COMMUNITY USE OF SCHOOL FACILITIES

The School Board subscribes to the notion that the public schools are owned and operated by and for its patrons and that the schools become an integral part of the community in terms of its intellectual and social expression and development. To this end the board encourages the public use of school facilities.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, group, or organization nor the purposes they represent.

School sponsored activities shall always have first priority.

Permitted Use of School Buildings and Grounds:

Activities that are locally sponsored and are:

1. Beneficial to the programs of the Salem Schools
2. Beneficial to the Youth of the community
3. Beneficial to the recreational programs of the Town of Salem Recreation Department
4. Beneficial to the governing bodies of the Town of Salem
5. Beneficial to the literary, cultural, civic organizations of the community, and,
6. the use does not increase the tax burden on the citizens of Salem

Procedures for Application for Use of School Buildings and Grounds by Non-School Group:

All use of school facilities for non-school purposes shall be requested in writing to the building principal, except the Salem Recreation Department may submit requests directly to the Superintendent of Schools for summer use of school facilities.

The use of school district grounds, gymnasiums, and facilities by all town supported Salem youth groups as well as all recreational activities under the sponsorship of the Salem Recreation Department during non-school hours will be scheduled by the Salem Recreation Director in cooperation with the Salem School District Director of Athletics and Physical Education. For these purposes, town supported youth groups include: Salem Blue Devil Basketball, Salem T-ball, Salem Youth Little League Baseball, Salem, New Hampshire Softball, Salem American Legion, Salem Youth Soccer, and Salem Youth Lacrosse. All other groups seeking the use of the gymnasiums, fields, and grounds will make application directly to the Director of Athletics/Physical Education.

The building principal shall act on each request by approval, denial, or referral. All requests must be submitted at least twenty (20) days prior to the event.

The building principal shall maintain an accurate up-to-date calendar of facility use.

If a local organization's request is one with regularly occurring dates, approval may be given for the entire schedule providing it is not among the exceptions in this policy. Should a conflict occur because of a school activity, the right is reserved to cancel the permission granted and to arrange a date and time for rescheduling.

Application must be made by a competent adult who has the authority to sign the written agreement and is responsible to the organization seeking permission to use school facilities.
Applications for Permitted Activities That are Sponsored by Local Businesses and Residents:

1. Salem residents and/or businesses will be given priority consideration for the use of school buildings and grounds not covered within Section 1 of this policy (Permitted Use of School Buildings and Grounds).

2. When more than one Salem resident or business is competing for the same time and/or facility, the matter will be handled on a first come basis.

Responsibility of the Applicant

1. The applicant and the organization shall be held responsible for the proper use of the facility, for the conduct of the persons attending and shall see to it that the activities are confined to the areas requested and the hours agreed on the application - OR - in the event that property loss or damage is incurred during such use or occupancy of district facilities, the amount of damage shall be decided by the Superintendent of Schools and a bill for damages will be presented to the group using or occupying the facilities during the time the loss or damage was sustained.

2. The school district, through the appropriate school administrator, will employ at the sponsoring organization’s expense, a competent adult supervisor. This supervisor will be responsible for all decisions related to the use and care of the facility, including the supervision of the on-duty custodial staff. The amount of supervision required for each event will be determined by the school district officials at the time the authorization is issued. This billable fee is in addition to any custodial or rental fees. When the Salem Recreation Department provides the adult supervision, the requirement for an adult supervisor may be waived by the school administrator in charge.

