In accordance with the H3 Facilities Usage and Rental Policy, the superintendents, or their designee, has the responsibility to:

1. Approve or deny use of the school facilities and grounds;
2. Set and charge facilities-use fees, services, penalties and restrictions.
3. Determine if police, fire or other special services (such as trash removal) are needed. If needed, groups will be responsible for any coordination and extraordinary expenses.
4. Rescind previously approved requests for use of buildings and/or grounds provided its provisions or intent are violated in any way. The Superintendent, or designee, shall be the sole judge of such violation. A permit may also be cancelled at the discretion of the Superintendent, or designee, if it is later found to be in conflict with a school activity. Notification of cancellation will occur as soon as possible.

**SCHEDULE OF RATES AND FEES (as of January 1, 2019)**

The rental rates represent the actual cost to the District of making school facilities available. This includes custodial and other services as required. Organizations may receive an added fee charge. These added fee charges are based on the factors listed below. The following factors are used to determine fees:

1. Whether the activity is held during hours the building is normally open and staffed by custodian or other qualified personnel or if it is after regular hours. Any custodian or staff overtime, will be charged to the organization or individual(s) according to Vermont Labor Laws or the Master Agreement.
2. For night athletic field use, a lighting surcharge will be levied. Charges for a game will be equivalent to two (2) hours.
3. The size and type of the activity related to set-up, break-down, clean-up, equipment, utilities, staff requirement, etc.

<table>
<thead>
<tr>
<th>Facility</th>
<th>Group 1</th>
<th>Group 2</th>
<th>Group 3</th>
<th>Group 4</th>
<th>Group 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gymnasium</td>
<td>N/C</td>
<td>N/C</td>
<td>Annual Contract</td>
<td>N/C</td>
<td>$ 65 /Hour</td>
</tr>
<tr>
<td>Auditorium</td>
<td>N/C</td>
<td>N/C</td>
<td>Annual Contract</td>
<td>N/C</td>
<td>$ 80 /Hour</td>
</tr>
<tr>
<td>Cafeteria</td>
<td>N/C</td>
<td>N/C</td>
<td>Annual Contract</td>
<td>N/C</td>
<td>$ 25 /Hour</td>
</tr>
<tr>
<td>Multi-purpose Room</td>
<td>N/C</td>
<td>N/C</td>
<td>Annual Contract</td>
<td>N/C</td>
<td>$ 80 /Hour</td>
</tr>
<tr>
<td>Athletic Fields</td>
<td>N/C</td>
<td>N/C</td>
<td>Annual Contract</td>
<td>$ 25 /Hour</td>
<td>$ 80 /Hour</td>
</tr>
<tr>
<td>Kitchen</td>
<td>N/C</td>
<td>N/C</td>
<td>Annual Contract</td>
<td>$ 25 /Hour</td>
<td>$ 80 /Hour</td>
</tr>
<tr>
<td>Library</td>
<td>N/C</td>
<td>N/C</td>
<td>Annual Contract</td>
<td>$ 10 /Hour</td>
<td>$ 25 /Hour</td>
</tr>
<tr>
<td>Classrooms</td>
<td>N/C</td>
<td>N/C</td>
<td>Annual Contract</td>
<td>N/C</td>
<td>$ 25 /Hour</td>
</tr>
</tbody>
</table>

**Staff Support**

| Custodial Coverage  | N/C     | $ 25 /Hour | Annual Contract | $ 25 /Hour | $ 40 /Hour    |
| Food Service Personnel | N/C     | $ 25 /Hour | Annual Contract | $ 25 /Hour | $ 40 /Hour    |

**Other**

Equipment – Events that require the use of MTSD equipment may incur additional charges.
GROUP DETERMINATION

The superintendent, or their designee, is responsible for determining which priority group an organization falls within. The school district may request membership information, residency status, nation/state/local affiliations, or other information related to their organization’s purpose and connection to the community.

To Groups or individual(s) submitting applications: *It is the policy of the Milton Town School District to ensure equal opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity, age, disability, marital status, citizenship, national origin, genetics, or any other characteristic protected by law. Milton Town School District prohibits any such discrimination or harassment.*

GROUP CATEGORIES AND PRIORITY OF USE

Group 1: MTSD’s educational and co-curricular activities targeted to its own students and staff shall have first priority for use of that particular school building, grounds, and other facilities. *
No facility rental fees will be assessed

Group 2: School-related activities have second priority for use of school facilities and/or grounds. Such activities largely involve occasional scheduled facility use by a parent group or support group, each of which provides some type of direct support for students and/or the school’s educational mission. * No facility rental fees will be assessed

Group 3: The Milton Recreation Department shall have third priority for scheduling purposes for the use of school facilities and/or grounds. The Agreement for Facilities Use between the Town of Milton and MTSD sets fees for school facility use by the town.

Group 4: Youth and Adult Organizations (Not-For-Profit) which primarily serve the community of Milton shall have fourth priority for scheduling purposes for use of school facilities and/or grounds. Examples: Milton athletic programs (youth soccer, basketball, lacrosse, baseball, etc.) and the Boy Scouts, Girl Scouts and 4-H programs.

Group 5: With the exception of the groups described above, all other groups, organizations and individuals will have last priority for scheduling purposes for use of school facilities and/or grounds.

(*) Unless incremental expenses are incurred as a result of the facility or grounds usage.

