

FIVE TOWN CSD POLICY

FACILITIES USE

Camden Hills Regional High School belongs to the people of Appleton, Camden, Hope, Lincolnville, and Rockport. All school facilities are available to the Five Town communities for educational, cultural, and civic events. The school facilities are not to be used for funerals, wakes or memorial services. This policy pertains to all school facilities. All non-District organizations using the CHRHS facilities must complete a contract with the district and will be legally bound to the terms and conditions set forth in this agreement.

CATEGORIES OF USERS AND FEES

Conditions of usage include: satisfactory sponsorship, adequate adult supervision, care of equipment and facility, adherence to police/fire regulations, and appropriateness of the activity. Lower priority users may not be displaced by higher priority users once the contract for use has been executed and rental obligations are met.

The Building Administration is the ultimate authority in all matters relating to use or rental of the facilities and has the authority to deny any request that is not in the best interest of the District or charge additional fees for any event that may have an unusual impact on the facilities.

Service fees may or may not pertain to all users. All users are subject to charges for damage to the facility.

PRIORITY OF USE

- **First Priority:** CHRHS clubs, organizations, events and activities.
- **Second Priority:** All other Five Town public schools and their related organizations; municipal organizations within the Five Town CSD, and organizations that exist solely for the benefit of the school.
- **Third Priority:** Non-profit organizations located within the Five Town CSD. NOTE: Any group wishing to qualify for this category must have a current copy of their 501(c) 3 certificate on file with the CHRHS Main Office.
- **Fourth Priority:** Non-profit organizations located outside the Five Town CSD. NOTE: Any group wishing to qualify for this category must have a current copy of their 501(c) 3 certificate on file with the CHRHS main office
- **Fifth Priority:** All other individuals and organizations.

FEE CATEGORIES

1. Non-Rental Paying Category:

- a. All First and Second Priority Use Organizations, and any non-profit organization that exists solely for the benefit of the Fivetown School District.
- b. Strom Auditorium use may be subject to tech and usage fees that are not rental fees.

2. Rental Paying Category:

- a. Any non-CHRHS organization that charges an attendance, takes donations at the door, or charges a participation fee for an event.

PROCEDURE FOR SECURING USE

1. Indoor Facilities Use

Any individual or group wishing to use CHRHS indoor facilities must complete a *Request for Use Form*. Requests for indoor facilities use should be submitted to the Facilities Scheduler. The Facilities Scheduler will determine the availability of the facility in accordance with the Priority of Use policy. Requests must be approved by the CHRHS Administration.

The following adult sports will not be allowed use of the indoor facilities: soccer, baseball, softball, lacrosse, and field hockey.

The Facilities Scheduler will issue a contract for all approved requests from all users outside of CHRHS. The *Contract for Use and Rental of School Facilities* (Policy KFB-C) must be completed and returned to CHRHS with any supporting documents before the date of the event.

2. Outdoor Facilities Use

Any organized group wishing to use outdoor facilities must complete a Request for Use Form. Requests for outdoor facilities use may be submitted directly to the Athletic Director who may waive the need for a contract. These requests remain bound by the rules and procedures in this policy.

3. Insurance

A certificate of insurance in the amount of \$1,000,000.00 naming the Five Town CSD as an additional insured and covering the period under contract is required for all events using the Strom Auditorium, gymnasiums, kitchen, bleachers and all other events that charge an admission fee. This certificate must be presented when the contract is executed. Local school districts and municipal governments are not required to provide an insurance certificate.

If an organization is not using the Strom Auditorium, gymnasium or kitchen and does not have insurance, it must be indicated on the Facilities Request Form. Additionally, the organization's participants must each sign a waiver form provided by the District.

4. Deposit

A deposit of 25% of the total rental fee is required for all fee paying users. The deposit is due upon execution of the facility contract. Confirmations of rentals are awarded on a "first come, first served" basis only after the fully executed contract and deposit for the rental have been received.

FACILITIES USE RULES

Facilities use requires compliance with all district policies.

The possession of firearms on school property is prohibited except by authorized security personnel.

1. Damages & Losses

The lessee/user is financially responsible for any damage to the facilities. Five Town CSD is not responsible for loss of or damage to articles brought to the facility. Vehicles are not allowed on athletic fields.

2. Event Supervision

The lessee/user is responsible for supervision of those attending the event. Where required by the school administration or by state/local regulations or when large crowds are anticipated (500 plus), police supervision must be provided at the lessee's expense.

3. Custodial and other CHRHS Employee Services

Custodial services are required for all events. Basic service includes unlocking doors, instructing the lessee as to the operation of necessary facilities, providing necessary equipment, and cleaning and securing the facility following use. All equipment to be moved must be done under the supervision of a custodian. Event organizers are responsible for the cleanliness of the facility after usage unless custodial services are contracted. Additional cleaning fees may be charged after an event as determined by the Custodial Supervisor. Any use of the cafeteria/kitchen for food preparation will require a cafeteria employee and is subject to availability. Cost of this employee will be in addition to rental costs.

