

Calais Elementary School

Board of Directors' Policy

USE OF SCHOOL FACILITIES
POLICY

POLICY # H3

WARNED: 5/16/12

ADOPTED: 6/18/12

EFFECTIVE: 6/19/12

USE OF SCHOOL FACILITIES POLICY

Calais Elementary School is a community facility primarily used for the education of students from Calais and as a resource for use by citizens and organizations within the Calais community for educational, cultural and/or co-curricular needs of the town.

POLICY

It is the policy of Calais Elementary School to adhere to the following priorities of usage:

Priority Usage Educational, cultural and/or co-curricular needs of Calais Elementary students, staff, and administration, including Calais Recreation Association

On rare occasion, should conflicts arise a priority group may be given preference.

Once these needs have been met, requests from the following groups will be reviewed, in this order:

Group 1 Calais town government bodies, Calais taxpayer-funded activities that are open to the general public.

Group 2 Educational, cultural and/or co-curricular needs of Washington Central Supervisory Union students, staff and administration.

Deposit and fee required for all groups below (see Building use form)

Group 3 Non-profit organizations, groups or individuals within Calais.

Group 4 Organizations and groups within Central Vermont

Group 5 Organizations and groups in Vermont

Requests for use of school facilities shall be made through a building use form filed through the office of the principal. The principal shall determine whether or not hiring of security personnel is necessary. As the statement of priorities above may not cover every conceivable request, the principal may waive payment of security fee and deposit if s/he determines that use of the school building would serve the public interest of the town of Calais in line with the intentions expressed in this policy. Damages to school facilities and equipment will be charged to the using party. Use of school facilities is the immediate concern of the building's administrator, subject to policies set forth by the Board of School Directors.