

**MSAD#59
COMMUNITY USE OF SCHOOL FACILITIES**

Schools in MSAD 59 should continue to be used for community use.

It should be understood that the Board of Directors shall not sanction, condone or approve of the drinking of alcoholic beverages in or around the school buildings of MSAD 59.

All requests for the use of school facilities shall be in writing and directed to the Building Principal. Should a conflict exist, regular school functions will prevail. Keys to specific schools are available through the school principals. Requests should be submitted two weeks in advance. Principals may approve requests for building use when requests are for activities that are routinely held in district schools. If a request is received that requires use of more than three rooms, or the attendance of a significant number of persons or for which a significant admissions charge is required, the request should be referred to the Office of the Superintendent of Schools for consideration by the Board of Directors. It should be understood that not all requests will be approved.

A. Established MSAD 59 School Facilities Usage Fees:

Gymnasium	\$150.00 per night or day
Auditorium	\$150.00 per night or day
Cafeteria	\$150.00 per night or day
Kitchen	\$150.00 per night or day

Requests

A. Profit organizations and conventions - MSAD 59 facilities are not available for use by for profit companies or organizations and/or conventions.

B. Suitable and responsible adult shall be on duty at all approved functions. The suitable and responsible adult is to be designated by the organization or group requesting the activity and that person shall be responsible for obtaining a key and returning it to the building principal.

C. School sponsored activities, such as banquets, club meetings or an activity or organization directly related to the student body shall submit their requests to the school principal for approval.

D. Municipal functions, including Recreational Department Programs, may be held in MSAD 59 schools (as part of a MOU)

- E. Non-Recreational or Non-Municipal Department adult/youth activities such as men's / women's basketball, volleyball, yoga, spin classes, staff wellness activities etc. will not be charged the established fees. Acceptable proof of insurance is required. Continued use is contingent upon their respect and proper use of the facility.
- If Activity will have large compasicy of attendee's the Established MSAD 59 School Facilities Usage Fees may apply
- F. If a custodian is required, overtime wages must be paid by the user. (rate of \$35.00 per hour)
- G. MSAD 59 facilities are not available for weddings, receptions, dances and parties by and for non-profit organizations
- H. The Superintendent of Schools may waive or adjust the fee schedule on a case by case basis at his/her discretion.

Payment

- A. Required wages for janitorial services will be paid directly to the school employee by MSAD 59, and the organization or individual will be billed by the MSAD 59 accounting department.
- B. If the facility and/or equipment in the facility is damaged in any way during the time(s) the group or organization is using it, the group and/or organization will be billed for the repairs and/or replacement as deemed necessary and appropriate by the Business Administrator. The repairs will be made by district personnel or by persons contracted by the district to make the repairs. The individual or organization will not be permitted to make the repairs themselves.

Future use of the facility will be curtailed or withheld until payment is received.

MSAD 59
APPLICATION FOR THE USE OF SCHOOL FACILITY

Use of MSAD 59 School Facilities is a privilege. This request may be denied. Inappropriate activities or activities that conflict with school district events will not be approved. Any charges owed the school district must be paid before any additional use of school facilities will be approved.

Date of Application: _____

School Facility Requested: _____

Group Requesting Use of Facility: _____

Date(s) Requested: _____ **Time(s) Required:** _____

Any costs incurred by the District if the activity exceeds the agreed upon time shall be reimbursed to the District by the organization using the facility.

Activity Planned (Please be specific – if you are not specific this application will not be approved.): _____

Number of People expected to attend: _____ **Admission/Fee Charged:** _____

Contact Person: _____ **Telephone:** _____

Address: _____

List of Equipment Required (The school district has limited ability to furnish certain types of specialized equipment.): _____

Do you or your organization have Liability Insurance? _____ **Amount:** _____

Will you need a custodian? _____ For many activities, a custodian will be required. Any overtime or additional work hours required will be the responsibility of the group or organization using the facility.

Will you need to use the kitchen? _____ If yes, a cafeteria employee will be required to be on duty and any costs incurred will be paid by the group or organization using the facility.

The applicant on behalf of the organization or individual represented agrees to provide any and all necessary liability or personal injury insurance and to indemnify and hold harmless MSAD 59 from and against all claims, liabilities, damages, losses and expenses, including reasonable attorney's fees and court costs, arising out of or in connection with the applicant's use of MSAD 59 facilities.

The applicant agrees to enforce the regulations set forth in the M.S.A.D. #59 School Board Policy on Community Use of School Facilities.

Signature of Applicant

A copy of this request will be returned to you with the backside of this application filled in as to availability and charges, if any. This copy will be your approval or, in some cases, disapproval letter. If you have any questions regarding this, please feel free to call the building principal.

**MAINE SCHOOL ADMINISTRATIVE DISTRICT 59
OFFICE USE ONLY:**

_____ The requested facility (school) is available.

_____ The requested facility (school) is **not** available.

_____ The requested date(s) are available.

_____ The requested date(s) are **not** available.

_____ The requested dates are available **except** for the following: _____

_____ There will be no charge for the use of the facility.

_____ You will be charged \$ _____ for the use of the facility.

_____ You will be charged \$ _____ per _____ for the use of the facility.

_____ There is a custodian that is normally on duty at this time.

_____ There will be **no** custodian on duty.

_____ There will be a custodian on duty. You will be responsible for all wages and will be billed directly from the Bookkeeping Department.

_____ No kitchen facilities are requested.

_____ Kitchen facilities are requested. An MSAD 59 cafeteria worker will be required to be on duty. You will be responsible for all wages and will be billed directly from the Bookkeeping Department. MSAD 59's Food Service Director, Doris Lindblom will make the necessary arrangements for the food service worker.

_____ Liability Insurance will be required in the amount of \$ _____. A Certificate of Insurance is required.

It is expected that you will leave the area used in a neat and orderly condition. If a key is needed, you may make arrangements to pick one up by calling the **Principal of the school** at _____. Please note that any regular school function will take precedence. The principal or secretary will call you if any conflict should arise and discuss the situation with you.

xc: Principal
Superintendent

(revised 9/25/25)

Signature of Building Principal

Signature of Superintendent

ADDENDUM TO BUILDING USE POLICY

Madison Middle School AUDITORIUM USE AGREEMENT

The Madison auditorium is available as a resource for the community and contains a significant investment in specialty equipment and tools. Please adhere to the following guidelines for use of the auditorium. Failure to follow these guidelines may impact future use of the facility.

- The following require paid supervision from MSMS staff. You will be billed for any and all wages by MSAD 59.
 - Use of any stage lighting
 - Use of any sound equipment
 - Operation of any curtains
- Access to any lighting breakers or attempted re-patching of the lighting board is prohibited.
- Use of tools, props, costumes or other supplies is prohibited without permission.
- The green room is a personal office of MSMS staff and is not available for use.
- Food and drink is prohibited in the auditorium (although is allowed in the lobby area).
- You will be billed for any damage as a result of misuse of the auditorium.

Please know that these facility use expectations are in place to ensure that the auditorium continues to be accessible and in excellent working condition for both school and community purposes.

Signature of Applicant: _____

Date: _____

Signature of Building Administrator: _____

Date: _____