

**Fletcher Town School District
Fletcher Elementary School**

Building and Grounds Use Policy

Adopted: 5.14.19

The goal of the Fletcher School Board is to allow the school building and grounds to be used by groups and individuals that enhance the academic and social lives of our students and their families, as well as to support our community and its residents.

Application and Process:

1. Anyone seeking to use the school building and/or grounds must complete a request form available online or from the school office. Completed applications must be received in the school office at least 15 business days in advance.
2. The use of the building and/or grounds is at the discretion of the Principal. The Principal will review all requests and notify the applicant of the application status. Activities and programs of the Fletcher Elementary School will take priority for the use of the buildings and grounds, which may require outside groups to change a previously set schedule. Generally, applications will be considered in the order in which they are received.
3. The school office will collect a security deposit and applicable fees at the time of application.

“Free” Users: Events designed to serve the youth and citizens of the Town of Fletcher or the school community (including Fletcher community organizations or civic and service groups) whose primary purpose is to improve the general welfare of the community (where no admission is charged) may use the facility for free at the discretion of the Principal. Actual expenses (custodial services, supervision, etc.) may be charged. The Principal shall have the authority to exempt school fundraising efforts from the fee schedule. The “free users” fee schedule applies.

Fee Schedule:

Conditionally Refundable Fees for “Free” Users: For users of the building and/or grounds who qualify as “free,” the following schedule of conditionally refundable deposits shall be charged at the time of application:

- 1-3 Uses - \$50 (\$25 Swipe Card / \$25 Security Deposit)
- 4-6 Uses - \$75 (\$25 Swipe Card / \$50 Security Deposit)
- 7 Or More Uses - \$100 (\$25 Swipe Card / \$75 Security Deposit)

An additional \$25 refundable fee will be charged for each card if more than one swipe card is needed. Swipe cards must be returned within five business days or the \$25 fee will be retained by the school for each card.

In the event of property damage, or if custodial services are necessary after the building or grounds have been used, at the discretion of the Principal, all or part of the security deposit may be retained by the school. If the grounds and/or school are left in satisfactory condition, as determined by the Principal, and any swipe cards are returned, the individual or group's deposit shall be refunded within 10 business days of the last date of building/grounds use.

Fletcher Residents: Legal residents of the Town of Fletcher may use the school building and/or grounds for the rates listed below. The event or activity must be held for a legal resident of the Town of Fletcher or their immediate family (mother, father, daughter, son.) Siblings, nieces, nephews, cousins, friends, etc., are not considered immediate family members, and therefore are not eligible to rent school facilities or have activities hosted for them at the school. Proof of residency may be required prior to the approval of the application.

Fee Schedule:

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| Gym and/or Kitchen (for-profit ventures) | \$500 |
| Gym (private functions) | \$150 |
| Kitchen (private functions) | \$100 |

Security Deposit: A security deposit of \$300 is required when an application for private functions is submitted. A check will be issued to refund the security deposit if the Principal finds the building and/or grounds to be left in acceptable condition. If the event is cancelled and the building and/or grounds is/are not used, all fees will be refunded. The cost of damages to the building will be deducted from the security deposit, and any custodial fees due to the building and/or grounds being left in unacceptable condition, as determined by the Principal, will be deducted from the security deposit at the rate of \$15 per hour (minimum of \$30.) If damages exceed the security deposit, the renter will be held financially-responsible for the cost of all damages and repairs, including custodial or other personnel time.

Adult Recreational Use: A donation of \$1 per person per use is suggested for adults (18 and over) who use the building and/or grounds.

General Conditions

Any individual or group using the school building or grounds is expected to do the following after use:

1. Sweep, mop and otherwise clean floors, as necessary, to leave the space in good condition.
2. Remove all trash and recycling to the bins in the parking lot.
3. Wash/wipe all tables, as needed, and put away
4. Secure the building including locking doors and closing windows. Not securing the building shall be grounds for forfeiting all or part of the security deposit.

The use of cigarettes, cigars, or pipe tobacco in the building or on school grounds will be reason to forfeit the security deposit. Use of alcoholic beverages without a certified law enforcement

official present will also be reason to forfeit the security deposit. The use of any illegal substance on school grounds will be reported to law enforcement and will be reason to forfeit the security deposit.

Firearms are forbidden on school grounds.

In accordance with Vermont State Law, there is no smoking allowed in the school building or on school grounds.

Any events involving alcoholic beverages will require the applicant to have a licensed bartender and at least one certified law enforcement officer on the school grounds at all times during the function. Additional certified law enforcement officers may be required at the discretion of the Principal.

The applicant shall be responsible for any additional expenses incurred as a result of a false fire or security alarm during their function.