

## COMMUNITY USE OF SCHOOL FACILITIES

### I. Definition

“School facilities” are buildings, grounds, parking lots, playing fields, and fixed equipment. It is the policy of the Milford School Committee to make school facilities available for appropriate community use when such facilities are not required for the instruction of students and related school activities. Use of the school facilities shall be subject to the regulations of the Superintendent of Schools and shall be approved by the building principal.

- A. School facilities may be used by school groups as appropriately needed and scheduled by the building principal or designee.

### II. School facilities may be used by non-school groups under the following conditions:

- A. Approval for use is received from the building principal or designee.
- B. The group or individual using the facility assumes liability for loss and/or damage incurred while they are using the facility. Evidence of insurance may be required.
- C. The group or individual using the facility provides security personnel for public events.
- D. The group or individual using the facility pays the cost of the salary of school personnel required to be on duty.
- E. The group or individual using the facility pays the security deposit and building rental fee specified by the principal and/or superintendent of schools. The security deposit and fees are to be set and published by the Superintendent of Schools.
- F. The possession or use of drugs or alcoholic beverages shall be prohibited on school property at all times.
- G. Smoking is prohibited.
- H. No admission may be granted in excess of the approved capacity of the facility.
- I. Groups must confine themselves to the areas reserved under the contract.
- J. The kitchen may be used only when there is a Milford School Department food services employee present.
- K. During the summer months, the school building will be closed during the daytime hours from the close of school in June to the opening of school in the fall. Custodial staff needs this time to get the building ready for the next school year.

- L. A signed Request For Use Of School Facilities form must be delivered to the Milford School Department prior to use of the facility.
- M. The principal has the right to accept or reject any or all requests to use the school facility, and to waive and/or modify the fees or other regulations for community groups, civic organizations, and public agencies.
- N. If an applicant is not satisfied with the decision of the building principal, an appeal to the superintendent may be initiated.
- O. If an applicant is not satisfied with the decision of the Superintendent, an appeal to the Milford School Committee may be initiated. The decision of the school committee shall be final.

Cross Reference: KF - E - Request For Use of School Facilities

Adopted: 12/18/17