

# CAMBRIDGE TOWN SCHOOL DISTRICT

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## GUIDELINES FOR COMMUNITY USE OF SCHOOL FACILITIES

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The following guidelines shall govern the use and management of the Cambridge Town School District buildings and related property (hereinafter the "School Facilities"):

- A. Any individual or organization requesting the use of the School Facilities shall complete an Application and submit it to the Principal. Application forms are available in the Principal's office. Applications should be filed not less than 30 (thirty) days in advance of intended use. The Principal and/or School Board reserve the right to approve or reject any request to use the School Facilities.
- B. When the Principal receives an Application, she/he will approve or disapprove it based on the School Board policy and its probable effect on school operations.
- C. Upon approval of an Application, applicant shall submit all deposits set forth in the Fee Schedule attached to the Application and Agreement for Use of School Facilities.
- D. It is the intent of the Cambridge Elementary School Board to allow first priority use of the Cambridge Elementary School building and/or property<sup>1</sup> to Cambridge Town residents, groups, and organizations. All other individuals, groups, and organizations will be considered on an application-by-application basis.

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<sup>1</sup> \*Classrooms will not necessarily be available for use. If a classroom space is requested, the approval will come from the Principal and the fee will be set by the Principal on a case-by-case basis. The classrooms will not be available in the summer, on weekends, school vacations, and holidays.

- E. Priority shall be granted in the following order.
1. Activities and programs of the Cambridge Town School District related to the institutional and educational program of the District that are:
    - a. Designed to serve youth and citizens of Cambridge Town or individual school community which are planned and directed by the school's attached groups which receive tax support from Cambridge Town;
    - b. Connected with a tax supported community recreation program; or
    - c. Tax-supported entities (i.e. Cambridge Fire Department, Cambridge Rescue Squad, etc.).
  2. The same as E(1)(c) except it is for a function that charges admission.
  3. Use by community, organizations, civic and service groups, based in Cambridge, without adequate facilities, whose primary purpose is to improve the general welfare of the community and where no admission is charged.
  4. The same as E (3) except it is for a function that charges admission.
  5. Use by an adult recreation program.
  6. Use by other individuals or a group, with the exception of adult recreation programs.
  7. A program such as adult recreation programs in which the instructor/director charges a fee.
  8. The priority of any individual or group that does not fit the above criteria will be determined by the Principal and/or School Board.
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- F. It is not the intent of this policy for Cambridge Town residents to use or rent the facilities for use by non-residents of Cambridge Town.
- G. Any individual, group, or organization renting or using the school facilities on a weekday evening will be expected to leave the building by 10:00 p.m.
- H. Possession or consumption of alcoholic beverages in the school building or on school property is strictly forbidden at any time school is in session.
- I. Under no conditions shall alcoholic beverages be allowed at any event sponsored by the school or for the benefit of the Cambridge Elementary School children.
- J. Possession or consumption of alcoholic beverages in the school building or on school property at non-school times is discouraged as it is in opposition to school curriculum regarding the Cambridge Elementary School's Drug, Alcohol and Tobacco Policy. At no time are kegs allowed in the building or on any school property.
- K. Any applicant requesting permission to permit possession or consumption of alcoholic beverages will be required, at the time of application, to submit a written plan for security enforcement to the Principal for approval by the Principal and/or the School Board. The written plan must be turned in immediately after approval of application.
- L. The School District will not assume any responsibility or risk resulting from the possession or consumption of alcohol in the school building or on school property. Any applicant allowed to possess or consume alcoholic beverages in the Cambridge Elementary School building or on Cambridge Elementary School property shall have in place or will purchase a general liability insurance policy in the amount of one million dollars or greater with Cambridge Elementary School District named as insured. A copy of the insurance certificate is to be attached to the security and or key deposit.

1. It is agreed that the Applicant will pay all fees and deposits when the Application and Agreement has been approved and in advance of the use of the facilities.
2. The Applicant specified above is responsible for the school facilities and will be present at the scheduled event.
3. Applicant will meet with the Cambridge Elementary School's Maintenance Supervisor prior to the event date to review the space they are renting or using and to pick up the key, if needed, to the facilities.
4. The Applicant will ensure that the school building and the school property are left neat and orderly and are returned to their original condition.
5. The Applicant will ensure that participants will not be restricted from participating in the Applicant's activity for reasons of race, religion, sex, creed, national origin, or handicapping conditions.
6. Applicant shall obtain approval from the Principal prior to erecting any signs, banners, or pennants and shall ensure that said signs, banners or pennants do not deface school property.
7. The Applicant will ensure that participant's vehicles are parked in designated parking areas only.
8. The Applicant will ensure that everyone attending the activity is restricted to assigned areas only.
9. The Applicant guarantees that activities will be orderly and lawful and not of a nature to incite others to disorder.
10. The Applicant will ensure that the required chaperones for children are present during the entire event. It is recommended that there be one adult for every twenty (20) children.