3. In consideration for allowing the rental of school facilities and in full recognition of the school board's fiduciary responsibility to protect school property and assets, all applicants for use of district facilities agree at all times to indemnify and hold harmless the school district, its school board officers and employees, to the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorneys' fees and legal costs, arising out of the use of these rental premises and all school facilities, by the applicant, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

4. USERS OF SCHOOL FACILITIES MUST ASSUME RESPONSIBILITY FOR THE SAFETY AND PROTECTION OF THE PARTICIPANTS, AUDIENCE, AND WORKERS. As evidence of its financial ability to indemnify the School District during the term of this agreement, the applicant shall obtain and pay premiums for commercial general liability insurance protecting the parties hereto, their agents, officers, elected officials, representatives, or employees because of bodily injury, property damage, personal injury or products liability incurred by the parties in the performance of the terms of this rental; such policy to provide the limits of liability insurance as stated in regulation KF – R1. A Certificate of Insurance naming the school district as an Additional Insured shall be provided. THE FORM THAT IS PROVIDED MUST BE ACCEPTABLE TO THE SALEM SCHOOL DISTRICT AND IT MUST BE COMPLETED AND PRESENTED IN A TIMELY MANNER.

5. Any and all use of the district facilities shall be totally free from obscure and controversial purposes of a disruptive nature. Should an objection be lodged against a specific use of district facilities by any group, such objection is to be made in writing to the Superintendent of Schools and bear the signature of the individual and/or group of individuals lodging the complaint. At such time as a valid complaint is lodged, the following shall apply:
Use of the facilities by the applicant shall be suspended temporarily to afford the Superintendent of Schools sufficient time to meet with all concerned parties for the purposes of hearing both sides of the issue. The applicant shall be duly notified in time to contact the members of the group regarding the temporary suspension of use and the pending hearing.

Within five (5) days of temporary suspension the Superintendent and the applicant shall convene at a specified time and location to determine the validity or non-validity of the complaint. Should the Superintendent of schools be unable to resolve the differences, the board shall be the deciding authority, and the board's decision shall be final. A written copy of the decision may be obtained by any and all members of either the complainant group or the applicant group by request.

**Religious Organization:**

Should a religious organization wish to use school facilities for a not-for-profit activity other than instructional and/or religious nature, it will be treated as any other organization. The use of the facilities by a religious group for instructional and/or religious purposes must be restricted to temporary and emergency basis, and the group must show definite effort and timely progress in obtaining its own facilities. At no time may any group disseminate to students, post on walls, nor leave in the school, religious-oriented materials. The fee for instructional and/or religious groups shall be set by the school board.

**Time Limits:**

During a school day, permission for use of facilities may not be granted until 3:30 p.m. and may not extend beyond 6:00 a.m.

Permission to enter the facility may be granted ten (10) minutes prior to 3:30 p.m. and all facilities must be cleared within thirty (30) minutes of the closing time indicated on the application.

**Cancellation:**

Request for cancellation must be received at least twenty-four (24) hours in advance of the agreed upon starting time. Failure to cancel shall obligate the applicant to pay the custodial service fee and any other expenses incurred.

Cancellation of permission to use school facilities may be ordered by the Superintendent of Schools and/or the Salem School Board whenever such action is deemed in the best interest of the school district. As much notice as possible will be granted. (Reminder: Postponement of school events may cause sudden change in use of facilities.)

**Charges:**

Charges for use of school facilities shall be set by the School Board and are subject to revision at any time. A special rate will be set for profit making ventures that do not meet the criteria of direct benefit to the youth of the community.
Use without charges:

As long as they do not conflict with regular school sessions or scheduled school events, school affiliated, community youth groups and community youth serving groups may use school facilities without charge, except:

- they must pay the fees for custodial and supervisory services
- they must remit a security deposit upon approval of their request
- they must pay for damage or misuse of school property
- fund raising activities must pay the rental charge unless exempted by the appeal procedure.

Custodial Care:

If deemed necessary by the building principal or the Superintendent of Schools, any organization, including Salem non-profit youth organizations, using school facilities must agree to the assignment of custodial personnel for continuous duty during the time stated on the application. This requirement includes the time needed to set up prior to the event as well as the time needed to clean up after the event. The rate shall be established by the School Board.

The custodian will open the area prior to the time set for a session, arrange the facility as requested, and following the session, will clean, properly arrange the facility, and carefully inspect the premises before locking the facility.

Only those areas requested on the application are to be opened.

At certain times and with certain conditions no charge will be made for custodial/supervisory service. These times are limited to occasions when the personnel are present and the area in use is limited and does not interfere with the regular work schedule. The building administrator shall make this determination.

