

Winnacunnet High School

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06-094

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SEABROOK — HAMPTON — HAMPTON FALLS — NORTH HAMPTON

August 22, 2006

To whom it may concern:

Enclosed you will find the Winnacunnet School District Policy KG that explains how “residents of the communities within the school district” may request the use of our facilities. In addition you will find the Regulation KG-R that prescribes specific instructions for the person or organization making the request. You will notice that all requests must be made in writing 14 days prior to the date of use. All requests are logged in at the Principal’s office and sent to the appropriate area manager for their approval.

Please note that Section C of the Regulation KG-R states that Winnacunnet High School has first priority for events scheduled by July 1 to give SAU 21 schools the month of August to register their requests. After September 1, outside groups may request the use of our facilities, and the Principal only has the authority to approve requests that are “for continuing education, discussion, civic, social, recreation, entertainment, and such other purposes that promote the welfare of the community.”

The expectations for use and conduct are also outlined in the regulation. The Principal shall assign a fee charge based on the fee structure on page 3 of the regulation. All non-SAU 21 users must provide the Principal with proof of liability insurance endorsed to the name of Winnacunnet High School for the amount of \$1,000,000. The certificate must be on file in the Principal’s office no later than 48 hours prior to the use of the facility.

In this packet you will also find a facility use request form. It must be completely filled out up to the “Person Making the Request” line. It then should be turned in to the principal’s secretary, who will log the request and send it to the appropriate area director(s) for approval signatures. Upon completion of the form, the principal’s secretary shall inform the requesting person as to the principal’s decision. A copy of all written requests, whether approved or denied, will be provided to the person making the request. All facility use requests shall be filed in the Principal’s office.

Please do not hesitate to call if you have further questions.

Sincerely,

Randall P. Zito
Principal

Winnacunnet School District Policy

Section: K
Code: KG
Title: Community Use of School Facilities

COMMUNITY USE OF SCHOOL FACILITIES

When not in use for school purposes, school buildings and grounds may be used by residents of the communities within the school district for continuing education, discussion, civic, social, recreation, entertainment purposes, and such other purposes that promote the welfare of the community.

No person, group, or organization has any vested right to use school property; but the right to use the property for any lawful purpose is subject to the approval by the WHS Board or their designee.

All pertinent town ordinances and state statutes will be obeyed.

Accordingly, the Board will establish regulations, including rental fees, and insurance requirements pertaining to the public use of school facilities.

See Appendix KG-R

Adopted:

Revised:

Revised:

Cancellation:

DATE:

May 2002

April 27, 2005

WHS Board Chair Signature:

COMMUNITY USE OF SCHOOL FACILITIES—REGULATIONS

Section A: Area Managers

Auditorium manager
Athletic facilities and grounds manager
Night school events and fundraising manager
Cafeteria manager

Section B: General Expectations

1. All academic and after school activity use requests must be made in writing to the building principal at least 14 days prior to the date of use.
2. All requests will be logged in at the principal's office and sent to the appropriate area manager for approval.
3. The Facilities Manager will be responsible for maintaining an accurate calendar of all uses of school facilities by school and community groups.
4. Renters are restricted to the dates and hours approved and to the building area, athletic fields, and facilities specified, unless requested changes are approved by the building Principal or Area Manager.
5. Generally, the auditorium, cafeteria, gymnasium, and athletic fields shall not be made available on school days to the renter for any kind of preparation before 2:30 p.m.
6. Arrangements must be made in advance with the Area Manager if preparations are to be made earlier than the day of the event.
7. No decorations or fixtures will be attached to walls, floors, ceilings, ceiling fixtures, windows, casings doors, or stage, in any manner, except by permission of the Area Manager.
8. There shall be no smoking in school buildings or on school grounds.
9. There shall be no intoxicating beverages or non-prescribed controlled drugs of any kind in the building or on school property.
10. There shall be no refreshments prepared, consumed, or sold in the building except in the cafeteria or specially designated areas. Cafeteria and kitchen equipment may be used only under the direction of school cafeteria employees.
11. Weapons of any kind are not permitted on school property unless specifically approved, in writing, by the Superintendent of Schools.
12. There shall be no physical changes to the facility unless permission has been granted by the Area Manager.
13. Persons or organizations renting the school space shall clear the area(s) of their equipment at the time designated on the facility use approval form. Additional custodial charges may be incurred if custodial services are required.

