

**Purpose:**

To identify the conditions under which District facilities may be used.

**Need:**

To give building administrators a clear guide from which to base their decisions upon requests for facility grounds use.

1. Buildings/grounds may be used for any school-sponsored activity which involves the school staff, children or parents.

The following conditions must be met:

a. The "Facility Use Request Form" is to be filled out and approved by the personnel listed on the form.  
(in that order).

b. Provisions have been made for supervision, cleaning, and building security.

c. A member of the kitchen staff must be employed at regular hourly rate (unless volunteering) whenever the use of kitchen facilities are requested.

2. Building and grounds may be used by community groups within the District as follows:

a. As a, b, and c above.

b. Provisions are made to cover energy costs (may be waived by the superintendent).

c. Such requests do not interrupt M.S.A.D. #30 programs.

3. Non-community group requests for facility use will be directed to the Superintendent of Schools for processing. The Superintendent will ensure:

a. All of the above.

b. An appropriate fee schedule when indicated.

c. School board involvement when indicated.

REPLACES POLICY APPROVED 9/27/83.

REVISED BY THE M.S.A.D. #30 BOARD OF DIRECTORS ON 3/22/94.