



Cape Elizabeth Facilities & Transportation

Use of Facilities Guidelines & Procedures

(207) 799-9574 www.capeftd.org



It is the philosophy of the Town of Cape Elizabeth, its town and school officials, that our school and town buildings are community facilities. These facilities are available to citizens, groups and organizations. Policies and procedures are to balance the intended use, the demand for varied uses, the need to maintain and upkeep the facilities and contents, and to provide a safe environment for general use.

GENERAL EXPECTATIONS FOR ALL FACILITIES (*policies specific to some locations found on back*):

- 1) **The use and possession of tobacco, alcohol, and/or other drugs on grounds is prohibited.**
- 2) Respect for equipment and facility is expected at all times including room capacity and intended space use. If damage occurs, please report it to the assigning organization.
- 3) Groups shall be adequately and appropriately supervised by an adult(s) at all times and until all participants have departed the premises. Report all accidents or injuries to the assigning organization.
- 4) Food and/or beverages are to be limited to the specified food and/or beverage areas and may require custodial coverage.
- 5) Clean-up is the responsibility of the renter / user. The facility should look as good as, or better than it looked when entered. All trash should be deposited in the appropriate trash receptacles. If custodial services are not part of the renter requests, the renter is responsible for removing the trash from the premises.
- 6) Renter should make themselves aware of the appropriate means of emergency egress and make sure all in attendance are aware of it.
- 7) Occupancy limits are strictly regulated by National Fire Protection Association Life/Safety standards 101 in conjunction with the Cape Elizabeth Fire Chief and the State of Maine Fire Marshalls office. Occupancy rate limitations maybe requested from the Cape Elizabeth Facilities and Transportation Department.

PRIORITY ORDER OF USE of School and Town buildings / facilities is: Status 1) Town Emergencies / Elections; Status 2) Town/School Department programmatic uses in accordance with the intended purpose for which the space was acquired.; Status 3) CE Service Groups & CE Non-Profit Organizations; Status 4) Private CE Groups & Private CE Resident Functions; Status 5) Special Interest Groups / Non-Profit Organizations / Non-Residents Groups & Functions; Status 6) Profit Group & Businesses. All facilities are available on a first-come / first-serve basis.

Bumping Order is according to Priority Use Order, Timelines, and Sports Seasons. Exceptions may occur due to extenuating circumstances upon the discretion of the Facilities & Transportation Director in consultation with appropriate administrators, as needed.

Timelines: In an attempt to provide priority use, each space has timelines established for scheduling. Generally, school and Community Services facilities schedule on an August through July timeline; other town facilities operate with a January through December timeline. For further clarification regarding scheduling timelines, contact the Department of Facilities & Transportation.

Sports Seasons: In-season sports (refer to dates below) receive priority use in certain facilities. Out of season use, must follow Use of Facility Guidelines. Due to the number of Little League teams, individual teams will not be allowed practice time in the gyms.

Fall Sports - (soccer, field hockey, cross country, golf, MS tennis, football): 3rd week of August through 1st week of November

Winter Sports- (basketball, swimming, indoor track, hockey, skiing): 3rd week of November thru end of February Vacation

Spring Sports - (tennis, lacrosse, track, baseball, softball): 3rd week of March through end of school

Non-sports season times will follow the MPA guidelines for HS Sports except for the competitive season for MS Sports: 2nd week of November, 1st & 2nd weeks of March, June through 2nd week of August. Non-sport specific open gyms may be sponsored through the Athletic Department and/or Community Services following "Facility Use Guidelines".

RESERVATIONS for usage must be confirmed through the Facilities & Transportation Department, generally **no later than Thursday Noon** for any requests for the following week, Monday through Sunday. Shorter timelines may be accommodated with prior approval. Our timelines are established to allow for appropriate staffing and coordination of services. A "reservation" or booking implies that the following has been received and approved: detailed request, fees paid (when applicable), proof of insurance, and requests for set-up. The reservation must be submitted by a person at least 21 years of age who assumes responsibility for the appropriateness of activity, supervision and adherence to all policies. All equipment usage must have prior approval by the Department of Facilities & Transportation. Equipment is not to be removed from any facility. *Activities and spaces are limited to those specifically requested and approved.*

BUILDING & EQUIPMENT SECURITY is the responsibility of the renter/user. School/Municipal equipment and/or furnishings may be moved or used **only** with prior approval **and** must be returned to their original locations prior to departure. Any information on whiteboards and/or displays shall not be disturbed. Rentals do not include usage of the lobbies unless those spaces are specified on the application! Hallways are to be used for entry and exit only. The use of kitchen facilities requires a supervisor to be present. The use of school kitchen facilities and/or access into the school kitchen space requires a cafeteria staff present at all times. To ensure building security....

