

STODDARD SCHOOL DISTRICT
COMMUNITY USE OF SCHOOL FACILITIES

STATEMENT OF POLICY

The Stoddard School Board recognizes that the school building and grounds are public facilities and welcomes community use. The school grounds are defined as the parcel of land upon which the school is situated including the playground, parking lots, gardens, and emergency egress. Local organizations may use the school facilities insofar as such use does not interfere with school activities or cause undue wear on facilities. The use of facilities is for residents/taxpayers of Stoddard only.

COVID CRISIS

The Board expects that the organization creates and implements a plan for dealing with coronavirus that follows the most current New Hampshire guidelines applicable to their activity (youth sport guidelines, child care, etc...). While coronavirus remains a factor, the Board restricts school use as outlined in the COVID Response Plan. If there is a shift to remote learning and the school building is closed for school, the building will also be closed to all outside activities. A cleaning fee will be determined for each activity based on time of use, frequency of use, the cost of cleaning supplies and custodial staffing costs. Exceptions may include town government meetings and blood drives.

TERMS OF USE

Stoddard School District sponsored activities shall always have first priority. Group 2 users will be given second priority. Groups 3-5 will be granted use thereafter on a first come first serve basis.

1. The applicant is required to produce proof of insurance unless categorized as a Group 1 user. If the applicant does not have insurance or is not a member of the exempt group, insurance must be purchased naming the Stoddard School District as an additional insured. Such certificate must be submitted at the time of application or the application will be denied.
2. For Group 5 users, a rental fee of \$100.00 is required, as well as a deposit of \$150.00 to cover the cost of damage, additional cleanup and other expenses. This amount does not represent any limit on the liability of the applicant. Users of the facilities will be responsible for any and all expenses associated with an event, including any replacement or repair of damaged school property.
3. Use of the kitchen facility at the school shall require the following:
 - A written request must be received at the time of application for use of the kitchen.
 - Kitchen equipment may be used if the request is approved by the Principal. Responsibilities of the kitchen worker will be outlined by the Principal or designee.
 - Those using the facility are not allowed to use the school lunch storage area or any school lunch consumable supplies.

4. Users are responsible for any rearrangement of furniture or equipment and for returning such furniture or equipment to its proper place after the activity.
5. No special equipment belonging to the school, such as electronic devices or athletic equipment shall be used without the expressed permission of the Principal or designee.
6. No decorations shall be attached to the walls, ceiling, or stage drapes in any manner whatsoever, except by special permission of the building custodian.
7. Applicants are required to complete a Facility Use Application form and submit it to the office of the Principal not less than 1 month prior to the time the school facilities are needed. The Principal shall maintain the “Master Calendar” of facility usage.
8. At all times, groups or individuals receiving permission are responsible for the observance of local and state fire and safety regulation.
9. The use or distribution of drugs as per RSA 193:B, possession of weapons as per RSA 193:D, smoking per RSA 155:66 III and alcohol are not permitted on school grounds.
10. Profane language, illegal gaming, or any unlawful activity is prohibited.
11. Organizations will be responsible for payment of police and/or fire department services if determined and arranged by the School District. Payment of police and/or fire coverage must be made directly to the Town Selectmen.
12. The applicant is responsible for costs or damages associated with personal injuries and/or with personal property.
13. The applicant agrees to comply with all state, local, and federal laws and regulations applicable to the event and agrees that the indemnity set forth shall apply to any failure to comply with such laws and regulations.
14. The applicant’s right to use the Lucy B. Hill Community Room for an event is contingent upon approval of the Principal and a Stoddard School Board representative and may be withheld for any cause.

