



Reading Elementary School  
632 VT Route 106, P.O. Box 176  
Reading, Vermont 05062  
802-484-7230 • Fax 802-484-3818

**CODE H3**

## **Community Use Of School Facilities**

### **Policy**

It is the policy of the Reading Elementary School District to support the community use of school facilities in ways that complement regular school activities.

### **Implementation**

1. School activities take precedence over all other uses of facilities.
2. Authorization to use school facilities does not imply endorsement or approval of any group or activity.
3. The Superintendent (Principal) shall be responsible for establishing criteria for the use of school facilities by community members. Whenever community members use school facilities pursuant to this policy they shall comply with the accompanying procedures.

*Date Warned:* 9/20/06

*Date Adopted:* 10/17/06

*Legal Reference(s):* *Boy Scouts of America v. Dale*, 530 U.S. 640, 120 S.Ct. 2446 (2000)  
*Boy Scouts of America v. Till*, 2001 WL 315360 (S. D. Fla)  
16 V.S.A. §563 (3), (5) (*Powers of school boards*)

*Cross Reference:*



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**CODE H3-R**

## **PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES**

All users will:

1. Pay all fees in advance of use.
2. Ensure that two-thirds of the participants will be county residents except when specific arrangements have been made.
3. Ensure that no unauthorized third party will be granted permission to use the facility or any portion thereof without prior approval.
4. Ensure that participants will not be restricted from participation for reasons of race, religion, sex, creed, national origin, or handicapping condition.
5. Ensure that the representative specified in the contract as responsible for school facilities is present at the scheduled event.
6. Ensure that prior approval is received before signs, banners, and pennants are erected, and that they do not deface school property.
7. Provide required number of chaperons for children (one adult per 25 or fewer students).
8. Ensure that the number of attendees does not exceed the authorized capacity of the facility.
9. Ensure that participants' vehicles are parked only in areas designated for parking.
10. Ensure that usage and users are restricted to assigned areas.
11. Allow food and drink only in areas designated for eating and only after receiving written permission in advance of the event.
12. Guarantee that activities will be orderly and lawful and not of a nature to incite others to disorder, and demonstrate on the application that reasonable security arrangements appropriate for the use have been provided for.
13. Prohibit smoking in buildings.
14. Ensure that alcoholic beverages are not served or consumed in buildings or on grounds.
15. Ensure that gambling is not permitted.



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16. 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.
17. Observe contracted time limits.
18. Leave the building in a neat and orderly condition.
19. Ensure reimbursement for the cost of damages occurring during use.
20. Agree to hold harmless and indemnify the School Board with respect to any claim of loss, injury, or damage because of negligence of the user or user's employees or agents, including damage to School Board property or property for which the Board is liable. (An insurance policy for such coverage is recommended and may be required.)
21. Comply with safety procedures and policies of the School Board and the county fire department.
22. Comply with all federal, state, and local laws, regulations, and licensing requirements.



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**FORM: H3-1**

## **Waiver, Indemnification and Hold Harmless Agreement**

In consideration of having the benefit of the use of the Reading Elementary School facilities at 632 VT Route 106, of the Reading School District, the undersigned organization, for itself and its officers, directors, employees, agents and members, hereby waives any claim for any personal injury, property damage, or other loss, expense or other damage that any of them may incur as a result of or related to such use, and does further hereby agree to indemnify and hold the above District and the Windsor Central Supervisory Union and their directors, officers, employees, agents and contractors, harmless for and from any claim, demand, action, liability, expense or damage incurred as a result of or relating to such use.

ORGANIZATION:

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BY:

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**FORM: H3-2**

## **Application For Use of School Facilities: Reading Elementary School District**

Date: \_\_\_\_\_

Please submit this form, in duplicate, to the Reading Elementary School Principal  
P. O. Box 176, Reading, VT 05062

The undersigned hereby makes application on behalf of  
\_\_\_\_\_ for permission to use the  
\_\_\_\_\_ (facilities desired) on \_\_\_\_\_ (date)

from \_\_\_\_\_ (am/pm) to \_\_\_\_\_ (am/pm) for the following purpose:

\_\_\_\_\_  
\_\_\_\_\_

The charge for use of above referenced facility and purpose will be \$\_\_\_\_\_.

The proceeds will be donated to \_\_\_\_\_.

If said permission is granted, we hereby agree to comply with the rules, procedures and policies of the Board of School Directors governing the use of school facilities and to take the utmost care in the use of school property, and to pay for any damage to or loss of school property arising from our use of the building.

Furthermore, we agree to pay the fee charged for the rent, if any, and services of any personnel required and appointed by the school.



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Organization:

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Representative and Title:

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Address:

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Telephone: \_\_\_\_\_ Day \_\_\_\_\_ Evening

**FOR DISTRICT PERSONNEL ONLY:**

The above application is approved and charges will be as follows, payable to the Reading Elementary School District.

Rental \$ \_\_\_\_\_ Custodian \$ \_\_\_\_\_ Deposit \$ \_\_\_\_\_

Supervisory: \$ \_\_\_\_\_ Police \$ \_\_\_\_\_ No charge \_\_\_\_\_

Other charges/conditions:

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**Signed:** \_\_\_\_\_, Principal Date: \_\_\_\_\_

The above application is DENIED for the following reason:

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**Signed:** \_\_\_\_\_, Principal Date: \_\_\_\_\_