- 1) Exterior doors should not be propped open. If doors are to be open, someone should be specifically designated and available to patrol all accessible areas.
- 2) At the conclusion of use, turn out all the lights and physically check **ALL** doors (whether you used them or not) to be sure they are latched before leaving.
- 3) Items should not be affixed to walls, floors, ceilings, &/or doors without prior approval. The use of tape, nails, tacks, etc. on floors, walls, &/or ceilings is prohibited.

RESERVATION CANCELLATIONS:

Once you have placed your reservation and we have confirmed it, we will staff your event, notify the appropriate agencies and people, and block off the space(s) requested from further rental consideration. Therefore, it is necessary for the following refund policies:

General: If notified two weeks prior to your rental date, 100% minus a \$10 processing fee will be refunded to you. Notification of less than 2 weeks and more than 3 business days before your rental date will result in a 50% refund. If notified 3 business days or less prior to your rental date, no refund will be issued. If the town closes down the building due to inclement weather, we will notify you and attempt to re-schedule your event.

Pool: If notified 3 weeks prior to rental date, 100% minus a \$10 processing fee will be refunded to you. Notification of less than 3 weeks and more than 7 days before your rental date will result in a 50% refund. If notified 7 days or less, no refund will be issued. If the facility closes down due to inclement weather or circumstances beyond our control, we will notify you and attempt to re-schedule your event.

All refunds are per the discretion of the Director of Facilities & Transportation or his/her designee.

INSURANCE / SUPERVISION:

Facility use for hours outside regular custodial shifts require the user to pay custodial fees and/or supervisor fees as determined by the Facility Policy Guidelines and assigning organization. Non-school/town activities are not covered by the town/school insurance policies. Groups/Organizations are required to obtain their own liability coverage for risks associated with said activity(ies) and must provide, upon application, a certificate of insurance (minimum of \$400,000) naming the town of Cape Elizabeth as the additional insured as well as stating specific coverage for the intended activity/event. Community Services programming, Cape Elizabeth School extra-circular activities where the coach, staff, and/or faculty are paid directly through the Cape Elizabeth Business Office, and Town functions are exempted from this requirement.

AREA SPECIFIC POLICIES:

- Gymnasiums:**
- 1) User must provide own equipment.
 - 2) Basketball hoops are not to be altered, nor is hanging on the rims allowed.
 - 3) No moving or tampering with the gym dividing curtains or bleachers.
 - 4) Clean court shoes are the only acceptable footwear allowed on the gym floor.

Cafetorium: Do not tamper with the dividing door.

Cafeteria Kitchens: Access into the kitchen (for any reason) requires a cafeteria staff person to be present at all times.

- Pool:**
- 1) NO ONE WILL BE ALLOWED IN THE POOL AREA WITHOUT A LIFEGUARD ON DECK. Pool usage requires that a Richards Community Pool employee who is a certified lifeguard be in attendance at all times. The lifeguard is in charge (not the renter) and will make all final decisions.
 - 2) Non-independent swimmers (those unable to swim the width of the pool without assistance of any kind), must have an adult swimmer in the water (one to one) within arms reach of the non-swimmer at all times
 - 3) Soap showers are required prior to entering the pool &/or whirlpool
 - 4) Swim caps are required for those with hair chin length and longer
 - 5) Glass, drinks or food are not permitted in the pool area or locker rooms. Closed plastic container bottles of water are acceptable.
 - 6) Diving is at your own risk. ALL dives are to be forward and must be off the front of the diving board.
 - 7) Do not use the whirlpool without supervision or another person present. The whirlpool can only be used by permission from the head lifeguard.

Please refer to additional pool, whirlpool, and diving board policies & procedures posted at the facility.

User/Organization Status

Non-Profit: Non-profit and Not-for-Profit organizations are those having tax exempt status and are exempted from income and other taxes.

For Profit: Businesses and organizations that generate revenue for the owners/operators as a source of income.

