

## **6000 School Facilities and Equipment**

<b>School Building Use</b>	<b>6005</b> Revised 5/2011
<b>Emergency Management Protocol</b>	<b>6010</b> Revised 6/2009
<b>Use of Automated External Defibrillators</b>	<b>6011</b> Adopted 10/2011
<b>Use of School Owned Equipment</b>	<b>6015</b> Revised 6/2009
<b>Technology Equipment</b>	<b>6020</b> Revised 2/2011
<b>Computer Software and Hardware Policy</b>	<b>6030</b> Revised 11/2007
<b>School Properties Disposal Procedure</b>	<b>6035</b> Adopted 6/2009
<b>Flags</b>	<b>6040</b> Revised 1/2010
<b>Fee Schedule For Copying</b>	<b>6045</b> Revised 6/2010

## I. General Information

### A. Policy:

It shall be the policy of the Milford School Board to make school facilities available for use by the general public whenever possible provided the group or organization meets the requirements as outlined below.

The use of school facilities for the purpose of advertising and/or promoting a private enterprise or providing services for students and/or faculty members for a non-school sponsored activity is permitted upon approval of the School Board/designee.

### B. Procedures For Application:

1. Individuals or groups interested in using or renting school facilities shall contact the relevant School Principal's office for scheduling arrangements.
2. Reservations shall be made at least two weeks, but not more than four months, in advance of the date required. Exceptions may be made for annual events as determined by the Superintendent/designee.
3. Should school equipment be requested, the Principal/designee shall be informed at the time of initial request. School personnel may be required to be present at the event to supervise the proper use of the equipment. If it is deemed necessary that other school personnel be present to supervise the proper use of school equipment, their service will be billed to the renter. Additionally, there may be a fee associated with equipment use.
4. Once the request is approved by the Principal/designee, the applicant shall obtain the contract from the Superintendent's office.
5. Should kitchen or kitchen equipment be requested, the school kitchen manager or Windows on West Street chef must be contacted at the time of the initial request by the applicant. If kitchen or kitchen equipment is to be utilized, a food service employee will be required to be present.
6. Should the anticipated attendance for the event be greater than two hundred fifty (250) people, at one time, the applicant may be required to contact the Milford Fire Department to determine if crowd control measures are required. The cost, if any, for this will be borne by the applicant and will be billed by the Town of Milford to the applicant. Applicant chaperones may be required to complete Crowd Manager Training as required by the New Hampshire Fire Marshall.
7. The applicant shall attach insurance certificates, naming the Milford School District as an additional insured, to the rental contract prior to the authorization of the activity. See Section III for coverage requirements.

8. Applicants may request a waiver of fees, attached to the rental contract, for review and approval by the Superintendent/designee.
9. Rental contracts are not recognized as authorized until the Superintendent/designee has approved the request by signing the rental contract, a copy of which will be forwarded to the requester. Mere submittal of a rental request does not constitute approval.
10. The applicant shall confirm the reservation with the Principal/designee twenty-four (24) to seventy-two (72) hours prior to the activity to be sure that there is no conflict with school activities, recognizing that school activities may take priority (see Section II A1) even after rental contracts have been approved by the Superintendent/designee.
11. The Superintendent/designee shall have the authority to cancel facilities use due to unanticipated conditions. The schools do not assume the responsibility of contacting groups when such closures occur.

## **II. Regulations**

### **A. Availability of School Facilities:**

1. Priorities for Usage:
  - a. School-sponsored events.
  - b. Education-related (extension course, adult education, etc.).
  - c. Milford Groups not associated with the School District.
  - d. Out-of-Town Groups.
2. Except during organized events being held on the track and/or football field, the two outside lanes of the High School track are available for community use. Exceptions to such community use will be made in the interest of public safety.
3. Rentals will be accepted as long as they do not conflict with cleaning and maintenance schedules.
4. Rentals will be accepted over school holiday breaks only if a Buildings and Grounds employee is willing to be on duty.

### **B. Oversight:**

1. Adequate use of chaperones will be required at all activities involving children. The name(s) and contact information of chaperone(s) shall be provided on the rental contract.
2. All groups will be restricted to the areas designated in the Rental Contract.

