

**USE OF SCHOOL FACILITIES/COMMUNITY CENTER**

The Somersworth School Board believes that the school buildings and grounds for which they have fiduciary and management control are community assets that should be utilized by the community for the purpose of providing space for organized group meetings and functions. The Superintendent of Schools will outline the implementation of the building use approval process.

The Somersworth School Board supports the concept that “the school buildings are community centers” and can be used by organized community groups from the City of Somersworth. Organized community groups can use the school buildings for activities such as, but not limited to:

1. Activities conducted as part of the school curriculum or athletic programs;
2. Activities beneficial to the programs of the Somersworth Schools as a supplement to curriculum or athletics;
3. Activities beneficial to the youth of the community, supporting school youth;
4. Activities beneficial to the recreational programs of Somersworth; or
5. Activities beneficial to the literacy, cultural, health and wellness, civic organizations of the City of Somersworth.

Any organized community group requesting use of any of the school buildings must:

1. **Hold and provide proof of liability insurance.**
  - a. Public liability insurance is needed to protect the school district and its employees from all claims for personal and property injury in an amount equal to one million (\$1,000,000) dollars.
  - b. The school district shall be named as co-insured under each policy.
  - c. Any community group and/or event sponsor using/renting the facilities are responsible for personal injuries to any person participating in or attending the event or function.
2. **Submit all requests through the Community Use portal on the SAU56 web site at least three weeks prior to your planned event.**
  - a. Using a School Cafeteria – The Somersworth School District participates in the Federal Child Feeding Programs and maintains commercial kitchens at each school. District administration as well as state and federal agencies, govern the operation of these facilities and must be recognized. New Hampshire rules for sanitary production and distribution of food must be observed. Requests to use the kitchen by outside organizations or groups must be approved by the Somersworth School District Café Services Food Services Director. A food service worker must be present to ensure safe and proper care of the equipment.

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The food service staff must be paid by the organization at a rate that is established by Café Services. If there is not a food service worker available, then the application will be denied.

3. **Depending on the request, representatives from the community group should plan to meet with the building administration to make sure that their request is understood and that the group understands the school district’s expectations.**
  - a. A meeting between the community group and the CTC Director is required for use of the CTC Black Box Theater and Mulligan’s Grill which includes completing the additional paperwork necessary to utilize those spaces.
  - b. Any community group wishing to use a school cafeteria must gain approval from the Food Service Director.
  - c. Requests must be submitted electronically through the Community Use portal on the SAU56 website.

Organized community groups need to understand when requesting use of any of the school buildings:

1. **School functions take precedence over use by the community.**
2. **Requests for use of the school buildings are subject to available space, custodial services and other school staff availability** (i.e. CTC Black Box Theater management) if needed.
3. **Facility use during non-school hours:** Requests for use of the school buildings when school is not in session (i.e., weekends, holidays and school vacations) are subject to approval based on the availability of custodial staff (unless other arrangements have been made), other events that may already been scheduled. In short, the school district reserves the right to deny requests if the adequate level of services (i.e., custodial) cannot be met.
4. **Building Use Fees:** When the request is to use the school building during regular operating hours, there will be no building use fees assessed. Any organized community groups who request to use the school buildings when school is not in session (i.e., weekends, holidays and school vacations) may be assessed a building use fee. This will be determined on a case-by-case basis.

**Fee Schedule for Use of Facilities**

<u>Area</u>	<u>Fee</u>
○ Athletic Fields/Outdoor facilities*	\$350.00/event, day
*line markers, balls or any other equipment shall not be furnished.	
○ Cafeteria/Cafetorium	\$250.00/event, day
○ Gymnasium	\$250.00/event, day

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- o Libraries, Classrooms, Common \$25.00/hour\*Areas  
\*minimum charge of two (2) hours
- o Custodial/Worker Fee \$35.00/hour
- o Utilities Fee \$10.00 per use or annual fee
- o Black Box Event Manager \$30.00/hour

5. **Follow established fire and safety rules:** Organized community groups/event sponsors must observe and conform to the community and state fire and safety rules and regulations at all times.
6. **Police/Fire Protection:** Any event which may require police or fire protection will be the responsibility of the community group/event sponsor to arrange and pay for.
7. **Inclement Weather:** If school is cancelled due to inclement weather, the use of the building is also cancelled.
8. **Relinquishment of the facility following use:**
  - a. The community group/event sponsor shall not relinquish or vacate the facility until it has been returned to its prior condition or state, and/or the custodial, food service or other employee on duty gives permission to leave.
  - b. Any and all charges required in the adequate return of the facility to its prior condition or state arising out of the actions or inactions of a community group/event sponsor shall be assessed against the community group/event sponsor and shall be payable upon demand.

All other groups who request the use of facilities will be reviewed on a case by case basis in order to determine the community benefit their activity/event provides, such as private promoters who provide on-going programs for the community youth.

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