

**AUBURN SCHOOL DISTRICT  
COMMUNITY USE OF SCHOOL BUILDINGS AND GROUNDS**

It is the desire of the Auburn School Board to encourage the responsible use of school facilities to those individuals, organizations, or groups who are members of the local community. This does not alter the fact that it is the responsibility of the Auburn School Board to require the establishment of necessary regulations to protect the students and employees of the school, the users of the school facilities, the school board, the community, and the physical investment of the school district.

In order to insure the safety and security of all, the school building's security system is to be armed during all non-user time. Custodial services will be required for the initial opening and final closing of the building, including those times when the custodian is not working regularly scheduled hours. Requirements for custodial services are to be reflected in the Application for Use of School Facilities form. Private, profit-making organizations requiring custodial services beyond regular hours are to assume the cost of those services per the attached fee schedule.

By both precedent and design, certain events shall receive first consideration during each school year. These events include school district meetings, town meetings, school board meetings, and municipal, state, and federal elections.

Facility use will be granted to organizations based on the following priority:

- A. School Organizations: those that are recognized by the School Board as directly related to school activities (no fees to be assessed).
- B. Government Organizations: those agencies which are authorized under the laws of the United States, the State of New Hampshire, the county of Rockingham, the Auburn School District, or the town of Auburn (no fees to be assessed).
- C. Non-profit Organizations: those that are social, service, fraternal, or religious in nature and serve the community on a non-profit basis. Youth organizations will receive priority in this section.
- D. Private Groups or Organizations: refer to fee schedule on next page.
- E. For-profit organizations that apply for extended use of school facilities will be charged a fee negotiated on a case-by-case basis.

Applications for the use of facilities (buildings and grounds) must be approved by the Principal and/or designee.

Smoking is prohibited in the Auburn Village School as per RSA 155:64, New Hampshire Indoor Smoking Act and RSA 126-K:7, Use of Tobacco Products on Public Educational Facility Grounds Prohibited.

**For events where alcohol will be served, there must be adherence to #7 of the Application Procedures.**

**APPLICATION PROCEDURES**

1. Those wishing to utilize school facilities may do so by first submitting a completed Application for Use of School Facilities Form to the Principal's Office.
2. Application forms for use during non-school hours should be submitted in advance of the utilization date with advance payment, if required, in the form of a check or money order attached, payable to the Auburn Village School. Completed application forms are to be submitted in a reasonable time for school personnel to act upon.
3. If a requested activity occurs at a time outside of custodial hours, a fee to open and close the building will be assessed to private organizations only. This fee should be payable to the Auburn Village School Facility Account and will be in accordance with the Use of School Facilities Fee Schedule.
- 4a. Non-Profit Organizations - The organization or party requesting the facilities must accept full financial and legal responsibility for any and all damages and/or claims of damages resulting from the use of the facilities. It is recommended that those non-profit organizations that do not have insurance coverage give consideration to the purchase of a short-term liability and property damage insurance policy to cover the scheduled event and possibly the activities surrounding the event i.e., set up and clean up.
- 4b. For-Profit Organizations and Private Groups – A copy of the organization's liability of insurance coverage must be provided at the time of submitting the Application for Use of Facilities. A copy of the organization's liability insurance coverage (one million dollar minimum) naming the Auburn School District as a co-insured must be provided at time of submitting Application for Use of School Facilities.
5. The premises are to be cleaned within twenty-four hours or prior to the start of the next school day, whichever comes first. Failure to do so in a satisfactory manner will jeopardize future use of the facility by the organization.
6. In accordance with RSA 126-K:7 and RSA 155:64, smoking is prohibited on both the facilities and grounds of the Auburn Village School.
7. **Alcohol may only be available at events scheduled on Saturday evenings after 7:00 p.m., when youth organizations are not utilizing the building. At such events, at a minimum, one paid police officer must be present during the entire evening's activity. New Hampshire State Law regarding the legal drinking age must be obeyed and at no times may anyone be present at the event that is under the legal drinking age.**

**A copy of the organization's liability insurance coverage (one million dollar minimum) naming the Auburn School District, its officers, agents, and employees as co-insureds must be provided at the time of submitting the Application for Use of School Facilities.**

**It is the responsibility of the users to make certain that if alcohol is sold or served, all required permits are secured and copies provided to the District prior to the use of the facility.**

8. Adult supervision is required for all groups at all times.
9. In accordance with the provisions of this policy, the Principal of the Auburn Village School will act upon each application as the School Board's designee. Applicants may appeal the Principal's decision to the Office of the Superintendent of Schools.

**Fee Schedule for Private Organizations**

|                             |                  |
|-----------------------------|------------------|
| Facility Opening            | \$20.00          |
| Facility Closing            | \$20.00          |
| Cleaning/Damage Deposit     | \$50.00          |
| Event Cleaning (by request) | \$20.00 per hour |

**Room Rental Fees**

|            |              |                       |         |
|------------|--------------|-----------------------|---------|
| Gymnasium  | \$50.00      | Cafeteria             | \$50.00 |
| Classrooms | \$25.00 each | Cafeteria and Kitchen | \$75.00 |
| Library    | \$35.00      | Fields and Grounds    | \$25.00 |

Adopted: December 12, 1990  
Adopted: August 10, 1999  
Adopted: May 28, 2002  
Adopted: October 7, 2002  
Revised: February 13, 2007  
Revised: June 10, 2008  
Revised: April 14, 2009  
Revised: May 12, 2011

**Legal Reference:**

*RSA 126-K:7*  
*RSA 155:64*