Supervisor:

If deemed necessary by the building principal or the Superintendent of Schools, a supervisor will be assigned for the purpose of providing answers to questions, access to telephones, general security for the building and/or grounds, and to ensure that the facility is used properly and as intended.

Policemen:

Uniformed officers must be on duty when in the judgment of the building administrator they are needed.

The minimum number needed shall be designated by school officials on the application.

The arrangements for the presence of officer(s) and payment for services must be arranged with the Chief of Police by the renter.

Drinking and Smoking:

The school district prohibits the use of alcoholic beverages on school property. Food and non-alcoholic beverages may not be served unless specified on the permit.

In acknowledgment of the school district's strictly maintained policy against the sale, possession, use, abuse, or consumption of alcohol or of controlled drugs, the applicant agrees to vigorously enforce said policy during the use of the school facilities and school premises by the applicant, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.
In accordance with revised school board policy and in compliance with NH RSA 126-K: 7, the use of any tobacco product in any of Salem’s schools or on the grounds of any of Salem’s educational facilities is strictly prohibited.

**Apparatus/Equipment/Alterations:**

Requests to use public address systems, projectors, television, spotlights, pianos, and etc., must be indicated on the application. All such properties of the school district shall be handled by designated school personnel.

There will be a fee charged for the preparation, operation, and return of such equipment.

Classroom equipment such as shop, physical education, homemaking, nursing, science and business which is regularly used for school instruction is not generally available for use by non-school groups.

Alterations of school buildings and equipment such as lighting, hanging decorations, is prohibited unless specified on the permit.

Alterations of school grounds by excavation, filling, fencing is prohibited unless specified on the permit.

**Cafeteria:**

Use of cafeterias may be granted with or without use of kitchen facilities.

Use of kitchen facilities require the presence, and a charge for, designated cafeteria personnel. The kitchen area must remain under the direct control of the cafeteria manager because of the expensive equipment, food supplies, and rigid sanitation requirements.

Refreshments are limited to the cafeteria area unless special permission is granted on the permit.

**Parking:**

Parking lots are the designated place for leaving vehicles. Illegal parking may result in vehicles receiving tickets, warning tags, or towing at owner's risk.

**Posted Public Recreation Areas:**

WHEREAS, one of the goals of education is preparation for leisure;
WHEREAS, recreational activities complement the school program;
WHEREAS, schools contain most of the facilities required for recreation activities,
WHEREAS, duplication of facilities is costly and extravagant;
WHEREAS, maximum utilization of schools provides a better return on the capital investment; and
WHEREAS, use of schools for recreational purposes is a common practice in many communities;

The Salem School Board adopts the following policy:
One  All grounds and facilities constructed with the use of federal funds shall be available and may be used by the Salem Recreation Department for activities any time they are not in use for school purposes.

Two  Salem youth recreation groups and the Salem Recreation Department activities that are scheduled through the Salem Recreation Director will be reported to the building administrator with responsibility for the area scheduled. Scheduled recreational activities have priority over all other non-school functions and should not be cancelled for school functions without previous notice of at least three (3) days, except in an emergency situation.

Three  Supervision of recreational activities shall be furnished and be the responsibility of the recreational director. The supervision may be delegated to paid or volunteer leaders who are accountable to the director.

Four  Salem Recreation Department may use these lands and facilities without charge of fees, except when it is necessary to pay custodians for extra work hours.

Five  Salem Recreation Department shall bear financial responsibility for damages other than the normal wear and tear of grounds and facilities that occur during normal activities.

Six  The Salem School Board invites the Salem Recreation Department to propose changes in policy they deem advisable.

Seven  The Salem School Board shall notify the Salem Recreation Department of any proposed changes in the policy and invite them to discuss the proposed changes.

Concessions:

All concession rights at all school facilities are reserved for the Salem School District. They may be assigned to school organizations by the building administrator. The use of outside vendors must be approved by the Superintendent of Schools.