Legal References:

RSA 193-B, Drug-Free School Zone
 RSA 193-D, Drug-Free School Zone
 RSA 155:66 III, Smoking Prohibited

**STODDARD SCHOOL DISTRICT
Application for Use of Community Room**

Individual/Organization: _____ **Date:** _____

Address: _____

Responsible Person: _____ **Contact Phone #** _____

Email Address _____

Date(s) of Use: _____ **Non-Profit Organization:** Y or N

Time of Rental Use: From _____ **to:** _____

Private Use: Y or N **Liability Insurance Binder (attach copy):** _____

Policy #

Insurance Company _____

Purpose of Use: _____

Equipment needed: _____

Fire Department Approval (if required) _____ **Date:** _____

Police Department Approval (If required) _____ **Date:** _____

STODDARD SCHOOL DISTRICT RENTAL POLICY

The applicant is required to produce proof of insurance unless categorized as a Group 1 user. If the applicant does not have insurance or is not a member of the exempt group, insurance must be purchased naming the Stoddard School District as an additional insured. This certificate must be submitted at the time of application.

The applicant is required to obtain a permit of assembly from the Stoddard Fire Department for a gathering on 50 or more people. A copy of this permit must be attached to this application.

Completed forms must be returned to the school at least one month prior to the activity date. Once approval has been given and the applicant has been notified of the confirmation, it is the responsibility of the applicant to confirm access to the building by calling 603-446-3348.

The Responsible Person – Individual or Organization – hereby agrees to indemnify, hold harmless, and defend the Stoddard School District’s employees and officers against any legal

Re-adopted: 10/5/2020 – amended to include COVID Response Plan – SBM 9/13/2021
 1st Reading: 10/5/2020
 Re-adopted 11/10/2014
 Re-adopted 09/09/2013
 Re-adopted 05/09/2011
 Adopted: 01/07/1999

action brought about as a result of the use of the facilities. In addition, the applicant agrees to reimburse the district for any damages caused during the use of the facilities.

The applicant understands that following are prohibited in school facilities and on school grounds: the use of drugs, alcohol or smoking, profane language, illegal gaming or any unlawful activity.

As an outside user of the school facility you must announce to the group the locations of the exits from this space. Failure to do so could lead to revocation of the permit to use the building or denial of future applications. The announcement below is what should be read at the beginning of each meeting.

“The administration of the James Faulkner Elementary School requires that I point out the two exits from this facility. There is an exit here in the front of the room, and a second marked exit in the rear corner of the room.”

The applicant agrees to comply with all state, local and federal laws and regulations applicable to the event and agrees that the indemnity set forth shall apply to any failure to comply with such laws and regulations.

Signature of Responsible Person **Date**

ALL FORMS MUST BE RETURNED TO THE STODDARD SCHOOL OFFICE PRIOR TO THE SCHEDULED EVENT FOR APPROVAL.

*Summer requests should be in writing to the Stoddard School Board.

Contact: Principal
James Faulkner Elementary School
PO Box 365
200 School Street
Stoddard, NH 03464
603-446-3348

*******OFFICE USE ONLY*******

Group _____ **Payment Received** _____ **Deposit Received** _____ **Approval B & G** _____

Principal Approval _____ **Date:** _____

STODDARD SCHOOL DISTRICT
Addendum to Policy KF

Facilities Group Definition: (Group classifications determine the fee schedule, insurance requirements, priority and authorization for facilities use.)

Group One – School Based Activities including, but not limited to:

- a. Student Performance
- b. Open House
- c. Parent-Teacher Meetings (PTO)
- d. Stoddard School Board
- e. Before/After Care Program

Group Two – Government, Town Organizations including, but not limited to:

- a. Town Voting
- b. Recreation Department Activities
- c. School Alumni Meetings

Group Three – Youth Organizations including, but not limited to:

- a. Boy Scouts
- b. Girl Scouts
- c. 4H

Group Four – Non-Profits, Community Organizations including, but not limited to:

- a. Homeowners' Associations
- b. Pitcher Mt. Community Supported Agriculture

Group Five – Group Athletics including, but not limited to:

- a. Non-Government athletic leagues
- b. Independently Sponsored athletics whose composition is 60% Stoddard residents

Group Six – Private Interests including, but not limited to:

- a. Any private celebration or event
- b. Any For-Profit Activities

****To be continually expanded as group membership is established****