

# **BUILDING USE FORM**

(A separate Form is required for each separate organization or group for each program or separate event and returned to School Secretary at least 14 days before the event or start date of a program with a series of dates)

ACTIVITY SUPERVISOR \_\_\_\_\_ TEL # \_\_\_\_\_  
EMAIL \_\_\_\_\_ Alt TEL# \_\_\_\_\_

ORGANIZATION/GROUP NAME \_\_\_\_\_  
CONTACT PERSON (if not Activity Supervisor) \_\_\_\_\_ TEL# \_\_\_\_\_

PURPOSE OF ACTIVITY/EVENT \_\_\_\_\_

DATE(s) NEEDED \_\_\_\_\_ FROM/TO: \_\_\_\_\_ AM/PM

**Room(s) Requested (Please Circle)** CAFÉ GYM LIBRARY AUDITORIUM \_\_\_\_\_ ROOM

DESCRIBE ACTIVITY \_\_\_\_\_  
# OF AUDIENCE/PARTICIPANTS \_\_\_\_\_ REFRESHMENTS: YES \_\_\_\_\_ NO \_\_\_\_\_

SPECIAL EQUIPMENT/SERVICE REQUESTED: (chairs, tables, sound system, scoreboard, piano, etc).

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### **VINALHAVEN SCHOOL BUILDING USE REGULATIONS**

- 1) The adult making the request must be responsible for the use of school facilities and be present during the activity being held. Request is made through School Secretary. Approval is through Facility Committee with Superintendent.
- 2) An organization, group or individual using the school facilities and equipment will be responsible for adequate supervision of the buildings and grounds and will be responsible for payment of any damage.
- 3) Minor construction, decorations etc must be approved in advance and restored to original condition as soon as possible after the event.
- 4) **NO alcoholic beverages or use of tobacco or vape products in school buildings or on school property.** Having these substances on school proper is a violation of State Law. These laws were enhanced in 2019. Evidence of violations of this law and policy will be reported to law enforcement and trigger immediate revocation of any prior approval (and terminate access) to use the facilities.
- 5) An outside event or activity will not interfere in any way (or be given preference) over a school activity. If a school need unexpectedly arises during a time frame for an ongoing multi-date program, the program or activity may need to be suspended temporarily and implemented with alternate dates.
- 6) Upon review of the completed BUILDING USE FORM, the Superintendent of Schools will determine an appropriate rental fee (to cover expenses) as provided by the Boards Building Use Policy (KF)
- 7) A janitor, or approved designee, must be in the building whenever the building is being used. A Cafeteria worker must be present whenever the kitchen and/or kitchen equipment is being used. An approved light/sound technician must be present whenever the auditorium is being used. Non-School organizations will be charged for required personnel. Other requests may require special arrangements with the school
- 8) Insurance and other requirements are outlined on the reverse side of this Building Use Form.

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### **OFFICE USE ONLY**

SCHOOL SECRETARY REVIEW OF AVAILABILITY \_\_\_\_\_ DATE \_\_\_\_\_  
FACILITY COMMITTEE REVIEW \_\_\_\_\_ DATE \_\_\_\_\_

\_\_\_\_ APPROVED OR \_\_\_\_\_ DENIED, because \_\_\_\_\_

\_\_\_\_\_  
COMMITTEE MEMBER SIGNATURE

## **Responsibilities of Program Supervisors and Group or Organization**

- Program Supervisor must collect a list of program participants at the start of the program.
- Program Supervisor must distribute & collect signed copies of the Activity Release form and place the list of participants and signed Release forms in the mailbox outside the Athletic Director's office.
- In addition to the Activity Release form (or in lieu) MSAD 8 may require the group or organization to provide proof of liability insurance. Proof of insurance will be required if the activity is for an event with large numbers of participants or the activity poses unusual levels of risk beyond typical educational or intellectual practices.
- Program Supervisors are responsible for supervising participants and reporting any issues or problems that occur to the custodian on duty.
- Program Supervisors are responsible to leave the facility as they found it.
- At least one Program Supervisor must be present during the activity.
- The Program Supervisor is responsible for notifying the School Secretary or scheduled janitor if the program will be cancelled.
- The custodian on duty has the right to remove unruly persons. It is expected that program supervisors will oversee participants and intervene if necessary.
- The custodian on duty has the right to enforce all building rules. It is expected that Program Supervisors will make every effort to ensure that all school policies, state & federal laws are adhered to. (ie. Food & non-water beverages are not permitted outside the Cafeteria)

Special Note: If the activity requires janitorial services or janitorial services are needed after to clean up it will be the fiscal responsibility of the requesting group to pay for these services.

I have read and accept responsibility for the use regulations on page 1 and the responsibilities above.

\_\_\_\_\_  
Signature of Activity Supervisor  
(Print Name: \_\_\_\_\_)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Organization/Group Leader  
(Print Name: \_\_\_\_\_)

\_\_\_\_\_  
Date

**ACTIVITY RELEASE FORM**

**COMMUNITY/ADULT/ SPORTS/ RECREATION USE  
AGREEMENT FOR ASSUMPTION OF RISK AND  
AGREEMENT TO INDEMNIFY AND HOLD HARMLESS MSAD 8**

In consideration for being permitted to use the facilities at VINALHAVEN SCHOOL, I hereby agree to the following terms and conditions:

1. I am fully aware that hosting or participating in the event/activity (playing or practicing to play in any sport for example) could involve many risks of injury. I understand that the dangers and risk of participating, playing or practicing to play include the risk of serious physical or mental injury.
2. I fully understand that this activity is not sponsored or supervised in any way or in any fashion by MSAD# 8, its agents and employees.
3. I agree to assume all risk of physical or mental injury to myself and all others arising or occurring from or in connection with my use of MSAD# 8 facilities, and I do hereby release and agree to indemnify and hold harmless MSAD# 8, its agents and employees, from any and all liability, actions, damages and claims of any kind or nature whatsoever (including liability, actions, damages and claims caused by or arising from or in connection with the negligence of MSAD# 8, its agents and employees) for physical or mental injury to myself and all others that may arise or occur from or in connection with misuse of MSAD#8 facilities.
4. I agree to abide by the rules and procedures set forth by MSAD# 8 attached to this agreement.
5. By signing this agreement, I affirm that I have read this document carefully and sign it voluntarily with full knowledge of its significance and that I am 18 years of age or older.
6. My role is (check applicable): \_\_\_\_\_ Organization Leader \_\_\_\_\_ Activity Supervisor  
\_\_\_\_\_ Participant or \_\_\_\_\_ Guardian of Minor Participant: \_\_\_\_\_

DATE: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

**BUILDING USE PARTICIPANT LIST**

ACTIVITY DATE \_\_\_\_\_

ORGANIZATION/ACTIVITY \_\_\_\_\_

PROGAM SUPERVISOR \_\_\_\_\_

PARTICIPANTS

_____	_____
_____	_____
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USE BACK OF SHEEET IF NECESSARY  
**PLEASE LEAVE IN ATHLETIC DIRECTOR'S MAILBOX**