Grant Field:

The use of Grant Field is to be restricted. Except for the scheduling of school events and routine summer recreation department track meets, the Superintendent of Schools shall review and make a determination on applications for the use of Grant Field.

Circuses, carnivals, horse shows, animal shows, and other similar activities that may seriously damage the field, are prohibited.

Special Requests and Exceptions:

Special requests for extended or unusual use of facilities, such as summer playhouse, college or university, fireworks, shall be referred by the building administrator to the Superintendent of Schools for review and action.

Appeal:

Decisions made by a building administrator are subject to an appeal to the Superintendent of Schools and, if not resolved, to the Salem School Board.
<table>
<thead>
<tr>
<th>SCHOOL SPONSORED STUDENT ORGANIZATIONS</th>
<th>APPROVAL</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-Curricular Clubs, Key Club, Student Council, National Honor Society, Class Plays, Band Concerts, Athletic Events, Dances</td>
<td>Supt.</td>
<td>Principal</td>
</tr>
<tr>
<td>Co-Curricular Clubs, Key Club, Student Council, National Honor Society, Class Plays, Band Concerts, Athletic Events, Dances</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>After School/School Night</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Holiday/Weekend</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Cafeteria w/Kitchen</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Auditorium/Stage</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>TV Studio</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Money Raising Event</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Grant Field</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

* None required if faculty adviser or teacher is present

<table>
<thead>
<tr>
<th>SCHOOL/TOWN AFFILIATED ORGANIZATIONS</th>
<th>APPROVAL</th>
<th>CHARGES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Town Government, PTO (Regular Meetings) Alumni Groups, Boosters, Band Parents Selectmen, Budget Committee, Town Committees, Town Meetings, Elections</td>
<td>Supt.</td>
<td>Principal</td>
</tr>
<tr>
<td>Town Government, PTO (Regular Meetings) Alumni Groups, Boosters, Band Parents Selectmen, Budget Committee, Town Committees, Town Meetings, Elections</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
### YOUTH SERVING ORGANIZATIONS

(Sponsored by Recreation Dept.)

<table>
<thead>
<tr>
<th><strong>Approval</strong></th>
<th><strong>Charges</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supt.</td>
<td>Principal</td>
</tr>
<tr>
<td>After School/School Night</td>
<td>X</td>
</tr>
<tr>
<td>Field only after 6:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>Holiday/Weekend</td>
<td>X</td>
</tr>
<tr>
<td>Cafeteria w/Kitchen</td>
<td>X</td>
</tr>
<tr>
<td>Auditorium/Stage</td>
<td>X</td>
</tr>
<tr>
<td>TV Studio</td>
<td>X</td>
</tr>
<tr>
<td>Money Raising Event</td>
<td>X</td>
</tr>
<tr>
<td>Grant Field</td>
<td>X</td>
</tr>
</tbody>
</table>

### YOUTH SERVING ORGANIZATIONS

W/O ADMISSIONS

<table>
<thead>
<tr>
<th><strong>Approval</strong></th>
<th><strong>Charges</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Supt.</td>
<td>Principal</td>
</tr>
<tr>
<td>After School/School Night</td>
<td>X</td>
</tr>
<tr>
<td>Field only after 6:00 p.m.</td>
<td>X</td>
</tr>
<tr>
<td>Holiday/Weekend</td>
<td>X</td>
</tr>
<tr>
<td>Cafeteria w/Kitchen</td>
<td>X</td>
</tr>
<tr>
<td>Auditorium/Stage</td>
<td>X</td>
</tr>
<tr>
<td>TV Studio</td>
<td>X</td>
</tr>
<tr>
<td>Money Raising Event</td>
<td>X</td>
</tr>
<tr>
<td>Grant Field</td>
<td>X</td>
</tr>
</tbody>
</table>