Fee Categories

Non-Profit Cape Elizabeth Resident: Facility Fees Waived (*except for pool fees & lower field lights*); Subject to Service Fees

Non-Profit Non-Resident: Subject to Facility Fees as detailed in the Facility Fee Schedule; Insurance may be required

During Normal Operational Hours: *Site Supervisor or Custodian may be required* (both in some instances)

During Non-Operational Hours: *Site Supervisor or Custodian is required* (both in some instances)

For Profit Cape Elizabeth Resident: Subject to Facility Fees as detailed in the Facility Fee Schedule and Service Fees; Site Supervisor or Custodian is required during non-operational hours (both in some instances) and may be required during operational hours; Insurance may be required

For Profit Non-Resident: Subject to Facility Fees as detailed in the Facility Fee Schedule and Service Fees; Site Supervisor or Custodian is required during non-operational hours (both in some instances); Insurance is required

Fee & Rates

FACILITY USE RATES: Please refer to back side of this page for the Facility Fee Schedule. All rates listed are for one (1) hour of use (except as noted). Request should include the time space should be entered, starting & ending times of event, and the time space will be completely cleared/cleaned and should be locked. Fees for “special day-long events” may be negotiated.

IMPACT FEE: Because the intended purpose of the Facilities operating budget is to finance routine maintenance and regular custodial services, users may be assessed all costs associated with the impact of additional use of our facilities. Impact costs will be assessed on a per reservation basis.

SECURITY DEPOSITS may be required at the discretion of the Director of Facilities & Transportation (or his/her designee).

SERVICES RATES for Fiscal Year 2015-2016:

Custodial Staff - \$35 per hour (minimum of 2 hours)

Public Works Staff - \$45 per hour (minimum of 4 hours)

Site Supervisor - \$27 per hour

Police Officer - \$60 per hour (minimum of 4 hours)

Parking Assistance Staff - \$30-\$60 per hour

Cafeteria Worker - \$25 per hour

Rescue/Ambulance Vehicle (on-site) including two Rescue Personnel - \$160 per hour (minimum of 2 hours)

Requests requiring Cafeteria/Kitchen Staff should be identified at the time of reservation.

Requests requiring these services must be made directly through those departments:

Police Staff (767-3323)

Public Works (799-4151)

Facility Fee Schedule *

All rates listed are for one (1) hour of use (except as noted).

| <u>Area Types</u> | <u>Building[^]</u> | Non-Profit | | For Profit | |
|---|-----------------------------|--|---------------------|-------------------|---------------------|
| | | <u>Resident</u> | <u>Non-Resident</u> | <u>Resident</u> | <u>Non-Resident</u> |
| Auditorium, Cafetorium | HS, PC/MS | waived | \$30 | \$45 | \$75 |
| Cafeteria | HS | waived | \$20 | \$30 | \$50 |
| Classrooms | PC, MS, HS, CC | waived | \$8 | \$12 | \$20 |
| Computer Labs | PC, MS, HS, CC | waived | \$30 | \$45 | \$75 |
| Conference Rm/Mtg Areas | PC, MS, HS, CC | waived | \$8 | \$12 | \$20 |
| Conference Rooms | CEPD, TH, TCFS | waived | \$10 | \$15 | \$25 |
| Council Chambers | TH | waived | \$30 | \$45 | \$75 |
| Faculty Lounges | PC, MS, HS | waived | \$8 | \$12 | \$20 |
| <i>Fields & Outside Athletics</i> | | ----- see Field Reservation Rates & Fees ----- | | | |
| <i>Ft Williams Reservable Event Areas</i> | | ----- see fee schedule from Town Council/Ft Williams Advisory Board ----- | | | |
| Gymnasium | HS | waived | \$30 | \$45 | \$75 |
| Gymnasium | MS | waived | \$24 | \$36 | \$60 |
| Gymnasium | PC | waived | \$20 | \$30 | \$50 |
| Kitchen Facilities use | CC, TCFS | waived | \$5 | \$10 | \$15 |
| Libraries & Media Centers | PC, MS, HS | waived | \$16 | \$24 | \$40 |
| Lobby & "Knuckle Areas" | PC, MS, HS | waived | \$12 | \$18 | \$30 |
| Multi-purpose Room (1930's) | MS | waived | \$12 | \$18 | \$30 |
| Music Practice Rooms | HS | waived | \$4 | \$6 | \$10 |
| Pool** | RCP | ---- Reservation Rates, Fees, & Scheduling through Community Services ---- | | | |
| Snack Bars | MS, HS | waived | \$8 | \$12 | \$20 |
| Specialty Areas*** | (see below) | waived* | \$20* | \$30* | \$50* |
| Stage Areas | PC/MS, HS | waived | \$8 | \$12 | \$20 |

