

**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.”
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 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 insurance will be provided to the Administrator. The minimum liability coverage shall be \$1million with \$2 million aggregate. The using group will have the name of the school added as an additional name insured for the event. Contact your insurance company for further information.
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.

Schedule of Rental Fees

Refundable Deposit: \$25

Custodian: \$35 hour

Gymnasium: \$25/ 2 hour block  
\$75/ 3-5 hour block  
\$150/ day

Outside Facilities:

- \* All building rental fees are waived for non-profit groups and organizations. Fees for custodial services are not waived. Proof of insurance and facility use form will still be required.
- \* For Profit Entities (ie softball tournament): \$250/ day, proof of insurance, and facility use application.

Facility Use Application

Name of Responsible Party: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Person in charge of the event: \_\_\_\_\_

Date of the Event	Time of Event	Setup Time	Number of People Attending

Event Description

Equipment Needed:

Chairs: \_\_\_ No \_\_\_ Yes Qty: \_\_\_\_\_

Bleachers: \_\_\_ No \_\_\_ Yes

Adopted: December 1, 2021

Tables: \_\_\_No \_\_\_Yes Qty: \_\_\_\_\_ Floor Coverings: \_\_\_No \_\_\_Yes  
Tech Items: (Projectors, microphones, speakers)\_\_\_No \_\_\_Yes Details: \_\_\_\_\_  
Do you need school labor: \_\_\_No \_\_\_Yes Details: \_\_\_\_\_

I understand that we are financially responsible for all school equipment used. Also, we are required to set up and take down any equipment used. In addition, we accept full responsibility for restoring the area used to the condition in which it was provided to us. The school reserves the right to deny an application.

\_\_\_\_\_  
Person making the request                      Date                      Principal                      Date

Office Use Only			
Deposit Made: _____	Deposit Refunded: _____	Deposit Forfeited: _____	Office Initial: _____