

The Regional Technical School District subscribes to the philosophy that the Career Development Center is owned and operated by and for community citizens, and that the CDC is an integral part of the community in terms of its intellectual and social expression and development. The board must also protect the district's physical assets and investments. Therefore, it is the policy of the The Southwest Vermont Regional Technical School District to encourage the public use of school facilities while protecting investments.

A. Authorization

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

B. Priorities and Rules of Use

School sponsored activities shall have first priority. The right to authorize use of school facilities shall be retained by the Board of Directors, and delegated to the Director's office for the purpose of the everyday operation of this policy.

1. The facilities of the CDC may be made available for non-school use when such use does not infringe upon the normal curricular or co-curricular programs of the school.
2. Priorities for use of school facilities shall be in order: 1) school-related; 2) Town meeting; 3) adult education; 4) community groups and organizations; 5) individuals.
3. Excluded from use of school facilities are activities which involve the sale of tobacco or liquor.
4. Rental fees will be determined on an annual basis by the Director or Business Manager with approval of the Board.
5. On determination of the Director or Business Manager, appropriate custodial, police and other supervision may be required.
6. Signed agreements outlining liability, responsibility for damages, insurance requirements and other arrangements will be obtained by the Director or Business Manager prior to the use of the facilities.
7. Fees are to be paid in advance, unless waived.
8. Smoking will not be permitted in school system facilities.

C. Classification of Users:

GROUP I: All District student organizations, local teacher groups, parent organizations, school alumni functions, community youth service organizations, Vermont government groups, and 501 (c) (3) Tax Exempt organizations.

GROUP II: Area Colleges.

GROUP III: Private individuals, businesses, and/or organizations of commercial groups - may be allowed use of school facilities, if approved in advance by the Board at a regular School Directors meeting.

FEE LIST

All Group III functions will be required to pay the estimated total fees for the use prior to the event. Payment must be received at least ten (10) days prior to the event. Failure to make the 5 payment may mean denial of permission to use the facility. Within ten (10) days following the event, the group shall be billed for the remainder costs or fees, or reimbursed as is appropriate.

All groups (I, II, and III) will be appropriately billed for clean-up services if the facilities used are not left as they were found.

| | Date Warned | Date Adopted | Date Reviewed |
|--|-------------|--------------|---------------|
| Southwest Vermont Regional Technical School District | 9/21/15 | 10/19/15 | 8/17/15 |

ADMINISTRATIVE REGULATIONS - for Policy #1090C:

1. All applications should be made at least ten business days before the activity through the CDC's office on the form prescribed. In the case of Group III, the application should be made at least 30 days in advance. The application must be signed by a responsible person who will be held accountable for any damage or loss of property arising from such use and must state in detail the purpose for which the building is to be used. User may be requested to post bond in advance of use to provide for this contingency.
2. All requests will be reviewed by the Director who will review the request with others, if applicable, so that no conflicts will occur. This will be done prior to approval by the 's office.
3. Permission will not be granted for any time or use that will interfere with the educational program.
4. The Director's office shall determine if police, fire, or other personnel are needed. If needed the expenses for this protection shall be paid by the user in addition to any rental or custodial fee charged by the district.
5. A permit can be canceled provided its provisions or intent are violated in any way and the school trustees or their representative shall be the sole judge of such violation. A permit may also be canceled if it is later found to be in conflict with a school activity.

6. The serving of alcoholic beverages is not allowed at any function held on district property.
7. Smoking is prohibited in all buildings and the grounds. All users of school property must comply with all safety regulations and policies of the school board and community fire departments.
8. All groups using the facilities to serve food and beverage must use biodegradable serviceware or washable ware which can be reused.
9. At the request of the Director's office, groups may be required to provide the District with a deposit or bond prior to using the facilities to cover possible damage.
10. All groups will ensure that prior approval is received before signs, barriers, and pennants and/or other similar objects are erected, and that they do not deface school property.
11. No form of gambling is permitted.
12. The charges for use of the facilities will be determined from time to time by the school board. Additional charges may be added as necessary to cover the school district's out of pocket expenses.
13. Invoices for the use of the facilities shall be issued by the Director's office after the use has occurred.
14. Furniture or equipment belonging to the school district cannot be moved without permission of the Director's office at the time of the request to use the facilities.
15. Exception to this policy can only be granted by the School Board or its delegate.
16. The use of school buildings on holidays, weekends and during vacation periods is contingent on the availability of custodians and/or other staff qualified to supervise the premises.
17. Ensure that animals are not permitted inside of school buildings and that users will clean any school grounds used by animals participating in scheduled events.
18. All groups must comply with all federal, state, and local laws, regulations, and licensing requirements.

19. Insurance Rider:

The Regional Governing Board requires individuals and/or organizations using school facilities for non-school sponsored activities to provide to the school system proof of general liability insurance in the minimum amount of \$1,000,000 per occurrence. Proof of such insurance will be the form of a certificate naming the School District as an additional named insured, and specifying the dates and hours of use, the activity to be conducted, and the name of the school(s) to be used.

Whenever school facilities are used pursuant to this policy, the school administrator shall cause the attached notice to be prominently posted at the school entrance or in a place where it will be easily seen by attendees at the event.

NOTICE

THIS EVENT IS NOT SPONSORED OR ENDORSED BY THE SOUTHWEST VERMONT REGIONAL TECHNICAL SCHOOL DISTRICT. USE OF THIS FACILITY FOR THIS AND OTHER EVENTS BY NON-SCHOOL SPONSORS OCCURS SUBJECT TO THE SCHOOL'S POLICY ON USE OF SCHOOL FACILITIES, A COPY OF WHICH IS POSTED.

FEE Schedule

Group II - \$40.00/hour plus reimbursement for custodial costs at \$18.00/hour/or voucher.

Group III - \$50.00/hour plus reimbursement for custodial costs at \$18.00/hour. Must provide a deposit of at least 50% of the total hourly charge.

Kitchen Group I No charge except use is contingent on retaining the services of a food service employee. (A fee may be charged.)

Group II/ \$30.00/hour in addition to the cost of using the III cafeteria and any custodial costs at \$18.00/hour.

Classrooms: Group I No charge except for reimbursement for custodial costs at \$18.00/hour if applicable.

Group II \$250.00/semester per room or voucher of equal value. \$30.00/classroom/night plus reimbursement for custodial costs if applicable.

Group III \$30.00 per classroom use per day plus custodial charges at \$18.00/hour if applicable. Fields: Group I No charge except reimbursement for field preparation and clean up if necessary at \$18.00/hour.

Group II \$25.00/use (games or practice) plus field preparation and clean up if necessary at \$18.00/hour.

Group III \$25.00/use (games or practice) plus field preparation and clean up if necessary at \$18.00/hour. Must provide a deposit of at least 50% of total estimated charge.