### **C. Specific Prohibitions:**

1. All decorations must be of fireproof materials as required by the Coconut Grove Fire Law. Open flames such as candles or sterno are prohibited. Pyrotechnics are prohibited.
2. Illegal games of chance are not allowed.
3. There will be no alcoholic beverages and/or smoking in any school building or on school property.
4. Only non-toxic biodegradable, non-phosphate cleaners may be used for car washes held on school property. Engine, undercarriage, and transmission washing is prohibited. Water is to be directed toward permeable, vegetated areas and away from impermeable paving and storm drains.
5. Football, baseball, softball, or soccer cleats are not to be worn on the High School track. The only cleats permitted on the High School track are running or track cleats.
6. Renters of school fields will insure that the use of loudspeakers/music systems are respectful of neighbors. When school systems are available the use of non-school exterior audio systems shall be prohibited.

**D. Other Conditions:**

1. The school reserves the right to operate any concession.
2. If any damages and/or excessive clean up costs occur, the organization will be billed accordingly.
3. The Superintendent/designee will consider exceptions to these rules and regulations on an individual basis upon written request. The Superintendent/designee shall have the authority to deny the rental of facilities for any purpose deemed to be unsafe, or an overuse of school facilities, or for groups who have caused damage to school facilities in the past.
4. The School Board reserves the right to deny the rental of facilities to any group or organization.

**III. Insurance Requirements**

- A. The following insurance requirements must be fulfilled before the Rental Contract of a school building for public use is accepted:
  1. The renter shall purchase liability insurance to protect the Milford School District and its employees from claims for personal injury in an amount of coverage totaling \$1,000,000. per occurrence. The amount and type of insurance may be adjusted by the Superintendent/designee should it be deemed necessary.
  2. The renter shall obtain workers' compensation insurance to protect the Milford School District from injury claims stemming from the renter's own employees on duty on

Milford School District property during the term of the rental. Policy limits shall be in the amounts required by statute.

3. The Milford School District shall be named as Additional Insured for the activity under each policy.
4. Renters are responsible for personal injuries to persons attending the activity.

#### IV. Rental Fees and Related Costs

A. The following fee schedule is for the rental of school facilities to for-profit organizations and for out-of-town individuals and organizations, (whether for profit or not):

##### 1. Rental of Facilities

RENTAL AREA	STANDARD FEE
	(daily rates for periods of up to 12 hours)
High School Cafetorium	\$100.00
High School Gymnasium	\$100.00
High School Library	\$100.00
High School / Middle School Athletic Complex:	
Soccer Field	\$200.00
Softball Field	\$200.00
Football Field	\$300.00* see B. below for other costs.
Track	\$300.00* see B. below for other costs.
Middle School Cafetorium	\$100.00
Middle School Gymnasium	\$100.00
Middle School Library	\$100.00
Bales Gymnasium	\$100.00
Jacques Multi Purpose Room	\$100.00
Jacques Field	\$200.00
Heron Pond Gymnasium	\$100.00
Heron Pond Library	\$100.00
Heron Pond Cafetorium	\$100.00
Heron Pond Field	\$200.00
Classrooms	\$100.00
Computer Labs	\$100.00
Kitchen Area - Prepared Meal	\$50.00
Kitchen Area - Catered Meal	\$50.00
Windows on West Street – Prepared Meal	\$50.00
Windows on West Street – Catered Meal	\$50.00
Concession Stand	\$50.00

B. All individuals and organizations using the High School football field and/or track will be subject to the following charges:

1. Buildings & Grounds staff as determined by the Superintendent/designee Actual Hourly Rate
2. Track/Football Field Lights \$75.00 per hour

## C. School Personnel Fees

### 1. Buildings & Grounds Staff

- a. The Superintendent/designee may require a buildings and grounds staff member to be present during indoor activities which are scheduled for times when a buildings and grounds staff member is not on duty, as well as for outdoor activities which require the use of indoor bathrooms. For High School football field and track use, see B. above. The Milford School District will pay for these services and then bill the renter at a rate not to exceed the actual cost to the District. Any expense is in addition to rental fees.
- b. If a buildings and grounds staff member not on duty is required, the Superintendent/designee will determine the hours and chargeable time appropriate for the activity.

