

It is the intent of the School Committees for Union 103 and the Moosabec Community School District that residents of Jonesport and Beals should be able to use school facilities to the fullest extent consistent with the educational purposes of the schools.

1. It shall be policy of Union 103 to allow public use of its school facilities for civic, educational, or charitable purposes, insofar as that use is in agreement with the law and is not in conflict with regular school use. Permission may be granted to group organizations conducting entertainment providing the proceeds are to be utilized for educational and civic purposes. Permission may be given to individuals representing recreational community “groups *and who are residents of Jonesport or Beals.*”
2. Requests for such use of facilities must be approved through the building principal at least **10 days in advance of the event.** The principal shall consult with the Superintendent prior to approval of any requests. The Superintendent may consult with the Board Chair for input regarding the request. Scheduling shall be done within the normal school hours. The building principal is authorized to rule on said requests. Citizens may appeal a negative decision to the superintendent. A list containing details regarding approved requests for use of school facilities will be provided periodically to the Board.
3. There is no smoking of tobacco or marijuana in school buildings or on school grounds at any time. Use and/or possession of alcoholic beverages, or any illegal substances in Union 103 and MCSD owned property is prohibited.
4. Facilities are not to be utilized for public dances, weddings, receptions, funerals, anniversaries, and other events of a substantially similar nature. Any rare exceptions to this requirement may be made with the approval of the Principal, Superintendent, and the School Board.
5. The person or group using the facility shall report any damage to the property, theft of property, or injury to any person(s) resulting from use of the facility. Liability insurance coverage will be the responsibility of the using group. *Proof of homeowner’s insurance* will be provided to the Administrator.
6. The person or group renting the facility will be responsible for setting up and tearing down for their event.
7. No group using the facilities will have access to any school equipment unless previously approved by the Administrator.
8. The following will be requested of any group or person:
 - A deposit with the application, refundable after leaving the facility in satisfactory condition and return of the building key.
 - Reimbursement for property damage and any cleaning and repair costs.
 - Reimbursement for custodian and other staff costs when necessary to use the facility.
9. This policy does not pertain to open gym use.

Schedule of Rental Fees

The actual cost of a custodian’s time will be paid by the individual or group using the facility.

Facility Use Application

Name of Responsible Party: _____

Phone Number: _____

Email: _____

Person in charge of the event: _____

Full Description of the Event:

Date(s) to be used: _____

Time (from start to end): _____
