Community Use of School Facilities

1. Purpose and Scope

For the purpose of this policy, "school facilities" include all buildings and grounds, parking lots, playing fields, and fixed equipment.

It is the Board's desire that the local taxpayers who provide the school should be able to obtain maximum use of the facilities, to the extent consistent with the primary educational function of the school. It is intended that community uses for educational, recreational, social, civic, philanthropic, and like purposes be approved by the administration, in accordance with this policy, its implementing regulations, and a standalone fee schedule approved annually by this Board.

The Superintendent is responsible for developing administrative regulations which provide for: timely applications; uses which do not interfere with educational or extracurricular programs of the public school students; preference to local, not-for-profit organizations; and the acceptance of appropriate responsibility and liability.

2. General Usage Provisions

The following provisions apply to all community uses of district facilities:

Alcohol and Other Illegal/Prohibited Substances: No alcoholic beverages or other illegal/prohibited substances may be brought onto or consumed on school property at any time.

Tobacco and Vaping Prohibition: Use of Tobacco products, electronic nicotine devices, and other similar vaping devices are strictly prohibited on school property.

Legal Compliance: School facilities may not be used for any illegal purposes.

Outdoor Recreational Use: Community adults and children are free to use outdoor grounds and facilities for recreation whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups.

Any approval of the use of school facilities requires the signing of a Standardized Facility Use Agreement setting forth the explicit conditions of use, liability protections, and damage resolution protocols.

Denial of Repeat Use: Repeat use may be denied to any group which has not demonstrated appropriate conduct and care, or which leaves facilities in an unsatisfactory condition.

3. Technology, Workflow, and Applications

Direct User Applications: All applications for the use of RSU 9 facilities must be submitted directly by the requesting organization's representative via the Incident IQ (iiQ) platform.

- A certificate of insurance must be uploaded at the time of application.
- All applications must include an upload of any promotional event flyers, which must clearly state that the event is not an RSU 9 sponsored event.

Staff Booking Restrictions: RSU 9 employees are strictly prohibited from booking facilities or submitting applications on behalf of outside community groups which they do not belong to. Staff members as external users may not use an RSU 9 district-issued email address when submitting bookings or applications for non-school, personal, or outside community use.

Centralized Calendar Requirements: To prevent double-bookings and manage high district-wide usage, all schools must enter their academic, extracurricular, and internal calendars completely into the iiQ system no later than 21 days prior to the event.

Approval Chain: The application process follows a standardized multi-step workflow. Applications are routed first through the Support Services/Facilities department for operational review and clearing, with final validation and approval determined by the building Principal.

4. Financial Parameters and Fee Consistency

To maintain fairness and ensure equitable access, the district enforces structured financial guidelines:

Fee-Exempt Groups: The Superintendent or designee may waive facility rental fees charged to municipal-sponsored groups, local non-profit organizations having a significant number of community residents, or non-profit groups presenting programs designed to be educationally, recreationally, or culturally beneficial to local citizens.

Rental Charges: Other groups, including commercial entities not engaged in non-profit fundraising, shall pay rent in advance on a multi-increment scale outlined in the public fee schedule.

Reimbursements: RSU 9 may request reimbursement from any group for incidental expenses; property damage, custodial or other event staff coverage costs, and specialized equipment rentals.

External Events: See fee schedule - minimum/baseline charge - options for additional custodial charges (table & chair set up, gym floormat).

Operational Fee Alignment: Custodial fees are removed from the policy document itself and will be updated in the public fee schedule, annually, prior to the start of each fiscal year to ensure they accurately align with actual district labor costs and overtime impact.

Cross Reference:

KF-R1 (Community Use of School Facilities - Regulations)
KFA (Use of School Facilities by Unofficial Student Groups)
RSU 9 Facility Use Agreement: Common Sense Rules & Fee Schedule

Adopted: April 23, 2019
Reviewed: April 2, 2024; September 2, 2025
Revised: August 25, 2026