

# Facilities Use Policy

## Thornton Academy

Thornton Academy recognizes that the primary purpose for use of its facilities is to deliver educational programs. Thornton Academy also recognizes the capital investment it has made in its school buildings and facilities. Thornton Academy believes that such facilities should be available for use by Thornton Academy and the Saco community as provided herein for short-term social, community, service and recreational purposes when such uses will not interfere with school programs or activities. For the purpose of this policy, references made to school facilities and grounds include all buildings, auditoriums, gymnasiums, playing fields, walkways and parking lots.

Thornton Academy retains the right at all times to make individual decisions regarding the use of school facilities and may revoke permission for use of its facilities at any time without prior notice or liability.

The Headmaster shall be responsible for the overall implementation of this policy and for developing any necessary administrative procedures concerning facility use. The Facilities Management Department is responsible for administering this policy on a day-to-day basis and shall report to the Director of Facilities Management.

### **Priority Use of Facilities**

The use of school facilities for school educational activities and authorized extra-curricular activities shall, at all times, take precedence over any community use of said facilities. The Facilities Management Department is authorized to approve and schedule the use of school facilities by non-school organizations in accordance with this policy and related procedures. Thornton Academy shall define facilities use categories and priorities as defined therein:

#### **PRIORITY I. SCHOOL ACTIVITIES**

The individual leading the activity/program is under the direct supervision of Thornton Academy and has been given a supervisory responsibility in the program.

#### **PRIORITY II. SCHOOL BENEFACTORS**

Groups that are intended to directly support school activities through donation of time and/or services. Examples include, but are not limited to, Board of Trustees, Alumni Association, Thornton Academy Athletic Boosters, Hockey Boosters and Friends of Thornton Academy Middle School (FOTAMS).

#### **PRIORITY III. MUNICIPAL/RECREATION**

##### **A. Municipal**

Groups organized and controlled by the Town of Saco municipal government.

B. Recreation

Saco Recreation Department sponsored groups and activities.

**PRIORITY IV. SACO NON-PROFIT YOUTH ORGANIZATIONS**

Non-school activities/groups composed primarily (at least 80%) of Saco school-aged youth. Examples include, but are not limited to, Girl/Boy Scouts and Little League.

**PRIORITY V. SACO NON-PROFIT ADULT ORGANIZATIONS**

Saco based adult groups and organizations. Examples include, but are not limited to, church groups, fraternal groups and political organizations.

**PRIORITY VI. SACO FOR-PROFIT ORGANIZATIONS**

Saco based youth or adult organizations composed primarily (at least 80%) of Saco residents in which the intended activity may involve and admission charge, donation, sales made or any other direct income.

**PRIORITY VII. NON-RESIDENT ORGANIZATIONS**

A. Non-Profit Youth or Adult Organizations

Non-school activities/groups composed of less than 80% Saco residents.

B. For-Profit Youth or Adult Organizations

Community groups, organizations and businesses composed of less than 80% Saco residents in which the intended activity may involve an admission charge, donation, sales made or any other direct income.

**Condition of Use**

1. Applicants must complete a written Facilities Use Form at least two (2) weeks in advance requesting to use school facilities. The Facilities Use Form includes a release and indemnity provision and an agreement that the applicant will comply with all School Department policies and rules.
2. No community application for use of school facilities, other than auditoriums, shall be approved more than six (6) months in advance of the intended use. Applications for use of school auditoriums may be approved up to twelve (12) months in advance.
3. Thornton Academy shall approve a schedule of fees for the use of school facilities. Fees are subject to change without notice. Waivers of fees or reductions of fees may be granted at the discretion of the Facilities Management Department. Requests must be received in writing.
4. If the Facilities Management Department deems it necessary for school personnel to be present at a community event, school personnel shall be paid at the expense of the user.
5. The hours during which school facilities are used will, to the extent possible, coincide with the hours during which custodians are regularly scheduled. Users may be