11. The Applicant will ensure that the number of attendees does not exceed the authorized capacity for the space specified in this application. Gym capacity is 286 people and the cafeteria capacity is 240 people.
  12. The Applicant will ensure that if their activity is on a weekday, the school facilities shall be cleaned up and vacated no later than 10:00 p.m.
  13. The Applicant will ensure that appropriate rules are set regarding food and/or beverages in order to prevent any damage to the gym floor. It is recommended that street shoes are not worn on the gym floor. Any damage done to the gym floor will be billed to the Applicant signing this Agreement.
  14. The Applicant will ensure that animals are not permitted inside the school buildings unless it is a medical necessity which will require written verification. Applicant will also ensure that all school property used by animals participating in scheduled events is cleaned and returned to its original condition.
  15. The Applicant will ensure that gambling is not permitted.
  16. The Applicant will ensure that no smoking be allowed in the Cambridge Elementary School building or on Cambridge Elementary School property at any time. If cigarette butts are found inside the building, the Principal and/or School Board shall have the option of requiring Applicant to forfeit the full security deposit.
  17. Unless granted prior approval, Applicant will ensure that no alcoholic beverages shall be possessed or consumed in the school building or on school property during their activity.
  18. In the event Applicant has obtained approval from the School Board to allow the consumption of alcoholic beverages at their activity, the Applicant ensures that it has in place or will purchase a general liability insurance policy in the amount of one million dollars or greater with Cambridge Elementary School District names as an insured. Applicant shall provide the Principal with a copy of the insurance certificate prior to the date of the planned activity.
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19. Applicant will ensure that possession or use of illegal drugs will not be allowed in the school building or on school property at any time in compliance with the Cambridge Elementary School's Drug, Alcohol and Tobacco Policy.
  20. The Applicant will ensure that all safety regulations and policies of the School Board and the town Fire Department are complied with.
  21. The Applicant will ensure that all federal, state, and local laws, regulations, and licensing requirements are complied with.
  22. All renters or users of the building or property should read the appropriate Cambridge Elementary School emergency procedures regarding fire, missing child, weather, etc....
  23. The Applicant is responsible for any and all monetary reimbursements to Cambridge Elementary School for damages that occur to the building and/or school property during the specified event.
  24. It is agreed that the Cambridge School Board does not assume any liability for the acts of the individuals, groups, or organizations renting or using the school building and/or school property. The Applicant, individuals, groups, or organizations renting or using the school building and/or school property agree to hold harmless and indemnify the School Board with respect to any claim of loss, injury, or damage because of negligence of the renters or users, employees or agents, including damage to school board property or property for which the school board is liable.
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**CAMBRIDGE TOWN SCHOOL DISTRICT**  
**APPLICATION AND AGREEMENT FOR USE OF SCHOOL FACILITIES**

Applicant represents that he/she/they have reviewed and understands all of the conditions set forth in this Application and Agreement for use of school facilities.

Applicant/Organization Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Mailing Address of Applicant/Organization \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Event Date \_\_\_\_\_ Type of Activity \_\_\_\_\_ Event Duration \_\_\_\_\_ Number of Attendants \_\_\_\_\_

Applicant's Name (Please Print) \_\_\_\_\_ Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Name (Please Print) \_\_\_\_\_ Principal's Signature \_\_\_\_\_ Date \_\_\_\_\_

For School Use Only - Fees \_\_\_\_\_

Cafeteria \_\_\_\_\_ Kitchen \_\_\_\_\_ Gym \_\_\_\_\_ Stage \_\_\_\_\_ Classroom(s) \_\_\_\_\_ Alcohol \_\_\_\_\_

Security Deposit Amount \_\_\_\_\_ Date Received \_\_\_\_\_ Amount Returned \_\_\_\_\_ Date Returned \_\_\_\_\_

Key Deposit Amount \_\_\_\_\_ Date Received \_\_\_\_\_ Amount Returned \_\_\_\_\_ Date Returned \_\_\_\_\_

AI's Approval – Facility in Good Standing \_\_\_\_\_ Date \_\_\_\_\_

Issue(s) Related to Facility Usage \_\_\_\_\_ Date Corrected \_\_\_\_\_

# CAMBRIDGE TOWN SCHOOL DISTRICT

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## FEE SCHEDULE FOR USE OF SCHOOL FACILITIES

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### Priority #1

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1. No facilities use charge.
2. \*Applicant will be charged ten cents (\$0.10) per copy for the use of the copier.
3. A custodial fee will be charged (minimum \$50) if the facility is not returned to original condition.

