

The School Committee welcomes the use of the school buildings and athletic fields for community events. All attempts will be made to accommodate all groups in the community with **school events taking precedence over any outside organizations**. Jurisdiction of use of buildings is determined by the Building Principal, and jurisdiction of the use of athletic fields is determined by the Athletic Director.

The *Application for Use of School Building - Elementary/Middle* must be completed by an organization seeking to use space at Chaffee Elementary School, Barton Elementary School, or Oxford Middle School, and submitted to the appropriate Building Principal for initial approval.

The *Application for Use of High School Building or Athletic Field* must be completed by an organization seeking to use space at Oxford High School or any of the athletic fields, and submitted to the Athletic Director and Building Principal for initial approval.

Once an application form is approved at the building level, the application should be submitted to the Central Office for final approval and processing of payment.

Use of Buildings

All **Oxford**, non-profit organizations may use the buildings free of rental fees. However, if school personnel are needed, the organization shall pay for such personnel according to the provisions of the contract signed between the School Committee and Cafeteria/Custodial Unit, Local 888, and any other applicable employee contract or agreement. Non-profit organizations exempt from Federal Taxation under Section 501(C) of the Internal Revenue Code must submit a letter of determination from the IRS or other documentation to verify tax exempt status, and submit copies with the Application for Use of School Department Facilities.

All other organizations shall be charged a rental fee and shall pay for personnel according to the provisions of the contract signed between the School Committee and Cafeteria/Custodial Unit, Local 888, and any other applicable employee contract or agreement. **The Superintendent of Schools, or his/her designee, has the authority to modify fees.**

Applications for approval of building use for any school building will not be accepted before the opening of the school year. Any organization using the buildings for the purpose of raising monies, cannot have more than two (2) dates scheduled at any one time. Each date must be accompanied by a separate completed application. Youth and adult athletic organizations may request more than two (2) dates. However, granting of extended use is determined by the Building Principal and may be canceled if the facility is needed for a school activity.

Use of Athletic Facilities

Use of athletic facilities will be divided up into four (4) playing seasons; spring, summer, fall, and winter. Each organization must apply for use separately for each season.

The applicant's duly authorized representatives must sign the application. All applicants are responsible for fees where applicable. Scheduling will be done on a first come, first served, basis following the deadlines for each season established.

Athletic fields in Oxford are requested and used by many organizations and efforts will be made to meet as much of the demand as possible without jeopardizing the conditions of the fields. The fields should typically be ready by April 15th. However, since this is weather dependent, no guarantee on an availability date can be made. The Athletic Director will make the decision as to when the fields will be open. Fields are not available for reservation 11/1 - 3/29 except by special request. Organizations must contact the Athletic Director to receive permission to play on the fields after November 1. There may be instances where a field may be open for a particular sport or activity and remain closed to others. This will be determined by the Athletic Director. Fields should not be used if they have been closed by the Athletic Director or Building Principal.

A group or organization reserving a field will be held financially responsible for any damage if negligence is determined on their part, and sanction will be levied. Based upon its investigation, the OXPS will determine a sanction appropriate to the violation.

All provisions of the Rules and Regulations pertaining to the ***Application for Use of School Building*** and ***Athletic Facility Permit Application*** must be followed by all groups and organizations requesting use of school buildings and athletic facilities.

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