### 2. Food Service/Windows on West Street

The Superintendent/designee will require a food service or Windows on West Street staff member, or a trained individual, to be present for any and all use of the school kitchen facilities. The Superintendent/designee will determine the hours and charges appropriate for the activity.

### 3. Other School Personnel

If the Superintendent/designee deems it is necessary that other school personnel be present to supervise the proper use of school equipment, their service will be billed to the renter.

## D. Other

1. The above fees and/or requirements may be waived by the Superintendent/designee on a case by case basis. Requests must be made in writing to the office of the Superintendent.
2. All renters of school facilities are responsible to leave the facilities in at least the same condition as received. The Milford School District reserves the right to bill renters for damages to facilities and equipment and to deny future use of school facilities.

Revised: 9/1999, 9/2000, 11/2001, 6/2009, 4/2011, 5/2011.

Reference: RSA 153:5  
Saf-D 6008.05 (b) (1) and (2)  
33 U.S.C. Section 1251 – Clean Water Act

In the event of an emergency that threatens the safety of students and staff, the procedures followed will be those of the Emergency Management Plan.

1. The Principal/designee shall take immediate steps in accordance with the building level emergency plans to ensure the safety of staff and students.
2. The Principal/designee shall contact the Superintendent of Schools.
3. A threat assessment will be conducted by police, fire, and school officials.
4. Appropriate action with students and staff will be determined by the Superintendent of Schools/designee resulting from that assessment.
5. The Superintendent of Schools shall notify the School Board Chairman and arrangements will be made to notify remaining Board Members.
6. Approval to resume regular school functions rests with the Superintendent of Schools/designee.

Adopted: 11/1970

Revised: 11/1992, 9/2005, 6/2009, 5/2011

The School Board authorizes the use of Automated External Defibrillators (AED's) in emergency situations. The use, administration, and maintenance of the AED's is subject to the following conditions:

1. **Location of the AED's:** The Principal, following consultation with all appropriate staff, shall select the location for placement of the AED's.
2. **CPR/AED Training:** CPR/AED training will be offered by the school nurse or other certified instructor to all District employees. The District shall provide opportunities for staff to maintain certification. Each Principal/designee shall maintain a list of CPR/AED certified staff in his/her building.
3. **Maintenance:** AED's will be maintained by the School Nurse/designee. Maintenance shall be done according to the AED manufacturer's specifications. The School Nurse shall maintain a record of all maintenance that has been performed on the AED's.
4. **Registration:** All AED's shall be registered with the New Hampshire Department of Safety by the School Nurse.
5. **Incident Reporting:** The School Nurse/designee shall report all instances of AED use to the Superintendent, Building Principal, and New Hampshire Department of Safety.
6. **Liability Limitation:** The District and persons involved in the use of AED's shall enjoy the limitation of liability as specified in RSA 153:A-31 as well as other sources of law.
7. **Response Plans:** The Building Principal shall include CPR/AED emergency response plans in the staff handbook and shall ensure an annual review of those plans with the school staff. Building Principals shall also provide appropriate CPR/AED information in student/parent handbooks.

**Legal References:**

RSA 153-A:28-33, Automated External Defibrillation

**Adopted:** 10/2011



The School Board shall permit school equipment, excluding power tools and motorized vehicles, to be loaned to individuals or groups when reasonable and appropriate, and does not impede the educational process. The Superintendent/designee shall develop a written agreement to be completed by the borrower ensuring that equipment is returned in the same condition in which it was borrowed. Said agreements will specify the borrower's safety, liability and financial responsibility for the borrowed equipment.

The District reserves the right to deny any equipment from being borrowed when it sees fit. This policy does not apply to District owned computer equipment, such as computers and printers. Use of District-owned computer equipment is addressed in policy 6030.

Adopted: 7/1975

Revised: 6/2009

**6020**

**Technology Equipment**

**6020**

Technology equipment is the property of the School District, not individual departments or schools, and is to be used for the maximum benefit of the greatest number of students. The Principal/designee shall be responsible for the coordination and use of all equipment and shall provide inventory controls.

Adopted: 3/1989

Revised: 6/1995, 2/2011

**Personal Computer Equipment Use:**

The use of staff owned personal computers is permitted in the School District with prior reasonable notification of the Technology Director or designee. The use of staff owned equipment is subject to a yearly verification of the latest operating system patches and virus protection, which will be provided if needed. The systems will also be limited to Internet access with basic local network access, such as School web E-mail and Power School. The maintenance and repair of staff owned personal computers is the responsibility of the owner of the system.