Revised 12/8/92; 4/96; 12/14/04; 7/17/12
### NON-YOUTH COMMUNITY GROUPS

<table>
<thead>
<tr>
<th>Approval</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supt.</td>
<td>Principal</td>
</tr>
<tr>
<td><strong>Recitals, Minstrels, Recreation Groups</strong> (Men’s/Women’s Softball League, etc.) Chamber of Commerce, Service Clubs, (Kiwanis, Lions, etc.), Discussion Groups, Church Groups, Square Dance Clubs, Local non-profit organizations</td>
<td>X</td>
</tr>
<tr>
<td>After School/School Night</td>
<td>X</td>
</tr>
<tr>
<td>Field Only after 6:00 p.m.</td>
<td>X</td>
</tr>
<tr>
<td>Holiday/Weekend</td>
<td>X</td>
</tr>
<tr>
<td>Cafeteria w/Kitchen</td>
<td>X</td>
</tr>
<tr>
<td>Auditorium/Stage</td>
<td>X</td>
</tr>
<tr>
<td>TV Studio</td>
<td>X</td>
</tr>
<tr>
<td>Money Raising Event</td>
<td>X</td>
</tr>
<tr>
<td>Grant Field</td>
<td>X</td>
</tr>
</tbody>
</table>

### SPECIAL REQUESTS, NON-LOCAL GROUPS

<table>
<thead>
<tr>
<th>Approval</th>
<th>Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supt.</td>
<td>Principal</td>
</tr>
<tr>
<td><strong>Playhouse</strong></td>
<td>X</td>
</tr>
<tr>
<td><strong>College/University</strong></td>
<td>X</td>
</tr>
<tr>
<td><strong>July 4th Celebration</strong></td>
<td>X</td>
</tr>
<tr>
<td><strong>Political Events, etc.</strong></td>
<td>X</td>
</tr>
</tbody>
</table>
COMMUNITY USE OF SCHOOL FACILITIES

Organizations scheduled to use or rent school facilities, (buildings or grounds) must provided evidence to the Salem School District that they carry insurance of at least $500,000/$1,000,000 bodily injury and $500,000 property damage.

1. Each rentee is to be provided a copy of this regulation.

2. Prior to the actual use of the facilities, school officials must see evidence of such coverage and attach a copy of the certificate of insurance to the rental agreement. In the case of the Recreation Department or Town of Salem use, the policy should be on file in the Superintendent's office and does not need to be attached to each rental agreement.

Any organization using school facilities must provide a One Hundred ($100.00) Dollar security deposit. If there are no damages or costs incurred by the renter, the security deposit will be returned within thirty (30) days after the scheduled event.
USE OF CUSTODIANS AND SUPERVISORS FOR BUILDING RENTALS

The Salem School District has a policy that requires the use of school personnel as supervisors as deemed necessary. The organization will incur costs associated with the hiring of a supervisor. Also, the policy requires the hiring of a custodian when buildings are used outside the regular school/work schedule of employees.

The purpose of such policy is to provide security, access to telephone in the event of an emergency, to provide clean-up for certain events, and to ensure the proper use of the facilities. A supervisor is generally required for events that involve students or the use of specialized facilities as directed by the policy and the only need is for supervision and security.

If a custodian is assigned the duty, there are expectations that other clean-up work can be done during the hours on duty. It is the intent of the district that an individual employed at the rate of time and one-half will be assigned work to be done during the time on duty. Custodians are assigned only when there is no other work shift taking place within the building or if the event requires special attention. The expectations of the district are such that one custodian should be able to manage the security of a building even though two events are taking place at the same time. Unless there is a substantial amount of set up, take down, and clean up time needed for an event, there is little need of more than one custodian in a building.

Neither the supervisor nor the custodian are responsible for discipline of those using the buildings, nor are they employed to take care of injuries. They are expected to be friendly, courteous, and cooperative. Should there be disruptive behavior, access to unassigned areas, or injury the supervisor or, in the absence of a supervisor, the custodian shall advise those responsible for the event; and failing to receive a satisfactory resolution, either the supervisor or the custodian shall:

- for disruptive behavior or access to unassigned areas – telephone the police station
- for injury – telephone the fire department
The dimmer system at Salem High School is controlled by a portable dimmer control board connected to a lighting patch panel. The lighting patch panel is the only stationary fixture of the lighting system in the auditorium. The A and B switches located on the right side of the panel will allow for white light on the stage without the use of the dimmer board when panel is properly patched. After every lighting use, the patch panel shall be returned to the non-dimmer use, made to allow for the white light option, which is suitable for all non-theatrical or performing uses of the auditorium. The dimmer board will be housed in the Media Center along with the accompanying 12-pin extension cords.