APPLICATION PROCESS GUIDELINES

The following guidelines shall be administered:

1. Complete a Facility Use Application through the MTSD Website before any and all building and grounds use.

2. Receive approval/denial of the Facility Use Application through the web-based system as found on the MTSD Website. No verbal or hand-written approvals constitute District approval.

3. A detailed written summary of the event needs to be included with the application.

4. Three (3) current references with phone numbers may be required for new applicants.

5. Groups 4 and 5 must show proof of Non-Profit status.
6. Other than for groups 1 and 2, the District requires a certificate of insurance reflecting liability coverage with minimum limits of $1,000,000 combined bodily injury and physical damage. Certificate shall name district as additional insured for any applicant. All applicants shall hold the district harmless with respect to any claim of loss, injury or damage arising from the use of the facility.

7. All applications for Groups 3, 4 and 5 must be made at least fourteen (14) days prior to requested use. The application must be signed by the person responsible to be held accountable for any damage or loss of property.

8. Group 5 functions will be required to pay a deposit fee ten (10) days prior to the event (1/4 of estimated total fee or $1,000, whichever is smallest). Pro-rated fees for additional time not requested through the Facility Use Application will be invoiced after the scheduled event by rounding to the nearest half hour of actual time used. Actual time used for incremental billing will be determined by the custodial attendant present.

9. Invoices for the use of the facilities shall be issued by the Superintendent’s Office. Payment shall be made by check or money order payable to the Milton School District.

10. If a scheduled school day is cancelled for any reason all scheduled events will be considered cancelled and rescheduled for a mutually agreed upon time. A full refund will be granted if the applicant prefers not to reschedule.

GUIDELINES

All organizations/individual(s) must adhere to the following guidelines.

1. Facilities will be opened 1 hour before the scheduled program time and close 1 hour after the scheduled end of the program.

2. The use of school buildings on holidays, weekends and during vacation periods is contingent on the availability of custodians and/or other staff qualified to supervise the premises.

3. Any special costs incurred by the School District in preparing for any function, or after such function, will be charged to the user.

4. A school custodian will be on duty whenever a facility is being used. The custodian will provide assistance in handling furniture and all MTSD equipment and will be responsible for ensuring that the facility is left in good order after the activity is over. Any costs associated with necessary set-up, break-down, cleaning or repairs following the activity will be charged to the organization or individual(s) responsible for the activity. The custodian’s overtime, will be charged to the organization or individual(s).

5. Use of the kitchen facility will require the presence of a food service worker to provide access, address usage questions and approve clean-up. Requested kitchen facilities and equipment use shall be coordinated with the Food Service Manager. Charges will apply and be assessed to the
user group in conjunction with the determination of the Food Service Manager as to required staffing, equipment use, etc.

6. Groups 4 and 5 are prohibited from having food or drink in all gymnasiums or auditorium. Those who use school facilities must actively supervise all participants and attendees and enforce this rule.

7. All furniture and equipment belonging to the school district must not be used or moved unless otherwise indicated on the application.

8. Any Group or individual(s) participating or requesting the use of the district facilities and/or equipment agrees to leave the facility and/or equipment in the condition in which it was when they arrived.

9. Known accidents or damages that occur during the use of a school facility must be reported to the Superintendent, or their designee, within twenty-four (24) hours of the event.

10. The Group or individual(s) shall be responsible for reimbursement to the School for any costs incurred for all loss, damage, or abuse of school property, including property of students and employees, during the time the facility is in use.

11. The School District shall not be responsible for equipment and/or supplies that remain on the property after the use of the facilities has terminated.

12. Facility use is limited to the function and area described on the facilities use application. Changes in plans or usage will constitute a separate request. Any Group or individual(s) will be responsible for all attendees involved in the function, i.e., participants and observers. They must take responsibility for ensuring that only the facilities noted on the application are used and that the remaining parts of the building are not entered. There shall be no third-party use of the facilities.

13. The Group or Individual(s) may not allow attendance at an event to exceed the authorized capacity of the facility.

14. In accordance with state and federal laws, possession and use of firearms, weapons, alcoholic beverages, tobacco, including all e-devices, and other controlled substances are prohibited on district property.

15. Corridors, exits, and stairways must be free of obstructions at all times.

16. Non-service animals are not permitted inside of school buildings unless approved by the Superintendent, or their designee.

17. Vehicles will park only in designated areas. Absolutely no parking is allowed on any athletic field, green space, walkways or areas marked with no parking signs. The Group or individual(s) shall ensure that participants’ vehicles are parked only in areas designated for parking. If deemed necessary by the Superintendent, or their designee, all Groups or individual(s) may be required to
use parking services during the hours of the event(s). That group will be responsible for the cost of said service.

18. Prior approval must be received, and approval noted on the application, before decorations (signage, banners, and pennants) are erected, and that they do not deface school property. Any damage caused to the District’s facilities will be billed to the responsible party as listed on the Facility Use Application.

19. The use of materials (including tape) on floors or other parts of the building is strictly prohibited without approval from the district maintenance foreman. (prohibited unless requested and approved on the application).

20. By submitting an application, the applicant personally accepts the responsibility for payment of bills and that all rules, regulations and procedures pertaining to the use of the facilities (i.e., buildings, equipment, property) are observed. Failure to assume these responsibilities will jeopardize any future rental requests by the individual(s) or by the organization represented.