AUBURN SCHOOL DISTRICT
COMMUNITY USE OF SCHOOL BUILDINGS AND GROUNDS

It is the desire of the Auburn School Board to encourage the responsible use of school facilities to those individuals, organizations, or groups who are members of the local community. This does not alter the fact that it is the responsibility of the Auburn School Board to require the establishment of necessary regulations to protect the students and employees of the school, the users of the school facilities, the school board, the community, and the physical investment of the school district.

In accordance with the provisions of this policy, the Principal of the Auburn Village School will act upon each application as the School Board's designee. Applicants may appeal the Principal's decision to the Office of the Superintendent of Schools.

In-Kind contributions may be accepted in lieu of fees when equivalent in value. The principal retains discretion to determine the specifics of such arrangements.

For the safety and security of all, the school building's security system is to be armed any time the building is unoccupied. Custodial services will be required for the initial opening and final closing of the building, including those times when the custodian is not working regularly scheduled hours. Requirements for custodial services are to be reflected in the Application for Use of School Facilities form. Private, profit-making organizations requiring custodial services beyond regular hours are to assume the cost of those services per the attached fee schedule.

By both precedent and design, certain events shall receive first consideration during each school year. These events include school district meetings, town meetings, school board meetings, and municipal, state, and federal elections.

Facility use will be granted to organizations based on the following priority:

A. School Organizations: those that are recognized by the School Board as directly related to school activities (no fees to be assessed).

B. Government Organizations: those agencies which are authorized under the laws of the United States, the State of New Hampshire, the county of Rockingham, the Auburn School District, or the town of Auburn (no fees to be assessed).

C. Non-Profit Organizations: those that are social, service, fraternal, or religious in nature and serve the community on a non-profit basis. Youth organizations will receive priority in this section.

D. For Profit Organizations: refer to fee schedule on next page. For-Profit Organizations that apply for extended use of school facilities will be charged a fee negotiated on a case-by-case basis.

Applications for the use of facilities (buildings and grounds) must be approved by the Principal or his/her designee.

Smoking is prohibited in the Auburn Village School as per RSA 155:64, New Hampshire Indoor Smoking Act and RSA 126-K:7, Use of Tobacco Products on Public Educational Facility Grounds Prohibited.

Organizations using the building must provide sanitizing protocols that have been approved by the Superintendent or his/her designee. Building use may also be temporarily suspended by the Superintendent or his/her designee.

APPLICATION PROCEDURES

Those wishing to utilize school facilities may do so by first submitting a completed Application for Use of School Facilities Form to the Main Office.

Application forms for use during non-school hours should be submitted in advance of the utilization date with the appropriate fees, if required, in the form of a check or money order attached, payable to the Auburn Village School. Completed application forms are to be submitted no less than 10 days prior to the event.

REQUIREMENTS

If a requested activity occurs at a time outside of custodial hours, a fee to open and close the building will be assessed to for profit organizations only. This fee should be payable to the Auburn Village School Facility Account and will be in accordance with the Use of School Facilities Fee Schedule.

Any non profit or for profit organization or party requesting the facilities must accept full financial and legal responsibility for any and all damages and/or claims of damages resulting from the use of the facilities. A copy of the organization's liability insurance coverage (one million dollar minimum) naming the Auburn School District as a co-insured must be provided at time of submitting Application for Use of School Facilities.

In accordance with RSA 126-K:7 and RSA 155:64, smoking is prohibited on both the facilities and grounds of the Auburn Village School.

Alcohol may only be available at events scheduled on Saturday evenings after 7:00 p.m., and when youth organizations are not utilizing the building. At such events, at a minimum, one paid police officer must be present during the entire evening's activity. Proof of a scheduled police detail must be provided. New Hampshire State Law regarding the legal drinking age must be obeyed and at no times may anyone be present at the event that is under the legal drinking age.

It is the responsibility of the users to make certain that if alcohol is sold or served, all required permits are secured and copies provided to the school prior to the use of the facility.

Adult supervision is required for all groups at all times. The applicant will be responsible for any damages to district property.

Fee Schedule for Private Organizations

Facility Opening	$40.00
Facility Closing	$40.00
Cleaning/Damage Deposit	$100.00
Event Cleaning	$20.00 per hour

Gymnasium	$100.00	Cafeteria	$100.00
Classrooms	$50.00 each	Cafeteria and Kitchen	$150.00
Media Center	$70.00	Fields and Grounds	$150.00 (up to 3 hours)
		Fields and Grounds	$300.00 (full day)

Legal Reference:
RSA 126-K:7, Use of Tobacco Products, Devices, E-cigarettes, or E-liquids on Public Educational Facility Grounds Prohibited, RSA 155:64 Indoor Smoking Act

Adopted: December 12, 1990, August 10, 1999, May 28, 2002, October 7, 2002
Revised: February 13, 2007, June 10, 2008, April 14, 2009, May 12, 2011
Fee Schedule Revised: October 13, 2020
Revised: January 12, 2021, June 13, 2023, March 10, 2026