

**JEFFERSON SCHOOL DEPARTMENT  
POLICY  
COMMUNITY USE OF SCHOOL FACILITIES AND EQUIPMENT**

**A. Philosophy**

It is the intent of the Jefferson School Committee (JSC) to make school facilities available to responsible parties for functions that benefit the community. Such use may be approved by the Principal when it will not interfere with school programs and subject to the rules listed below. The school reserves the right to revoke approval should it be observed that the rules below have not been followed.

**B. Rules and Conditions**

1. Eligible users will include but not be limited to civic, governmental, youth, and adult recreational organizations of the Town of Jefferson.
2. Applications for use must be made by an adult of the Town of Jefferson or a member of the school staff.
  - a. The requesting individual must sign the approved application form in the Principal's office.
  - b. The persons or organization requesting facility use may be required to show proof of liability insurance and will be required to sign a form releasing the town and school of any liability.
  - c. The person signing for a group will assure responsibility for the loss of or damage to school property.
  - d. Only those areas designated in the request will be used.
  - e. Clean up by the user must take place after each function. Future requests will be reviewed based on history of use and cleanliness upon completion of activity.
3. There will be no deviation from the intended use and the building may not be sublet.
4. The Jefferson School Department reserves the right to charge the following fees:
  - a. A fee for use, based on length of time and space used as determined by the Principal.
  - b. If additional cleaning is deemed necessary by the principal, the user will be billed for custodial service beyond the agreed amount within the approved application.
  - c. A staff member connected with the activity will be required to be present during the full length of the activity. If a staff member cannot be available, a custodian will be asked to be present (and paid at the applicable rate).
  - d. If at the time of application the Principal determines that a custodian should be present during the usage, the user will be billed two (2) times the custodian's hourly rate. A minimum of \$15 will be charged for any time less than an hour.
  - e. Use of the kitchen will require a trained person approved by the school to be present. The user will be billed 1.5 times the hourly rate if school personnel are required to be present.
  - f. Based on the request, the Principal may waive any indicated fees.
5. Conditions of Use:
  - a. No tobacco and marijuana products, alcoholic beverages, illegal drugs or weapons will be allowed on school property.

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(Replaces 1007)

- b. Local law enforcement officials are authorized to order persons to depart from Jefferson Village School property and to prohibit entry or intrusion by people and/or vehicles.
- c. If school is dismissed early or cancelled for any reason, the building will be closed and outside use of facilities is cancelled, except with the approval of the Superintendent / designee.
- d. Individuals involved in athletic events or exercise programs are required to wear sneakers in the gymnasium.

Adopted: August 7, 2017