1. All requests for use of the dimmer board should be made to the principal. The board will be stored in the principal’s office and shall be returned after each use. The board will not be left unattended or overnight in the auditorium.

2. The dimmer board will be operated only by trained personnel authorized by the Media Director. A list will be prepared and available in the principal’s office.

3. The Media Director will provide training to appropriate school personnel.

4. At no time shall the dimmer control board be in use without a trained operator and the immediate presence of the supervisor.

5. Dimmer board instructions and a diagram of the proper patch modes will be posted in the lighting cage and will also accompany the dimmer control board.

6. Use of the dimmer system for other than school functions shall be carefully controlled. The board shall be signed out from the principal’s office prior to the scheduled event, returned to the office overnight, secured, and returned to the principal’s office the following school day. With the exception of the summer theater, use of the dimmer control system shall require employment of an operator.

7. Outside organizations renting the auditorium shall not utilize additional lighting fixtures or tamper in any way with the patch board network or the dimmer control. If additional lighting fixtures are necessary, arrangements may be made through the Media Director.

8. Summer theater use of the lighting system shall contain the provision that upon completion of the rental period said party shall contract at their expense an electrical lighting contractor designated by the Salem School District to inspect and make any repairs or replacements necessary to return the equipment to the original installed condition. Written verification of said inspection is to be filed at the media office.

9. No additional patches or electrical modifications shall be made to this system in any way. The ceiling spotlights will not be tampered with, removed, or adjusted, in any way.

10. No one shall tamper with or alter in any way the floor or patch plugs, or any other component of the lighting system without written permission of the Media Director.
11. No personnel, students, or group renting the facility shall be allowed access to the catwalk in the ceiling.

12. Anyone using the lighting system shall be given a copy of these instructions.

13. Failure to follow these instructions will result in loss of the privilege of using the dimmer system.

14. See number 8. The Salem School District is responsible to have an inspection of the lighting system by an electrical lighting contractor prior to occupancy and use of the system by the summer theater. A written report of the inspection is to be prepared and filed with the Media Center and a copy presented to the head of the summer theater. The purpose of the inspection is to verify the condition of the equipment prior to the summer use by an outside group.
RENTAL/USE OF SALEM HIGH SCHOOL – CONTINUING EDUCATION

1. All requests for non-traditional evening instructional use of Salem High School will be directed through the Continuing Education Office for scheduling purposes.

2. Higher education institutions or technical colleges may be scheduled as requested depending upon the availability of the area.

3. Salem School District employees may be compensated by outside institutions, colleges, or agencies at a rate in excess of the current rate stated in the Agreement Between the Salem School Board and the Salem Education Association.

4. The Continuing Education Office will also facilitate and monitor other private educational inquiries and usage. The office will be responsible for verifying the qualifications of the company, agency, or instructor prior to the rental being authorized.

5. Annually, a review of rental and laboratory fees, including all vocational classroom areas, will be conducted by the Business Administrator.

6. Laboratory and equipment fees will be established, billed, and managed separately to recover part of the cost for the replacement and repair of equipment.

7. The following vocational areas are exempt and not generally available for outside use or rental:
   (a) Marketing Store
   (b) Culinary Arts (except in conjunction with Continuing Education courses)

8. The following vocational areas are available with qualifications. In addition to other restrictions, outside users are expected to provide their own hand tools:
   (a) Automotive
   (b) Building Trades

9. Any other rental arrangements not covered within this regulation including “quid pro quo” contracts designed to improve equipment and/or curriculum and must have the prior approval of the Superintendent of Schools.