Community Use of School Facilities - Regulations

1. Application Process & Deadlines

Digital Application Channel: All applications for the use of RSU 9 facilities must be submitted directly by the requesting group's representative via the online Incident IQ (iiQ) platform. RSU 9 employees are strictly prohibited from booking spaces on behalf of outside entities which they do not belong to.

Lead Time Requirement: Applications must be submitted through the iiQ platform at least twenty-one (21) days prior to the date of the proposed use.

Staff and External Email Rule: Staff members or external users submitting applications for non-school, personal, or outside community activities are strictly prohibited from using an RSU 9 district-issued email address.

Emergency Approvals: The District Office reserves the right to fast-track and authorize short-notice or emergency facility requests under strict operational exceptions.

2. Scheduling Conflicts & Priority Rankings

To balance high community usage across all facilities without shutting down public access, and to proactively prevent double-bookings (specifically within high-demand zones such as Mt. Blue Campus Auditorium, Forum, and Gymnasium), applications will be approved and scheduled based strictly on the following ranking:

District & School Events: Academic programs, school athletics, and school-sponsored extracurricular activities.

Official Student Groups: Recognized student organizations meeting during non-instructional times.

School-Affiliated Organizations: Parent/Teacher Organizations (PTOs), Booster clubs, and Board-appointed citizen groups.

Local Community Organizations: Municipal-sponsored recreation departments and local non-profits benefiting area citizens.

Outside / Private Organizations: Commercial entities and private event groups.

District Bumping Rights: District and school-sponsored events retain absolute priority. RSU 9 reserves the right to bump, postpone, or withdraw an approved community use reservation in the event of an unscheduled academic conflict. The

Superintendent or designee reserves the right to make the final determination regarding scheduling conflicts, facility availability, and the cancellation or relocation of approved reservations when necessary to support district operations or protect district property or necessary facility/field maintenance.

General Facility Rules & Logistics

Approved Scope of Use: Use of the facilities is strictly limited to the specific rooms, fields, and timeframes defined and approved in the iiQ application.

Apparel: Appropriate apparel must be worn for all activities, including non-marking gym shoes for indoor athletics.

Parking: Vehicle parking is restricted strictly to designated, approved school parking lots.

Property Protection: No Use of alcoholic beverages, tobacco products, electronic nicotine devices, vaping devices or other illegal prohibited substances are permitted anywhere on school property. RSU 9 assumes no responsibility for personal items lost or damaged during rental periods.

3. **Financial Guidelines, Contracts & Deposits**

Facility Use Agreement: No booking is finalized until the requesting group signs a Standardized Facility Use Agreement detailing explicit liability protections and compliance terms.

Nonrefundable Deposits: A nonrefundable deposit equal to 50% of the total cost of all requested spaces is required with the application to ensure consistency in structural fees across all campus locations.

Multi-Increment Rental Scale: Rental fees are assessed based on the multi-increment scale in the public fee schedule, ensuring commercial entities pay appropriate rates while non-profit fundraisers are clearly distinguished.

4. **Custodial Policies & Event Coverage**

Standalone Schedule: All exact hourly rates, flat fees, and facility surcharges are managed via a standalone public fee schedule, to be reviewed and updated annually prior to the fiscal year.

Full Cost Recovery: Outside organizations will be billed for full cost recovery of custodial, kitchen, or specialized supervisory staff coverage required for the event.

Expanded Coverage Pool: Due to budget constraints limiting regular weekend custodial coverage, RSU 9 will utilize an expanded pool of qualified, trained individuals to monitor events. This pool may include district employees or teachers compensated via standard hourly rates or committee pay.

Post-Event Damages & Remediation: Contract holders are fully liable for leaving facilities in an orderly and clean condition. If additional cleaning, breakdown, or repairs are required post-event, the costs will be billed directly to the user or their insurance carrier. Failure to pay may result in immediate denial of future use.

5. **Specialized Facility Rules (Auditorium & Kitchens)**

   Bjorn Auditorium Use: The Bjorn Auditorium must be used strictly for its intended theatrical and presentation purposes.

   Kitchen & Cafeteria Staffing: Any groups wishing to utilize a district school kitchen must apply via iiQ. The Support Services office will coordinate directly with the School Nutrition Director.

   Food Safety Mandate: A ServSafe certified individual or an active RSU 9 School Nutrition employee must be physically present in the kitchen at all times during the rental. Staffing coverage will be billed at current fiscal year rates with a mandatory 4-hour minimum per event.

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