

Please Read To Your Group

WELCOME TO CHARLOTTE CENTRAL!!!

We are pleased that the school facilities are being used by community members in the evening. In an effort to maintain the care/cleanliness of the school we ask for your assistance in the following areas:

1. Kindly wear only sneakers that do not have black soles on the gym floor. Hard soled shoes mark and mar the finish.
2. Kindly return equipment to the condition you found it (if the basketball backboard was up when you arrived, please raise it after you are finished).
3. Refrain from drinking or eating in the gym, foyer, or changing room area.
4. If you are using a classroom, we ask that the classroom be left in the order in which you arrived.
5. If you are using a peanut-free classroom, it is **ESSENTIAL** that any/all snacks that are consumed are peanut free.

I thank you for your help in keeping the school premises clean and ready for student use/activity each day.

Sincerely,

Monica J. Smith
Principal

USE OF SCHOOL FACILITIES

Charlotte Central School views the school facilities entrusted to it by law to be community assets. As a service to the community, the Board will allow the use of public school property for education, recreational, social, civic, philanthropic, and commercial purposes. Individuals and associations may use public school property subject to the guidelines and procedures that follow.

Charlotte Central School encourages the use of its facilities at the end of the regular school day, particularly for school-age children. Programs and activities must be independently supervised and administered and must not interfere with, nor disrupt the regular school programs.

Permission to use school facilities may be granted to organizations and individuals by the Superintendent or his/her designee, in keeping with regulations adopted by the Board.

The school system will provide adequate custodial service and building security at the expense of the group using the facility. A usage fee will be charged in accordance with a fee schedule developed by the Superintendent and approved by the Board.

Date Warned: 11/13/2000

Date Adopted: 11/28/2000

PROCEDURES – CODE H1

RENTALS AND USE OF FACILITIES

Procedures

Application for use of school facilities shall be made to the designated staff of the local school.

Sponsoring organizations shall provide sufficient, competent adult and/or special supervision and the amount of adequate supervision shall be agreed upon at the time the authorization is issued.

Alcoholic beverages and other narcotics shall not be permitted in school facilities or on school property at any time. Smoking is not permitted on any school property.

All applicants for use of school facilities shall hold the *Chittenden South Supervisory Union* free and without harm from any loss of damage, liability or expense that may arise during or be caused in any way by such use or occupancy of school facilities. Written proof of insurance and rental fees must be submitted at least 24 hours prior to the rental. Also, in the event that property loss or damage is incurred during such use or occupancy, the amount of damage shall be determined by the superintendent and a bill for damages shall be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

The school principal(s) possesses the authority to make the final decision on use of school facilities by group.

The school district's playing fields may be used by district residents in accordance with posted regulations when they are not in use by the school or the Recreation Department. The use must be appropriate and compatible with each playing field and its surrounding area. Such use shall not result in destruction, damages, or undue wear or pose a hazard to children or others. The school district reserves the right to deny the use of its playing fields for activities, which endanger others or cause damage. Should damage to fields and lawns occur, the superintendent shall make reasonable effort to obtain restitution for the damage.

Note: A custodian or other authorized staff member or community member so designated, must be on the premises when any non-school group is using indoor school facilities.

Fire and police protection shall be provided and paid for by the sponsoring groups when, in the judgment of the district, such coverage is warranted as per guidelines to be jointly developed and reviewed with the Police or Fire Chiefs.

The fee structure for rentals is approved by the Board of School Directors:

Waivers

1. No fees are charged (except for personnel required) for use of school facilities for school-sponsored activities or for youth activities under the sponsorship and supervision of the community Recreation Department.
2. The principal(s) is empowered to waive fees, except personnel costs, when it is judged the proposed use of school facilities is of direct and primary benefit to the students and/or staff of the *Chittenden South Supervisory Union*.
3. The principal(s) is empowered to establish a "package fee" for special situations involving extensive use of school facilities.

GUIDELINES FOR THE USE OF SCHOOL FACILITIES

I. General Use and Rentals

- A. All groups wishing to use school facilities are to process their request through the designated employee available through the principal's office.
- B. Facility Rental Applications are available at the school offices. Once completed, the application is to be forwarded to the principal(s) or designee(s) for approval and fee determination.
- C. The school will then issue a Rental Contract to the requesting party. The fee(s) to be paid will be determined by the school in accordance with Board policy and procedures. Only the principal(s) is authorized to waive or adjust fees in accordance with those policies.
- D. The school will send a copy of any contract they issue to the building secretary and will notify other persons, such as the Athletic Director, Food Service Director or custodians who are affected by the rental.
- E. When school facilities are used by any persons during non-school hours, a custodian must normally be present for reasons of general supervision and building security. This requirement may, however, be waived by the superintendent if proper arrangements have been made for supervision and security.

