

**STODDARD SCHOOL DISTRICT**  
**COMMUNITY USE OF SCHOOL FACILITIES**

**Statement of Policy:**

The Stoddard School Board recognizes that the school building and grounds are public facilities and welcomes community use. The school grounds are defined as the parcel of land upon which the school is situated including the playground, parking lots, gardens, and emergency egress. Local organizations may use the school facilities insofar as such use does not interfere with school activities or cause undue wear on facilities. The use of facilities is for residents/taxpayers of Stoddard only.

**Terms of Use:**

1. Stoddard School District sponsored activities shall always have first priority. Group 2 users will be given second priority. Groups 3-5 will be granted use thereafter on a first come first serve basis.
2. The applicant is required to produce proof of insurance unless categorized as a Group 1 user. If the applicant does not have insurance or is not a member of the exempt group, insurance must be purchased naming the Stoddard School District as an additional insured. Such certificate must be submitted at the time of application or the application will be denied.
3. For Group 5 users a rental fee of \$100.00 is required, as well as a deposit of \$150.00 to cover the cost of damage, additional cleanup and other expenses. This amount does not represent any limit on the liability of the applicant. Users of the facilities will be responsible for any and all expenses associated with an event, including any replacement or repair of damaged school property.
4. Use of the kitchen facility at the school shall require the following:
  - a. A written request must be received at the time of application for use of the kitchen.
  - b. Kitchen equipment may be used if the request **is** approved by the Principal. Responsibilities of the kitchen worker will be outlined by the Principal or designee.
  - c. Those using the facility are not allowed to use the school lunch storage area or any school lunch consumable supplies.
5. Users are responsible for any rearrangement of furniture or equipment and for returning such furniture or equipment to its proper place after the activity.
6. No special equipment belonging to the school, such as electronic devices or athletic equipment shall be used without the expressed permission of the Principal or designee.
7. No decorations shall be attached to the walls, ceiling, or stage drapes in any manner whatsoever, except by special permission of the building custodian.

Adopted: 9/9/2013  
3<sup>rd</sup> Revised Reading: 9/9/2013  
2<sup>nd</sup> Revised Reading: August 12, 2013  
1<sup>st</sup> Revised Reading: June 10, 2013  
Re-Adopted: May 9, 2011  
Adopted: 01/07/1999

8. Applicants are required to complete a Facility Use Application form and submit it to the office of the Principal not less than 1 month prior to the time the school facilities are needed. The Principal shall maintain the "Master Calendar" of facility usage.
9. At all times, groups or individuals receiving permission are responsible for the observance of local and state fire and safety regulation.
10. The use of drugs, alcohol, weapons, or smoking on school grounds is prohibited as per RSA 155:66 III.
11. Profane language, illegal gaming, or any unlawful activity is prohibited.
12. Organizations will be responsible for payment of police and/or fire department services if determined and arranged by the School District. Payment of police and/or fire coverage must be made directly to the Town Selectmen.
13. The applicant is responsible for costs or damages associated with personal injuries and/or with personal property.
14. The applicant agrees to comply with all state, local, and federal laws and regulations applicable to the event and agrees that the indemnity set forth shall apply to any failure to comply with such laws and regulations.
15. The applicant's right to use the Lucy B. Hill Community Room for an event is contingent upon approval of the Principal and a Stoddard School Board representative and may be withheld for any cause.

**ALL FORMS MUST BE RETURNED TO THE STODDARD SCHOOL OFFICE PRIOR TO THE SCHEDULED EVENT FOR APPROVAL.**

**Contact:** Mark Taft, Principal\*  
James Faulkner Elementary School  
PO Box 365  
200 School Street  
Stoddard, NH 03464  
603-446-3348

**\*Summer requests should be in writing to the Stoddard School Board.**

**Legal Reference:**

RSA 193-B Drug-Free School Zone

Adopted: 9/9/2013

3<sup>rd</sup> Revised Reading: 9/9/2013

2<sup>nd</sup> Revised Reading: August 12, 2013

1<sup>st</sup> Revised Reading: June 10, 2013

Re-Adopted: May 9, 2011

Adopted: 01/07/1999