

# PELHAM SCHOOL DISTRICT POLICY

## KF – USE OF SCHOOL BUILDINGS AND FACILITIES

*Category: Recommended*

*Also ECA*

### **Purpose:**

The Pelham School District encourages the use of the school facilities for the benefit of educational activities. The Board also recognizes its responsibility to make the facilities available as a community resource as time and resources allow, with School District activities having first priority.

The Pelham School District facility use policy is designed to assist groups desiring to use school facilities for approved activities while preserving order in school buildings and on school grounds, protecting school facilities, and ensuring that use of facilities/grounds does not conflict with their use for school purposes or interfere with the regular conduct of school work and activities.

The Pelham School Board or its designee reserves the right to accept or deny any and all requests for the use of facilities from any party. All requests granted will be subject to the rules and regulations detailed herein.

### **Process:**

Organizations or individuals who want to use school facilities for the first time are required to submit an application along with all required documentation determined to be necessary to complete the application.. The application process is explained in Procedure KF-R and on the District website under facilities.

The Superintendent's designee will assign the applicant to a category as detailed (below). The applicant will then be subject to the fees associated with the assigned category. The applicant has the right to appeal their organization's categorization to the Superintendent and then to the School Board.

Once the applicant's application has been approved and assigned to a category, the applicant can begin requesting the use of school facilities through the facility process found on the district website.

### **Eligible Organizations:**

School facilities will be made available to eligible groups when requests are not in conflict with school functions. This means that facilities are not available to outside organizations or individuals during the school day or when the school system has need for the facility for its own use outside of the school day. Authorization for use of school facilities shall not be considered an endorsement or approval of the activity, group or organization nor the purposes they represent. Categories of eligible organizations are listed below in their order of priority for scheduling purposes and to determine applicable fees. Should conflict with school-related use arise after agreement is made, the school-related use will take priority.

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**Category A:** Town of Pelham sponsored activities including departments of the Town of Pelham.

**Category B:** Non-profit organizations that primarily service Pelham residents such as Boy Scouts, Travel Basketball, etc.

**Category C:** Non-profit organizations that primarily service non-Pelham residents such as ASA Softball.

**Category D:** All other organizations or individuals.

School facilities are not available for commercial purposes.

#### **Fees:**

The purpose of charging fees is to allow the District to recoup the expenses associated with renting the space. The school facilities are a benefit to the whole community and need to be maintained appropriately. Costs include utilities, cleaning, maintenance, and additional services. The fee schedule is maintained in Procedure KF-R.

**Facility Use:** This covers the fixed costs of operating the facilities (including building and fields) so that they are available to the community for use. It will apply to every use of the facility. This is *in addition* to other applicable fees. For example, an organization categorized in “Category C” who desires to use a gymnasium will be charged the per hour building use fee plus an additional per hour fee for use of the gymnasium.

**Food Services:** To ensure the safe and proper use and care of equipment and facilities, a school food service worker is required to be on duty if the kitchen is to be used. The District will charge a service fee to the renter for this assignment. The Nutrition Service Director will coordinate and schedule a food service worker. The Pelham School District participates in Federal Nutrition Programs and maintains commercial kitchens at each school. District administration, as well as State and Federal Agencies, govern the operation of these facilities. New Hampshire rules for sanitary production and distribution of food must be observed.

**Auditorium:** To ensure proper and safe use and care of equipment and facilities, an auditorium technician is required to be on duty when the auditorium light, sound or projection equipment is requested. The district will charge a service fee to the renter for this assignment, based on the needs of the requestor. District administration governs the operation of this facility.

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Tennis Courts:           There are no fees for the use of the tennis courts.

#### **Fee Schedule:**

Fee schedule is posted on the district webpage under policy KF-R. Any changes to the established fee schedule can be reviewed by the School Board.