II. School-Sponsored Activities

- A. No fees are normally charged for the use of school facilities for school-sponsored activities other than the cost incurred as a result of special services (e.g., police, firemen, food service staff or extra custodial services).
- B. School facilities may be used on Sundays for school-sponsored or school-related activities only with prior approval of the building principal(s) or designee(s).

III. Faculty/Staff Use of Facilities

- A. Individual school employees wishing to use the school gymnasiums, Tech Ed Lab, etc., may do so with the permission of the school, providing that the usage is not for commercial purposes.
- B. School district employees wishing to use school facilities for group activities involving only youth and/or other school employees of the school district may do so without charge.
- C. School district employees wishing to use school facilities for recreational activities involving outside groups or individuals must apply for a permit and pay the required fee for non-profit group.

RULES AND REGULATIONS REGARDING USE OF SCHOOL PROPERTY

1. The school buildings, being under the control of the *Chittenden South Supervisory Union*, will be subject to rules and regulations established by the Board of School Directors.
2. School-age groups using the facilities will be responsible to their supervisor, who, in turn, is responsible to the building principal(s) and/or custodians. Groups will not be admitted to the building until their supervisor arrives, unless arrangements have been previously made with the principal(s).
3. Users of the facilities will remove all of their properties at the time they leave unless previous arrangements have been made.
4. Smoking is forbidden anywhere in school buildings or on school grounds.
5. No sale, dispensing, or use of liquid refreshment will be allowed at times of public use of school gym or auditorium facilities unless, in the case of social functions, permission has been secured in advance from the principal(s). At no time will alcoholic beverages be allowed.
6. It is understood that the public school does not provide medical insurance covering injuries of any nature during the period of facility use. The undersigned hereby releases the *Chittenden South Supervisory Union*, its successors, officers agents, and employees from any and all claims, demands, and causes of action arising out of activities conducted by the purchaser or its guests on or in school buildings, properties, or facilities and further assure that it is independently insured. The undersigned also acknowledges that the individual/group renting the facility does not discriminate against individuals based on age, sex, race, color, creed, national origin, disabling condition, sex orientation, or any other non-merit factor.
7. Charges for use by non-profit organizations are as follows:

Facilities		Personnel	
Auditorium	\$120/per event or	Computer Technician	\$55/per hour
Auditorium (2-hour maximum)	\$ 30/per hour	Custodian	\$30/per hour
* Lighting	\$ 45/per event	* Sundays (double time)	\$40/per hour
* Sound	\$ 25/per event	Food Service Director	\$30/per hour
* AV Equipment	\$ 20/per event	Stage Crew Director	\$30/per hour
Cafeteria w/o appliances	\$ 25/per hour	Stage Crew	\$12/per hour
Cafeteria w/ appliances	\$ 35/per hour		
Gym w/o locker rooms	\$ 35/per hour		
Gym w/one locker room	\$ 40/per hour		
Gym w/two locker rms.	\$ 45/per hour		
Classroom	\$ 15/per event		
Classroom w/AV Equip.	\$ 30/per event		
Computer Lab	\$150/per event		
Library	\$ 25/per hour		
Library w/AV Equip.	\$ 55/per hour		
School Grounds	\$ 15/per hour		

RENTAL FORM

TO BE COMPLETED BY THE APPLICANT:

Name of Organization: _____
Facilities Desired: _____
Date(s) Needed: _____

Hours Needed: _____ Event Times: _____ Prep & Clean Up Times: _____
Purpose of Rental: _____

Discussion of date(s) with any UA teacher, Cafeteria, or Live Y'ers personnel that may be affected by this application, if applicable: Date Discussed: _____

PERSON RESPONSIBLE:

Name: _____
Address: _____
Telephone: _____ Work: _____ Home: _____
Title (if any): _____

SPECIAL EQUIPMENT and/or PERSONNEL NEEDED (Please Circle):

Chairs and/or Tables	Sound System	TV/VCR
Overhead	Slide Projector	Screen
Videotaping Equipment	Other _____	

Please be specific on how you would like the space set up:

SIGNATURE:

DATE:

Name of Insurance Company (Required): _____

Policy Number: _____

PLEASE

- (1) Read the "Rules and Regulations" included with this application; and
- (2) Complete and return this form to the individual designated at each school **at least one week before** the requested date.

DO NOT WRITE BELOW THIS LINE

Date Application Received: _____

Permission Granted Date: _____ Permission Denied Date: _____

Event Held As Scheduled: Yes No Denied Cancelled

Date INVOICE Sent: _____ Amount of Payment: \$ _____ Date PAYMENT Received: _____