Items that are restricted from use on the District wide networks are servers, networking equipment and non-licensed software.

The use of personal printers is allowed, however the maintenance, repair and troubleshooting related to the printer is the **sole** responsibility of the employee.

**Computer Loan Program:**

The Computer Loan program has been established to aid staff members in their familiarization with the computers they will be using in their classrooms or workplace. This program will be available during the summer months, however, exceptions will be made during the school year if required as part of the staff members' daily activities. The staff member agrees to take responsibility for reasonable care and safekeeping of the computer during the term of the loan. Milford School District retains liability for maintenance or loss of the computer due to theft or catastrophe except if caused by negligence or willful actions of the staff member. In the event of loss or damage, the staff member agrees to cooperate fully with the District, its insurance agent and insurance carrier to provide complete information regarding the loss or damage. Staff member further agrees to refrain totally from using any software not provided in advance by the District and is responsible for becoming familiar with the operation of the equipment.

Before removing any hardware from the District, the staff member must fill out and sign the current hardware check out form available from the building Principal and receive signature authorization from all those listed on the equipment check out form. The staff member also must agree to return the equipment by the designated time indicated on the equipment check out form. Staff members who use the computer during the school year will return the equipment before the end of the school year for updates and inspection.

**District Provided Software for Home Use:**

There are a number of software licenses that allow for the dual use of software at home and school. Software ranges from anti-virus programs to office productivity suites. Given that certain restrictions may apply to the use of such software, staff members are encouraged to contact the Director of Technology for guidance.

### **Care for District Computers:**

Users of District computers are expected to respect the District's property and be responsible in using the equipment. Staff are to follow any District instructions regarding maintenance or care of the equipment. Staff members may be held responsible for any damage caused by the staff member's intentional or negligent acts in caring for district computers under the staff member's control. The District is responsible for any routine maintenance or standard repairs to district computers. A staff member is expected to timely and properly notify the District of any need for service.

Staff members are not to delete or add software to District computers without District permission. Due to different licensing terms for different software programs, it is not valid to assume that if permission is given to copy one program, then it is permissible to copy others. The use of non-licensed or "pirated" software is strictly prohibited.

Adopted: July 1985

Revised: March 1989, January 1999, November 2007

## **6035 SCHOOL PROPERTIES DISPOSAL PROCEDURE 6035**

The Board authorizes the disposal of capital items according to the following priority actions:

1. Sale of the items to the highest bidder through a process that is fair and in the best interest of the District.
2. Donation of items to Milford students and/or Milford residents.
3. Donation of such items to charitable organizations and schools.
4. Removal of items to the Milford recycling center, or other disposal methods used by the District.

Sale of real estate will be by the vote of the electorate of the School District at an annual or special School District meeting, and the revenue derived therefrom will be returned to the general fund to defray costs of current expenses, unless otherwise directed by the voters.

Fixed asset inventories will be amended to reflect changes in values through disposal.

Reference: CFR 34, Sec 80.32

Adopted: 6/2009

**6040**

**FLAGS**

**6040**

The United States and New Hampshire flags shall be displayed outside the school each day school is in session. When displayed in the building, they shall be displayed at least in the principal room of assembly.

Ref: RSA 189:17

Adopted: 2/1973

Revised: 6/1975, 1/2010

Requests for copies of information available under the Right-to-Know Law will be provided by the Milford School District as follows:

1. Single copies of information, up to fifteen pages, shall be provided at no charge. Information in excess of fifteen pages, or multiple copies, shall be provided according to the costs listed below:

Single sided sheet	.15 each
Double sided sheet	.25 each

2. Single copies of confidential student file material requested by a parent/guardian shall be provided at no charge. Additional copies of information shall be provided according to the costs listed in # 1.
3. There will be no charge to employees or individuals who are acting on official school business.
4. Individuals requesting material that requires postage will be charged accordingly.
5. There will be no charge for electronic copies that are readily available in digital form.
6. All proceeds will be forwarded to the SAU Business/Administrator/designee for appropriate accounting.

Adopted: 7/1993  
Revised: 6/2010