

**BRATTLEBORO UNION #6  
HIGH SCHOOL, MIDDLE SCHOOL, & CAREER CENTER  
FACILITIES USE POLICIES & PROCEDURES**

**Statement of Purpose:**

Brattleboro Union High School District #6 includes the Brattleboro High School (BUHS), Brattleboro Area Middle School (BAMS), and the Windham Regional Career Center (WRCC). The Administration wishes to make all school facilities available to the community for educational, cultural, and civic events.

Recognizing that those using our facilities will be of all ages and that our campus is an educational environment, our campus buildings, facilities and resources may not be used by individuals or groups that advocate illegal activities, that engage in sexually explicit, indecent, or lewd conduct or speech. School facilities may not be used in any manner nor for any purpose that threatens to be materially and substantively disruptive.

Brattleboro Union High School, Brattleboro Area Middle School and the Windham Regional Career Center and its associated programs shall have priority use. All other area public schools in the district shall have priority use based upon availability.

Second priority shall be to community-based, civic, educational, and municipal **not-for-profit** organizations within the Brattleboro Union School district member towns. Activities of a cultural, educational, or recreational nature are appropriate.

The third category of use will include non-profit organizations from outside the Brattleboro Union School district area. These users will be charged reduced facility and related fees.

The fourth category (and priority) of potential users are private and/or for-profit organizations. These activities shall not be scheduled if they interfere with the conduct of school or related approved activities or programs. However, once any application for facilities use has been approved and the rental and related fee obligations have been met, the booking is considered secure.

During this time of construction and renovation, the BUHS #6 Board and Administration shall seek to provide educational and community access while considering the safety and health of all occupants. Administration has the responsibility to prohibit or limit the use of particular areas of the three schools as the phasing of the construction project proceeds.

**Procedure for Securing Use:**

- A. Any individual or group wishing to use Brattleboro Union High School #6 facilities must complete an online Request for Facility Use Form found at [www.buhs](http://www.buhs). Procedures for approval are described in detail on the web site. Any deposits are to be forwarded to the Administrative Assistant at the specific school prior to final booking.
- B. The principal/director (or designee) will give scheduling priority to educational programs and programs benefiting the students. All others will be given scheduling priority as listed under categories of users. All Request for Facility Use Forms must be approved by the school administration before confirmation.

C. Paper-based Request for Facility Use forms must be completed at least four weeks in advance of the scheduled event. On line Requests may be made not later than two weeks in advance of the event. The availability of specific facilities may be viewed on the website calendar. Requests for facilities outside of these timeframes may be considered on an individual basis; however, additional charges may be applied. Advance requests, including annual events, must be made in accord with these timelines. Consideration will be given in light of the school district's established annual use(s).

D. Use of equipment (i.e. projection equipment, sports equipment, tools and machines) will be booked through the event manager(s). Use of equipment is dependent on availability and rental charges may be applied. In most cases the event manager will supervise the use of any equipment.

The principal/director is the approving authority in regards to spaces within their respective schools. Requests denied may be reconsidered by the Superintendent of Schools if warranted.

The Superintendent of Schools, or his/her designee, is the ultimate authority in all matters relating to rental of facilities.

**Categories of Use (Listed in order of priority):**

1. BUHS #6 school related functions, organizations and associated programs; Public schools and their school related organizations within the Brattleboro Union High School #6 School District; Career Center facilities are available to member schools and associated programs throughout Windham County. (no extra custodial, rental, or technical fees will be charged);
2. Community-based, civic, educational, and municipal **not-for-profit** organizations within the Brattleboro Union School district member towns. Career Center facilities are available to organizations throughout Windham County. In most cases, no rental fees for the facility will be charged. Additional custodial, security or related charges may be charged in accordance with the intended use and these procedures.
3. Non-profit organizations outside the Brattleboro Union School District member towns. Reduced rental and related fees will be charged.
4. For-profit and private organizations for approved activities and functions appropriate to a school setting.

**Insurance:**

Category 3 and 4 (see above) lessees' shall provide a certificate of insurance up to the amount of \$1,000,000.00 covering the period under contract as specified by BUHS #6 board policy. The insurance shall name the Brattleboro Union High School #6 District as an additional insured. Generally, a certificate of insurance will be required if a fee is charged for public entertainment and the event is not sponsored by a local school organization or town government organization.

**Deposit:**

A rental deposit is required for non-profit and for-profit organizations. The deposit will be one quarter (1/4) of the applicable rental and related fees. The deposit is required once the principal/director has approved the request.

**Damages and Losses:**

The lessee is financially responsible for any damage to the facilities. Brattleboro Union High School #6 is not responsible for loss or damage of articles brought to the facility.

**Custodial Services:**

Custodial services are required for all events in which the building will be utilized. No private third party services may be used by any approved lessee. The basic service will be to unlock doors, provide necessary equipment, and clean and secure the facility following use. All equipment (school owned or other) to be moved must be done so under the supervision of the custodian or person designated by facilities manager(s).

**Event Manager:**

Any use of a facility resource which involves specialized equipment such as the kitchen for food preparation; lighting and sound in the auditorium; exercise equipment in the gymnasiums; computers in the classrooms and laboratories, etc. will require the employment of an Event Manager trained and approved by the school administration. The Event Manager will instruct users as needed and supervise the use of such equipment. Cost of the employment of the Event Manager will be in addition to any rental costs.

**Supervision of Facilities:**

The lessee is responsible for the active supervision of those attending the event. Where required by the school administration or by state/local regulations, or board policy, event security must be provided at the lessee's expense. It shall be determined by the approving authority if local police or BUHS #6 security (or both) will be required at the event.

**Substance Use:**

Alcohol possession or consumption and use of tobacco products are prohibited anywhere on school property and grounds.

**Cancellation of an Event:**

The Brattleboro Union High School #6 Superintendent of Schools or his/her designee has sole authority to determine whether the facilities should be closed for reasons of public safety. Notification will be made as soon as possible. Contracts in force for periods during which the school is closed for reasons of public safety are cancelled automatically without penalty to either party. However, every effort will be made to reschedule any canceled event to a mutually acceptable date.

**Long-Term Use:**

Long-term use of any facility will be considered to be one or more successive weeks. Long-term rental of facilities will be considered after it is first ascertained that there will be no detriment to existing programs from this use. If space is available without

detriment, space may be rented to groups whose activities are most consistent with the other activities taking place in the building. Therefore, service agencies, educational groups, and youth oriented activities would have preferences.

Rental fees will be established that cover operating costs of these spaces (i.e. lights, heat, maintenance, insurance). If a profit-making group wishes to rent available space, the rental fee should be consistent with the going rate for comparable square footage (to be determined through consultation with local realtors). The rental of a classroom by an individual or private school shall be at a rates published in these procedures and approved by the Board. Individual contracts for the long term use and duration of the rental agreement may be prepared by the Superintendent of Schools and presented to the Board for their action.