



Baxter Academy May Board of Directors Meeting

Agenda

10/24/2023

1. Celebrations
2. Approval of Minutes
3. Financial Reports
 - a. 2022-2023 Year End
 - b. 2023-2024 1Q
 - c. Any additional
4. Space Rental Policy
5. Executive Director Update
 - a. Beginning of school year
 - b. Volunteers & expanding our Programs into the community*
 - c. Enrollment/Retention
 - d. Baxter in the Community
 - e. Baxter Fund Task Force
6. Next Steps
7. Public Comment

*Drivers must be fingerprinted and vetted.

[Board Meeting Zoom](#)

BAXTER ACADEMY FOR TECHNOLOGY AND SCIENCE
[DRAFT] COMMUNITY USE OF SCHOOL FACILITIES

GENERAL

Community groups shall be permitted and encouraged to use school facilities for worthwhile purposes when such uses will not interfere with the school program. All arrangements shall be subject to the provisions which follow.

RESPONSIBILITY

The Board authorizes a representative , subject to approval of the Executive Director, to accept and act upon requests for use of school buildings and grounds in accordance with board policies and regulations. The Board, acting through its agent, reserves the right to approve or reject any application.

RULES AND REGULATIONS

Requests for use of the great room, classroom space, and grounds are to be made to the representative of the school prior to the date of use.

Proper forms, available at the Baxter Academy office, are to be submitted before permission to use the facility may be granted.

Groups are responsible for payment of all fees.

REGULATIONS FOR RENTAL OF FACILITIES

School facilities may be used as available according to the two following categories:

- 1) School-connected purposes;
 - a) Category 1 refers to all school personnel and affiliated organizations whose purposes are school orientated. No fee for building use will be charged, but there may be a service charge. See Item E.
- 2) Civic, community, cultural, educational, or philanthropic purposes for;
 - a) uses open to the public or to restricted attendance with admission charged and proceeds going to benefit projects of the organization;
 - b) uses open to the public or to restricted attendance for community betterment.

The use of facilities will be granted according to Board policy.

Use of tobacco (smoking or chewing) is prohibited in any facility at any time.

- A. Approved applicants shall be responsible for damage that may be caused by his/her use or sponsorship.
- B. No person under the influence of intoxicating beverages or controlled substance shall be permitted in any facility, nor shall any person bring, use, or serve alcoholic beverages or controlled substances in any facility at any time, subject to the limited exception set forth below.

The Board of Directors or the Executive Director may authorize an applicant to hold an adults-only event on school premises at which alcohol is served under the following conditions:

- 1. No individuals under 21 years old are allowed to attend or be present during the event;
 - 2. The mission and purpose of both the sponsoring organization and the event are determined to be consistent with Baxter's mission and this policy;
 - 3. The event complies with all applicable state and local laws, including issuance of any required state or local licenses and permits governing service and consumption of alcohol;
 - 4. School administrators confirm with the school's insurance carrier that the school carries adequate insurance coverage for the event.
 - 5. All alcoholic beverages are removed from school property at the conclusion of the event.
 - 6. Prior to the event the sponsoring organization shall enter into an agreement that it will indemnify, defend, and hold Baxter Academy and its agents and employees harmless from any claims, actions or liabilities arising from the event.
- C. Approved applicants are expected not to use facilities in any way that would be considered below the standards of entertainment or amusement ordinarily provided by school groups or allied organizations.
 - D. As a general rule, school equipment will not be loaned for use outside the buildings, except movable tables and chairs, when available, at a rate of \$4.00 per table and 50 cents per chair as a deposit. A school representative must be present when tables and chairs are moved in and out of school buildings.
 - E. The Board reserves the right to adjust regulations or cancel applications for building use.
 - F. Use of facilities shall not interfere with school programs.
 - G. School authorities are not responsible for loss or damage of articles brought into or left on school properties.
 - H. The service of the building custodian does not include the erecting and dismantling of equipment unless such is the property of the school.
 - I. Equipment of the applicant shall be removed from the facility promptly upon completion of the use so as not to interfere with school activities. Whenever materials, equipment, furnishings, or rubbish are left following the use of the facility by persons not officially

connected with the school, the applicant will be required to pay for the cost of removal, which will not be delayed for the convenience of the persons who used the facility.

- J. Baxter Academy reserves the right to insure that the community event is well supervised to protect the safety of the attendees and the physical plant.
- K. The Executive Director is authorized to allow the use of facilities for community events such as a special selectmen's meeting or town meeting. In the spirit of community cooperation, the Executive Director can waive all rental and custodial fees.

Adopted: November 4, 2014

Revised: October 24, 2023