

## **RENTAL OR LEASING OF SCHOOL-OWNED FACILITIES**

The Board encourages full use of facilities located on Mackworth Island and charges the Executive Director with the responsibility for managing and maintaining them. From time to time, full use may include long-term or short-term rental of or leasing of space and/or equipment that is property of the school.

### Long-Term Lease of Space

The School Board will review and approve all long-term lease agreements prior to signing of any lease. To the extent possible, leases shall be made on the basis of the following criteria:

- A. Type of Organization
  - a. Non-profit entities with a tax exempt status or a state agency
  - b. Individuals or organizations with compatible missions with the Center School or Statewide Education Consulting Services, e.g., missions relating to the education or well-being of children ages 0 to 21, or a mission compatible with the Department of Conservation in its role as overseer of State Recreational lands.
  
- B. Type of Mission
  - a. Oriented to the education of children, from infancy to 21
  - b. Capable and willing to provide training in life skills and self-esteem building to deaf and hard of hearing students, or
  - c. Capable of providing job training and career-based skills to deaf and hard of hearing students, or
  - d. Otherwise capable of contributing to the educational mission of the Maine Educational Center for the Deaf and Hard of Hearing/Governor Baxter School for the Deaf (MECDHH/GBSD)

The Executive Director is authorized to review and evaluate potential organizations to determine whether their mission and goals are compatible with those of the Board. Compatibility of missions and the combination of financial reimbursement with emphasis on in-kind contributions will preclude many organizations from leasing space controlled by the Board. It is emphasized that the Board intends to draw lessees from the community or organizations or individuals with educational objectives that may contribute to the growth of deaf and hard of hearing children as well as other children.

The Executive Director may, at his discretion, determine suitable rent below market rates for the premises based on factors including the non-profit status

of the organization, the compatibility of its mission, value of in-kind contributions, value of services offered (housekeeping, maintenance, internet access, etc.) and value of required improvements.

The Executive Director shall exercise due caution and good management practices to determine the organization's financial strength, reputation, and general stability to ensure that the relationship of the school and organization in no foreseeable way adversely impacts the operations of either the Center School or the Statewide Education Consulting Services.

The Executive Director shall obtain from any lessee, at least annually, copies of the lessee's current liability insurance in the amount of at least \$1,000,000 per occurrence and \$1,000,000 per individual and indemnifying the Board, the school and its employees, and the State of Maine from all events stemming from lease of or use of the Governor Baxter School for the Deaf facilities, any facility or equipment or space on Mackworth Island, and/or any equipment, building, or space within the purview of the Board

The Executive Director will ensure, to the extent practicable, that lessees adhere to the security practices of the school.

The Board reserves the right to terminate a lease agreement with a thirty calendar-day notice in writing to the lessee when the Board deems such termination of an agreement to be in the interests of MECDHH/GBSD.

#### Short-Term Rental/Lease

The Executive Director may from time to time allow the rental of School facilities including the gymnasium, classrooms, library, computer lab, cafeteria, conference rooms, Ropes Course, picnic areas, etc., to organizations or individuals requesting use of various events. Events may include sporting events, receptions, weddings, conferences, educational programs, or events hosted by state agencies. Short-term rentals shall not interfere with normal operations of the school or accomplishment of its mission of education.

The Executive Director shall establish reasonable fees for the use of school-owned facilities and establish procedures to ensure that activities are safe and appropriate. Short-term use is defined as one week.

The Board emphasizes its policies of no smoking and no consumption of alcoholic beverages anywhere of the island.

#### Use of Space

The Executive Director may from time-to-time allow the use of the "apartments" next to the Board Room when he deems it to be in the best interests of the

school. Such use is to be determined on a case-by-case basis. When the use of the apartments is deemed to be appropriate, the Executive Director may approve the use and notify the Board at the first opportunity.

Permitted uses include: employees on travel assignments, individuals contracted to provide services to students (visiting coaches, visiting artists, interns – per the intern policy, etc.), parents who arrive due to an emergency, and others who provide benefit to the school.

The Executive Director may establish fees for cleanup and use of the apartment units for individuals who are not employees of the school. Appropriate safeguards of the students will be taken to preclude any inappropriate or dangerous situations.

In no case will the apartments be used for entertaining or meeting with students.

The dorm facility may be rented and occupied by groups when students are not present during the summer. Suitable fees for maintenance and upkeep shall be established for that purpose. In the event a curriculum is developed that would use the dorm spaces for vocational training of deaf or hard of hearing students, that use would take precedence over others.

Visual media aids, computer labs, photography lab, and other equipment owned by the school may be considered for rental with the Executive Director's expressed approval.

The purpose of this policy is to provide the Executive Director latitude in generating revenue using school resources. It is not intended to divert the Executive Director or administrative staff from the educational mission of the Board.

Cross Reference: KF Governing Use of School Buildings

**Adopted: February 6, 2003**

**Edited for school name and administrator title: January 2014**