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COMMUNITY USE OF SCHOOL FACILITIES—REGULATIONS

(continued)

14. Renters are required to provide their own liability insurance and to present a certificate in the amount of \$1,000,000 endorsed to name the Winnacunnet School District as an additional insured. The certificate must be available no later than 48 hours prior to any use of the facility.
15. Use of any school equipment shall be specified in the use agreement and additional charges may be incurred for its use.
16. Locker and shower areas will be used under proper supervision and left in the same condition in which they were found.
17. Organizations wishing to bring equipment into school building or on school property must make arrangements at the time the request for use is made.
18. The suspension and/or alteration of these regulations are at the discretion of the Winnacunnet School Board.
19. Parking requirements shall be specified in any facility use agreement.
20. The fee schedule for use of facilities will be updated on an annual basis.
21. In order to allow for proper maintenance and to prevent excess wear and tear on facilities, the Board reserves the right to refuse, limit the use, or charge a user fee for facilities and athletic fields.
22. The Board reserves the right to deny access to any group not complying with these regulations.
23. The Superintendent of Schools has the right to cancel an activity or reschedule an event.

Section C: Security

The Principal and the Area Manager are responsible for all events in their facilities and will make necessary arrangements for locking, unlocking, and securing the facility. In the absence of the Area Manager the Principal will be the responsible person.

Section D: Use of Custodians

School custodians will be on duty at the discretion of the Principal and Facilities Manager. There will be a charge for custodial services based upon custodial costs. An initial fee will be paid by the individual, group, or organization to cover the first four (4) hours.

Section E: Priority for Scheduling

- Priority 1: Winnacunnet High School:
Has until July 1 to establish their calendar of events and use of the facility.
- Priority 2: SAU #21:
Has until September 1 to establish their calendar of events and use of the facility.
- Priority 3: Non school groups:
May request facility use after September 1.

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COMMUNITY USE OF SCHOOL FACILITIES—REGULATIONS

(continued)

1. There will be no rental fee:

- A. Winnacunnet High School activities or affiliated groups such as PTA and teacher organizations.
- B. Activities of youth organizations in the WHS community (e.g. 4-H, Boy or Girl Scouts, etc.) provided such activities are supervised by persons approved by the Area Manager.
- C. Activities and/or fund raising events by local organizations for the benefit of the schools or youth of the WHS Community.
- D. Donations from these groups will be accepted.

NOTE: Donations will be accepted from these groups to maintain these facilities.

2. Fee structure:

Rental fees will be charged for all other groups or organizations using the fee schedule below. This policy is to cover all buildings, facilities and grounds within the Winnacunnet School District. Payment will be made to the Winnacunnet School District and sent directly to the Area Manager who will forward it to the office of the Superintendent of Schools.

Minimum charges:

	Minimum Charge	Not For Profit
Auditorium and Performing Arts Rooms	\$1000	\$250
Gymnasium	\$1000	\$250
Kitchen and cafeteria	\$500	\$150
Cafeteria	\$250	\$150

All other facilities and fields will require fees determined by the Area Manager.

If the community group exceeds its agreed upon hours, additional fees will be paid per hour as stated in the facility use agreement.

Section G: School Employee Costs

Employee costs are charged based on the terms of the written agreement and will be paid at the appropriate hourly rate plus benefits. Payment will be made to the Winnacunnet School District and sent directly to the Area Manager who will forward it to the office of the Superintendent of Schools.

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COMMUNITY USE OF SCHOOL FACILITIES—REGULATIONS

(continued)

Section H: Renter Responsibilities

The renter will be responsible for adhering to all sections of this policy as well as the following provisions:

When a renter charges admission:

- A. All pertinent town ordinances and state statutes will be obeyed.
- B. If deemed necessary by the Area Manager and Facilities Manager, police protection and/or supervision must be furnished.
- C. All state statutes in regard to admission tax, tickets, and signs must be obeyed.

Renters will accept responsibility for:

- A. The proper use of the facility and/or building and the adult supervision of the activity.
- B. Payment for damages.
- C. Payment for police and fire protection and/or supervision, when necessary.
- D. Providing required insurance coverage and written proof of such.
- E. Cleaning the rented area as written in the facility use agreement.

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