followed by Town sanctioned organizations and community organizations. The right to authorize use of school facilities shall be retained by the Board and/or Superintendent. Such use will be determined by the district policy and will be only at such times as the facilities required are free from district curricular, co-curricular, and extracurricular activities.

General Procedures and Board Regulations

1. Written application for use of school facilities shall be made to the Superintendent's Office.
2. The Business Office, in cooperation with the building principal, will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups.
3. All municipal groups seeking the use of school facilities for sports and recreational activities during non-school time must be approved by the Town-before being allowed to rent space. All other not-for-profit organizations should contact the Business Office directly to schedule use of school facilities.
4. Sponsoring organizations shall provide sufficient competent adult and/or special supervision, and the amount of adequate supervision will be agreed upon at the time the authorization is issued. Special considerations and arrangements for dances are enumerated in section 11.
5. All non-school organizations using school facilities may incur costs which will be the sole responsibility of the organization
 - Custodial & Grounds services
 - Cafeteria usage
 - Police personnel
6. Smoking and the use of alcoholic beverages will **NOT** be allowed on school premises at any time. (RSA 155:66, III.)
7. All applicants for use of district facilities shall hold the School District free and harmless, from any liability or expense that may arise by such use of district facilities. Also, in the event that property loss or damage to district facilities is incurred, a bill for said damage shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.
8. All non-school organizations, when planning events, must adhere to the capacity requirements listed in Addendum A set forth by the Londonderry Fire Department.
9. All non-school groups must provide proof of liability insurance [\$1,000,000] and hold the Town and School District harmless in case of accident in order to receive approval to use School District facilities.

Facility Allocation Process

10. The Londonderry School District shall work with the Town Recreation Commission to allocate available facility space for practice times, games and tournaments. The School District will try to meet all requests recognizing that school requests will come first. *Approval of space will be based on the need of the organization.*

The District shall review school related activities in order to determine available space. Approved organizations seeking space on a regular basis will be asked to attend one or both of the two regularly scheduled field / facility allocation meetings. Attending organizations will submit their requests of fields / facility needs to run their program. The School District will not guarantee lost practice times due to scheduling conflicts and school closings. The School District will, however, try to re-schedule lost times for games, tournaments, competitions, as well as practices cancelled due to unplanned events.

The scheduling for fund raising activities for non-school groups will be done on a semester by semester basis. The School District will allow non-school organizations to begin submitting requests for fund raising activities starting August 1st for the time period September to December 31st and November 30th for the time period January to May 31st. All organizations who wish to use school facilities for fund raising activities must submit a facility request form for each event being requested. The School District will schedule activities based on available dates and times.

The School District will make every attempt to equalize the number of events approved for non-school groups / organizations. The School District will make every attempt not to schedule similar fund raising activities during the same time period that would compete or jeopardize fund raising activities for school-sponsored organizations.

11. Dances hosted by non-school organizations will be considered fund-raising activities and will be assessed the appropriate fees. The procedure for scheduling all dances is as follows:

All school sponsored dances and other activities including athletics, music, drama and any other school co-curricular events shall always take precedent. It is encouraged to have all these events scheduled before the end of the prior school year.

Booster Clubs are to submit to the Business Office by July 30th, of each year the number of dances they need to fund their programs. The Business Office will forward the award of dates for approved Dances for all non-school organizations on or before the third Friday of August. All requests after this date will be approved on a first come / first serve basis.

It will be the responsibility of the non-school organization to provide a minimum of 10 adult chaperones and the name of a lead contact person to the School Principal prior to each dance. In addition, the non-school organization must provide police coverage and use a numbered ticket system to insure fire and safety codes are met for the location. All non-school-organizations must understand the need to keep appropriate adult supervision on campus until all children have left the event/ activity. Once all the children have been picked-up, the lead contact person must check-in with the custodian to alert him/her they are leaving the building.

12. Disapproval of requests may be appealed to the school board.

Religious Organizations

All groups who use school facilities for religious purposes must pay a fee which shall be the same for all organizations.

At no time may any group disseminate religious-oriented materials to students.

Should religious organizations wish to use school facilities for other than religious services, separate applications should be filed and said applications will be considered in the same manner as any other civic or recreational requests.

Use of Equipment

Londonderry School District equipment is purchased primarily for use by students and staff.

Groups /organizations may request the use of equipment owned by the Londonderry School District. Prior approval for equipment use is required regardless of the desired location. If the requested equipment is returned damaged, the organization will be held responsible for its repairs or replacement. Failure to comply will result in loss of privileges in using school facilities in the future.

The use of school facilities or equipment for commercial purposes is not permitted unless the vendor's place of business is located in the Town of Londonderry and the service relates to youth or recreational activities.

Fee Structure

Rental charges for facilities for non-school related organizations

The School Board fully recognizes the importance of school facilities for community groups. Recognizing the School District is in the business of educating and producing well-rounded young adults, regular scheduled events such as games and practices will not be charged for use of the facility.

- a. For events such as tournaments, playoffs and fund raising activities, custodial fees for direct overtime expenses will be charged to the group. The District will use the appropriate overtime hourly rate including required taxes and NH retirement of the most Senior Custodian. The District will provide in-kind services whenever possible to reduce the cost to the organizations.
- b. Opening / Closings Charges for openings and closings will be assessed as appropriate. If more than one group can share the cost; the Business Office will allocate evenly the cost to open and/or close the buildings.

Waiver of Fees:

Requests for a waiver of fees may be made to the superintendent of schools. Applications for such requests may be obtained at the School District central office.

Statutory Reference: RSA 155:66, III.
LONDONDERRY SCHOOL BOARD

Adopted: December 6, 1982
Amended: December 8, 1998
Amended: August 26, 2008