4. Substance Use

Drug and alcohol possession or consumption and use of tobacco products, including electronic cigarettes, are prohibited on school property.

5. Cancellation of an Event

The Five Town CSD Superintendent, or his/her designee, has sole authority to determine whether the facilities should be closed for reasons of public safety. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are automatically cancelled without penalty to either party. However, every effort will be made to reschedule any canceled event to a mutually acceptable date.

6. Cancellation

The Facilities Use Agreement is non-assignable. Only the Permittee as named on the Facility Use Agreement shall use the facilities. The District reserves the right to cancel this agreement at any time and to refund any payment made to the District and for the use of the District's facilities and equipment when it deems such action advisable and in the best interests of the District.

7. Long-Term Use

Long-term facilities use will be considered to be two or more successive weeks. Long-term rental of facilities will be considered after it is first ascertained that there will be no detriment to existing programs from this use. If space is available without detriment, space may be rented to groups whose activities are most consistent with the other activities taking place in the building. Therefore, service agencies, educational groups, and youth-oriented activities would have preferences.

8. School Equipment and Furniture Usage:

Use of school equipment (i.e. projection equipment, sports equipment) and furniture must be booked in advance through the Facilities Scheduler. Use of equipment is dependent on availability and rental charges may apply.

9. Animals

No animals are allowed on school property without prior arrangement.

STROM AUDITORIUM

1. House Manager

A House Manager is required whenever 100 or more people are in attendance.

2. Fire and Safety

The use of any pyrotechnical stage devices is forbidden. Use of open flames (i.e. candles) and fog machines must be approved in advance by the House Manager. Any electrical equipment that does not belong to the school must be inspected and approved for use in the facility.

3. Ushers

The lessee must provide ushers in a ratio of one for every 100 people in attendance. Ushers must remain in the auditorium during the performance and intermissions. They will insure that members of the audience behave appropriately and do not abuse the facility or detract from the performance.

4. Auditorium Rules of Use

- a. School lighting and sound equipment may only be operated by authorized technicians. The lessee may supply operators, but the light booth will not be available without the services of an authorized theater technician.
- b. School authorities have access to the auditorium at all times and may cancel or terminate an event at any time if, in their opinion, the event represents a danger to the facility or public safety, or if it is considered unacceptable for a public performance.
- c. School authorities have the right to remove unruly persons and enforce all building rules.
- d. No sales of any kind are permitted without permission of the House Manager.
- e. The lessee will only have use of those areas of the building, which are under contract.
- f. Set construction or painting is permitted in approved areas only with advance permission.
- g. No nails, screws, or tape may be attached to the walls or floors without advance permission.
- h. Spike or gaff tape is the only tape that will be approved for use on the stage floor.
- i. No school property may be removed from the auditorium without advance permission.
- j. All sets, props, and costumes must be removed from the premises within one day after the last performance under the contract unless permission has been previously granted by the House Manager. The school accepts no responsibility for articles left on school property by the lessee or their attendees.
- k. Photographing, videotaping, filming, and recording are permitted only by special permission of the House Manager.
- l. FOOD, BEVERAGES AND CHEWING GUM ARE NEVER PERMITTED IN THE AUDITORIUM.
- m. BOTTLED WATER IS PERMITTED.

- n. No glitter is allowed at any time in the facility.
- o. The use of any weapons as stage props must be approved in advance by the CHRHS Principal/designee.
- p. The school will not take responsibility for any equipment shipped to the lessee unless prior arrangements are made.

RENTAL AND SERVICES FEES

The Daily Rental Fees are based on an 8-hour day. For shorter periods of time, the fee is determined on an hourly rate equal to 1/8 of the daily fee -- with a minimum of 2-hour rental for each space.

Facilities Rental Fees	Daily	Hourly
Band Room	\$64	\$8
Chorus Room	\$64	\$8
Lecture Hall	\$64	\$8
Classroom	\$64	\$8
Gym	\$128	\$16
Dance/Wrestling	\$64	\$8
Café	\$64	\$8
*Café W/Kitchen	\$128	\$16
Strom <i>per performance</i>	\$600	n/a
Strom rehearsal/ <i>set- up</i>		\$30
Black Box	\$128	\$16
Dressing Rooms	\$25	n/a
Varsity Playing Fields	\$128	\$16
Practice Fields	\$64	\$8

Parking Lots	\$128	\$16
Field or Lot w/Concession	\$128	\$16
Track	\$64	\$8

Service Fees	Daily	Hourly
*Custodial <i>per person</i>		\$35
*Food Service <i>per person</i>		\$35
*Info Tech <i>per person</i>		\$40
*Field Maint <i>per person</i>		\$40
*Strom House Manager		\$45
*Strom Tech <i>per person</i>		\$12
Piano Tuning @lessee's		
Piano Rental--- Baby	\$50	n/a
Piano Rental--- Upright	\$25	n/a

**Subject to availability of staff*

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