#### **Rules and Regulations:**

1. Facilities used are limited to areas approved on the organization's approved application.
2. Vehicles may not park on grass or obstruct fire lanes around any school building.
3. Organizations or individuals using the facilities are responsible for
  - i any destruction of property or equipment. The use of fields could be canceled or denied due to deteriorating conditions.
  - ii being aware of and addressing unsafe practices which could cause personal injury.
  - iii controlling participants and spectators.
  - iv Ensuring children twelve and under have adult supervision present at all times. School staff, including custodians may not be used as chaperones or used to supervise children.
4. The use of or possession of alcohol, tobacco, and controlled substances on school property is prohibited by New Hampshire State law.
5. Gambling, as defined in NH State law, is prohibited on school property.
6. Rearrangement of school furniture, fixtures or equipment is prohibited without prior approval.
7. Any decorations/signs/banners must meet local and state fire code standards. It is the organization's responsibility to remove all decorations at the end of the rental period.
8. Open flame devices are not permitted in the building at any time.
9. Storage of materials and equipment by non-school users on school property is prohibited.
10. Bleachers, gym curtains, exit doors and windows will be opened and closed only by the custodian on duty.
11. Food and beverages may only be served in non-carpeted hallways and cafeterias.
12. There is no food or beverage allowed in the gyms or auditorium.
13. Sneakers or non-marking shoes shall be worn at all times when using gyms.
14. This agreement is subject to school use. Any event may be canceled if the need arises for a school function.
15. Events will be canceled due to inclement weather if school is canceled or dismissed early and for any unforeseen circumstances beyond the control of the School District.
16. The School District retains the right to cancel events when school is not in session such as on weekends or vacation periods due to inclement weather or other unforeseen circumstances.
17. A police officer and crowd controller (a member of the Pelham Fire Department) are required to be on duty at all town functions (town meetings, elections) and any function involving 250 people or more. Arrangement for police protection and crowd controller are the responsibility of the organization.

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18. In consideration for allowing the rental of school facilities and in full recognition of the School Board's fiduciary responsibility to protect school property and assets, the facility user hereby covenants and agrees at all times to indemnify and hold harmless the school district, its School Board officers and employees, to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including , but not limited to, reasonable attorneys' fees and legal costs arising out of the use of these rental premises and all school facilities, by the facility user, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.
19. As evidence of its financial ability to indemnify the school district, during the term of this agreement all non-school facility users shall obtain and pay premiums for Commercial General Liability insurance protecting the parties hereto, their agents, officer, elected officials, representatives or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the performance of the terms of this agreement, such policy to provide limits no less than one million dollars per occurrence. A Certificate of Insurance naming the Pelham School District as Additional Insured shall be provided prior to the event.
20. The Pelham School Board and or its designee, has the right to waive or adjust rental fees at its discretion.
21. Persons or organizations violating any rules are subject to forfeiture of right to any future use of school facilities. **THE RESPONSIBILITY FOR ENFORCEMENT AND COMMUNICATION OF ALL RULES SHALL REST SOLELY WITH THE PERSON OR ORGANIZATION USING THE FACILITIES.**

**Rules for the use of the tennis courts:**

1. The Pelham School District Tennis Courts are open for use by residents of Pelham when they are not being used by the school district.
2. To use the courts, Pelham residents must come to the Pelham School District office at 59A Marsh Road and register with a proof of residency. Upon proof of residency, the resident will receive the entry code for the courts. The privilege of the use of the courts by a Pelham resident may be revoked at any time by the Pelham School District. A facilities use form is not required for general use and usage is on a first come, first served basis. For municipal groups to reserve the tennis courts, they should follow the usual process for reserving school facilities.
3. Hours and Calendar of use:  
HOURS – Public tennis court hours are open during the school year from 3 to 9pm when the courts are open for use, school is not in session, and no school activities are taking place on the courts. Weekend and summer hours are 9AM until 9PM.  
CALENDAR – The courts are open for use from March 15<sup>th</sup> until October 31<sup>st</sup> each year at the discretion of the district.
4. There is no parking permitted at the Tennis Courts when the courts are not open and during school hours when the high school is in session.
5. A facilities use form is not required to use the tennis courts for general use.

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6. Any updates to court use and/or changes in access code will be communicated to registered users via the contact information provided during registration.
  7. All PSD policies, rules, regulations, laws (Federal, state, and local) are in force at all times for use of the tennis courts. Also, see the “Rules and Regulations” section of this policy.
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**District Policy History:**

*Adopted: February 01, 2017*

*Revised: April 18, 2018*

*Revised: August 14, 2023*