****Special Event**** day-long fees may be negotiated / Groups with multiple reservations, may be eligible for discounted fees

** groups with approved certified swim staff with extensive use exceeding 10 hours per week use special negotiated rate

*****Specialty Areas** (some exceptions & additions may apply): CC Activity Room, CC Gameroom, CC Activity Room, TCFS Training Room, HS Lecture Hall, HS Wood Shop, TML Gallery, CC Spinning Area (plus \$5 per bike used), TML Community Room

[^] **Building Codes:** **CC** Community Center; **CEPD** Police Department; **HS** High School; **MS** Middle School; **PC** Pond Cove Elementary School; **PW** Public Works; **RCP** Richards Community Pool; **TCFS** Town Center Fire Station; **TH** Town Hall; **TML** Thomas Memorial Library

Reservation Requests & Payments Returned to:

Reservation requests may be submitted on-line at:

www.capeftd.org

Completed forms and payments may be returned to physical address:

Cape Elizabeth School Department
Facilities & Transportation Division
345 Ocean House Road
Cape Elizabeth, ME 04107

Completed forms and payments may be mailed to:

Cape Elizabeth School Department
Facilities & Transportation Division
PO Box 6267
Cape Elizabeth, ME 04107



Cape Elizabeth Facilities & Transportaion

Use of Facilities Guidelines & Procedures

(207) 799-9574 www.websitewillbehere



Space(s) requested: _____

Date(s) of Use: _____

Times of Use: _____ thru _____
Time Space to be Opened Time Space to be Closed Specific Times of Function or Event

What do you intend to use the requested space(s) for? *(please be specific)* _____

Who will be in attendance? _____ How many (approximately)? _____

What equipment and/or set-up does your request require? *(Please request space diagram forms for special set-up requests.)*

Who will be the adult (over 21 years of age) that will assume responsibility for facility security, appropriate activity, supervision, and adherence to all policies?

Name: _____ Daytime Phone #: _____

Cell Phone/Pager #: _____ Evening Phone #: _____

E-Mail Address: _____

Residential Address: _____

Town / State / Zip: _____

Mailing Address (if different from above): _____

****What policy will be insuring this request?** _____

Person / Organization responsible for paying all additional billed fees, if different from the above listed responsible adult:

Name: _____ Daytime Phone #: _____

Address: _____

Town / State / Zip: _____

I, as the renter / user understand that my signature below indicates my full understanding and agreement to comply with and ensure that all school rules and the conditions listed on the attached sheet are abided by and met. I do hereby agree to pay any delinquent costs should the above listed person / organization be remiss in paying costs incident to use. If I should have future requests of the same nature, I do hereby authorize Community Services to use the same form and do understand that all of the same rules, policies, and procedures will apply.

X _____ Date: _____

Both sides of the form must be completed

Payments

Use of Facility Services? Costs? yes _____ no _____

Space #1...Hours: _____ to _____ = _____ x \$ _____ = \$ _____
Time Space to be Opened Time Space to be Closed # of Hours U of F Rate Total Payment

Space #2...Hours: _____ to _____ = _____ x \$ _____ = \$ _____
Time Space to be Opened Time Space to be Closed # of Hours U of F Rate Total Payment

Space #3...Hours: _____ to _____ = _____ x \$ _____ = \$ _____
Time Space to be Opened Time Space to be Closed # of Hours U of F Rate Total Payment

Space #4...Hours: _____ to _____ = _____ x \$ _____ = \$ _____
Time Space to be Opened Time Space to be Closed # of Hours U of F Rate Total Payment

Supervisory Services? Costs? yes _____ no _____

Hours: _____ to _____ = _____ x \$ _____ = \$ _____
Time Duty Begins Time Duty Ends # of Hours Supervisor Rate Total Payment

Custodial Services? Costs? yes _____ no _____

Hours: _____ to _____ = _____ x \$ _____ = \$ _____
Time Duty Begins Time Duty Ends # of Hours Custodial Rate Total Payment

Total Payment Due: \$ _____

For Office Use Only...For Office Use Only...For Office Use Only...For Office Use Only...For Office Use Only...

| Date(s) of Use | Times | Amt Owed | Amt Paid | Check # or Cash | Date Paid |
|----------------|-------|----------|----------|-----------------|-----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

For Office Use Only...For Office Use Only...For Office Use Only...For Office Use Only...For Office Use Only...