

Rowe School
Use of Facilities Policy

The policy of the Rowe School is to make its building and grounds available to the community whenever possible for educational, recreational, and civic purposes.

1. Any individual or group wishing to use the Rowe School building or grounds must submit to the Principal an *Application for Use of School Facilities Request Form* (available at the school or online at www.roweschool.org).*

2. Any group wishing to use the Rowe School building or grounds must be sponsored by either a Rowe resident or be a school student's parent/guardian. The individual listed as "person responsible" on the application form, must be present during the entire time of use.

3. The *Application for Use of School Facilities Request Form* shall be submitted to the Rowe School Principal at least two weeks prior to use. The Principal is responsible for approving all requests and for ensuring individuals/groups fully understand which building areas may be used, proper access and egress from the building, and securing the building after use.

4. Individuals or groups using the Rowe School building or grounds must adhere to the following regulations:

- a. Only those areas of the facility approved for use by the Principal may be used.
- b. All areas of use must be returned to the condition in which they were found. If areas of use are not left in a satisfactory condition, a custodial fee of \$25/hr will be assessed for cleaning.
- c. Any use of the Rowe School building or grounds must meet current fire and safety regulations.
- c. All garbage/trash and personal items must be removed from the site the day of the event.
- d. Appropriate adult supervision must be provided for all student-aged groups. A minimum of (1) adult must be present at all times for every 10 children under the age of eighteen (18) years old.
- d. No alcoholic beverages are to be served or consumed in the Rowe School building or grounds.
- e. No smoking is permitted in the Rowe School building or grounds.

f. The school building must be left locked and windows secured as specified by the Principal.

f. Keys must be promptly returned to the Principal by the next school day following use.

g. No school equipment shall be used, unless expressly indicated in writing, by the Principal on an approved *Equipment Use Form* (available at Rowe School or online at www.rowschool.org)

h. Any use of the gymnasium requires appropriate footwear be worn.

* Rowe Town Committees wishing to use the facilities for meetings can do so by securing permission with the Principal without completing an application form.