



## **Facilities Use Policy**

The primary purpose for use of Thornton Academy 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 wider 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.

### **Priority Use of Facilities**

The use of Thornton Academy facilities for school educational activities and authorized extra-curricular activities shall, at all times, take precedence over any other use of school facilities. Thornton Academy defines the following categories and priorities for facilities use:

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| <b>Priority 1</b> | <b>School/student-related</b><br>School-sponsored activities and programs that involve, benefit, promote Thornton Academy students   |
| <b>Priority 2</b> | <b>Community-related non-profit</b><br>Activities and programs operated by municipal and/or non-profit organizations that promote community well-being                                 |
| <b>Priority 3</b> | <b>For profit, as appropriate</b><br>Activities and programs operated by for profit organizations that are, in the Academy's judgment, compatible with the school's mission and values |

### **Conditions 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 relevant 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 Thornton Academy. Written requests may be required.
4. If Thornton Academy 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 Thornton Academy facilities shall hold the 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. Special permission, obtained in advance, is required for the installation of decorations or scenery, and/or the relocation of equipment or furniture.
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, Thornton Academy 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. Thornton Academy, in conjunction with the Saco Chief of Police, will determine the need for police security for events with a projected attendance of 500. 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 Thornton Academy.

#### **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 Thornton Academy.
8. No use of open flame, including candles, fireworks or other special effects, will be allowed unless approved by Thornton Academy.
9. Thornton Academy reserves the right to cancel any event scheduled in school facilities if weather or other conditions warrant.