

Facility Use Checklist for Groups

Waterville School District requires groups to complete the following before use of facilities: Please locate your appropriate group and follow the check list below.

Revised 09/02/2022

Group 1	<p>Allied School Groups</p> <p>This includes Associated Student Body, curricular and extracurricular student groups, local non-profit organizations whose main purpose is to support educational programs and activities for students in our district. The group would include parent/teacher organizations, school booster groups and other school related groups.</p> <p>Group 1 Checklist:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facility Use Agreement for Groups <input type="checkbox"/> Concussion Protocol Information Sheet for each participant (For use of Fields, Multi-Purpose Room, and Gymnasium) <input type="checkbox"/> Certificate of Group Insurance or Hold Harmless Agreement
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Group 2	<p>Youth Groups/ Local Adult Non-Profit Groups</p> <p>These are general, civic and non-profit in nature and their primary reason for existence is the betterment of children, the community, and the state. This group would include service clubs, church-related youth groups, Boy Scouts, Girl Scouts, Campfire Girls, local youth athletic team organizations and local adult non-profit athletic groups. For small groups events held during regular business hours, certain fees may be waived at district discretion. Local government agencies using district facilities during normal business hours are included in the group.</p> <p>Group 2 Checklist:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facility Use Agreement for Groups <input type="checkbox"/> Concussion Protocol Information Sheet for each participant (For use of Fields, Multi-Purpose Room, and Gymnasium) <input type="checkbox"/> Certificate of Group Insurance or Hold Harmless Agreement <input type="checkbox"/> Pay any applicable fees * See Facility Use Fee Schedule
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Group 3	<p>Non-Commercial Groups</p> <p>Groups that have as their primary focus the needs of the youth and adults of the community. Includes adult organizations with a non-profit status; adult activities sponsored by governmental agencies; youth groups that cannot demonstrate a non-profit status; or youth groups which otherwise do not qualify under Class 1 or 2. Examples: City Parks and Recreation adult programs, community clubs, adult United Way programs, League of Women Voters, chamber of commerce, service clubs, political organizations, social gatherings, class reunions, senior citizen groups, religious organizations, homeowners associations, political groups, labor groups/organizations, and non-local education associations.</p> <p>Group 3 Checklist:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facility Use Agreement for Groups <input type="checkbox"/> Concussion Protocol Information Sheet for each participant (For use of Fields, Multi-Purpose Room, and Gymnasium) <input type="checkbox"/> Proof of Group Insurance or Hold Harmless Agreement <input type="checkbox"/> Pay any applicable Fees *See Facility Use Fee Schedule
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Group 4	<p>Commercial Groups and Other Functions</p> <p>Groups which are not included in Class 1, Class 2, or Class 3 as defined above. Includes organizations that charge admission and/or participation fees and/or have as a purpose the generation of income for the host group or individual(s). Examples: commercial or private gain activities such as private tutoring, art classes, karate or fencing class, private sports clinics, psychic fairs, investment/financial services; for-profit presentations; insurance/TSA informational meetings; business corporations' events; wedding receptions and private parties (except for class reunions – see Class 3).</p> <p>Group 4 Checklist:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Facility Use Agreement for Groups <input type="checkbox"/> Concussion Protocol Information Sheet for each participant (For use of Fields, Multi-Purpose Room, and Gymnasium) <input type="checkbox"/> Proof of Group Insurance or Hold Harmless Agreement <input type="checkbox"/> Pay any applicable fees * See Facility Use Fee Schedule
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