- required to pay for custodial services if the event requires custodial support over and above the normal custodial schedules and duties.
6. All applications involving a rental fee require a deposit at the time of application and that the balance be paid in full one week prior to use. If the fee is not paid in full one week prior to use, Thornton Academy reserves the right to cancel the event with no refund of the deposit.
  7. All individuals or groups using school facilities are responsible for the preservation of order and must meet all requirements of state statutes, ordinances, conditions and policies and procedures of Thornton Academy. Failure to comply with this requirement will result in the revocation of use privileges.
  8. Organizations or individuals not covered by Thornton Academy's liability policy shall be required to obtain their own insurance coverage and must provide a certificate of insurance in the amount of \$1,000,000 (liability) and \$50,000 (damages) naming Thornton Academy as additional insured.
  9. If the for-profit user has commercial or company-owned vehicles on Thornton Academy premises or is transporting students, they must show proof of the following coverage.
    - a. Combined Single Limit of Bodily Injury and Property Damage = \$1,000,000
    - b. Bodily Injury = \$1,000,000
    - c. Property Damage = \$100,000
  10. Applicants applying for facilities use as a non-profit organization must provide evidence of tax-exemption at the time of application.
  11. All applicants granted use of school department facilities shall hold Thornton Academy free and without harm, from any loss or damage liability or expenses that arise during or be caused in any way by such use or occupancy of Thornton Academy facilities. The applicant further agrees to make restitution promptly for any loss or damage occurring during use of said facilities and equipment.
  12. Use of equipment is limited to the items specified on the application form and a fee or deposit may be assessed for said use. Installing decorations or scenery, moving equipment or other furniture is prohibited unless special permission is obtained in advance from the Facilities Management Department.
  13. School facilities or equipment used by the applicant will be examined before and after use. It is the responsibility of the persons or organizations using school facilities to leave them in the same condition in which they were obtained. If this is not done to the satisfaction of the Facilities Management Department, a charge may be levied for any required clean-up costs, equipment repairs and/or replacement in excess of any fees otherwise applicable.
  14. The person or organization designated on the Facilities Use Form shall be the only groups using the facility for the specified event or activity. The duly authorized representation of the organization or group must be at least twenty-one years of age and shall assume responsibility of the activity.
  15. All fees, rentals and payment for staff services shall be made to Thornton Academy. Tipping of custodians or other school personnel is not permitted. Under no conditions shall payment be made directly to custodial or staff members.

16. For events involving children and/or minors, we may require a specific ratio of adult volunteers or staff to children, depending on the facility and the nature of the event.
17. Parking is permitted only in designated parking areas. Emergency exits and drives must be kept clear at all times.
18. For community events with a projected attendance of 500, the Facilities Management Department in conjunction with the Saco Police Chief, will determine the need for police security. Thornton Academy will hire such outside personnel whether from a private security company, Saco Police Department or Saco Fire Department. Payment for police services will be the responsibility of the individual or group using the facility for the specified event or activity.
19. All injuries and accidents must be reported immediately to the Facilities Management Department.

### **Prohibited/Restricted Activities**

1. No school facility shall be made available to any group that advocates unconstitutional or illegal acts, or are contrary to the best interest of Thornton Academy or the welfare of students and employees.
2. No school facility shall be made available for any purpose that may present a risk of damage to any school building, grounds or equipment.
3. Thornton Academy facilities shall not be used for religious worship unless the group in question is in active pursuit of obtaining or constructing its own facility.
4. The possession or consumption of alcoholic beverages, illegal drugs or tobacco products is prohibited on school grounds. School grounds include all buildings, athletic fields, parking lots and recreational fields.
5. No weapons are allowed on school grounds.
6. Thornton Academy facilities are latex free.
7. Animals are not allowed on school property except with prior authorization of the Facilities Management Department.
8. No use of open flame, including candles, fireworks or other special effects, will be allowed unless approved by the Facilities Management Department and Headmaster.
9. The Headmaster reserves the right to cancel any event scheduled in school facilities if weather or other conditions warrant.

Revised Date: May 2, 2012

Adopted: July 1, 2012