### Priority #2

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1. No facilities use charge.
  2. \*Applicant will be charged ten cents (\$0.10) per copy for the use of the copier.
  3. A custodial fee will be charged (minimum \$50) if the facility is not returned to its original condition.
  4. A fifty dollar (\$50) key deposit will be required before receipt of the building key. The key must be returned within 48 hours of the event date.
  5. A one hundred fifty dollar (\$150) security deposit will be required after application approval. This deposit will be refunded if the facility is returned to its original condition and no damage was done.
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### **Priority #3**

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1. A fee of twenty-five dollars (\$25) will be charged for the use of gym and/or stage.
2. A fee of twenty-five dollars (\$25) will be charged for the use of the kitchen and/or cafeteria.
3. \*Applicant organization will be charged ten cents (\$0.10) per copy for the use of the copier.
4. A custodial fee will be charged (minimum \$50) if the facility is not returned to its original condition.
5. A fifty dollar (\$50) key deposit will be required before receipt of the building key. The key must be returned within 48 hours of the event date.
6. A one hundred fifty dollar (\$150) security deposit will be required after application approval. This deposit will be refunded if the facility is returned to its original condition and no damage was done.

### **Priority #4**

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1. No charge for the stage when used as a classroom.
  2. No charge for the use of the gym and/or stage.
  3. No charge for the use of the kitchen and/or cafeteria.
  4. \*Applicant will be charged ten cents (\$0.10) per copy for the use of the copier.
  5. A custodial fee will be charged (minimum \$50) if the facility is not returned to its original condition.
  6. A fifty dollar (\$50) key deposit will be required before receipt of the building key. The key must be returned within 48 hours of the event date.
  7. A one hundred fifty dollar (\$150) security deposit will be required after application approval. This deposit will be refunded if the facility is returned to its original condition and no damage was done.
  8. Applicant organization will be responsible for police fees if required.
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### **Priority #5**

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1. No charge for the stage when used as a classroom.
2. A fee of fifty dollars (\$50) will be charged for the use of the gym and/or stage.
3. A fee of fifty dollars (\$50) will be charged for the use of the kitchen and/or cafeteria.
4. \*Applicant will be charged ten cents (\$0.10) per copy for the use of the copier.
5. A custodial fee will be charged (minimum \$50) if the facility is not returned to its original condition.
6. A fifty dollar (\$50) key deposit will be required before receipt of the building key. The key must be returned within 48 hours of the event date.
7. A one hundred fifty dollar (\$150) security deposit will be required after application approval. This deposit will be refunded if the facility is returned to its original condition and no damage was done.
8. Applicant organization will be responsible for police fees if required.

### **Priority #6**

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1. Fifteen dollars (\$15) per hour – two (2) hour maximum.
  2. \*Applicant will be charged a fee of ten cents (\$0.10) per copy for the use of the copier.
  3. A custodial fee will be charged (minimum \$50) if the facility is not returned to its original condition.
  4. A fifty dollar (\$50) key deposit will be required before receipt of the building key. The key must be returned within 48 hours of the event date.
  5. A one hundred fifty dollar (\$150) security deposit will be required after application approval. This deposit will be refunded if the facility is returned to its original condition and no damage was done.
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### Priority #7

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1. No charge for the stage when used as a classroom.
2. A fee of one hundred dollars (\$100) will be charged for the use of the gym and/or stage.
3. A fee of one hundred dollars (\$100) will be charged for the use of the kitchen and/or cafeteria.
4. \*Applicant will be charged a fee of ten cents (\$0.10) per copy for the use of the copier.
5. A custodial fee will be charged (minimum \$50) if the facility is not returned to its original condition.
6. A fifty dollar (\$50) key deposit will be required before receipt of the building key. The key must be returned within 48 hours of the event date.
7. A one hundred fifty dollar (\$150) security deposit will be required after application approval. This deposit will be refunded if the facility is returned to its original condition and no damage was done.
8. Applicant organization will be responsible for police fees if required.
9. Any function where there is possession or consumption of alcoholic beverages additional fifty dollars (\$50) will be charged.

### Priority #8

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1. Twenty-five dollars (\$25) per hour – two hour maximum.
2. \*Applicant will be charged a fee of ten cents (\$0.10) per copy for the use of the copier.
3. A custodial fee will be charged (minimum \$50) if the facility is not returned to its original condition.
4. A fifty dollar (\$50) key deposit will be required before receipt of the building key. The key must be returned within 48 hours of the event date.
5. A one hundred fifty dollar (\$150) security deposit will be required after application approval. This deposit will be refunded if the facility is returned to its original condition and no damage was done.

\*Not yet a policy, only a procedure, with the full knowledge and agreement from the Cambridge Elementary School Board.