

***M.S.A.D. NO. 75 Mission Statement: The four communities of Maine School Administrative District No. 75 are united in our dedication to develop confident, fluent learners, critical thinkers and creative contributors to our society.***

*{Printed copies are duplex printed on both sides of the paper.}*

**Thursday, September 5, 2024**

**6:30 p.m.**

**Regular Meeting – Board of Directors**

***Livestream link available via District Webpage or Facebook page***

***CIA (Curriculum Instruction Assessment) Committee***

***5-6:15 p.m. Room 088 Mt. Ararat High School***

***Board of Directors meeting***

***6:30 p.m. – FORUM – Mt. Ararat High School***

***Livestream link available via District webpage or Facebook page***

***MEMBERS OF THE PUBLIC WISHING TO SPEAK WILL BE ASKED TO SIGN UP ON A LIST PROVIDED AT THE MEETING.***

**September 5, 2024**

## **AGENDA**

- 1.** *Call to order and roll call*
- 1a.** *To consider action to elect a **Chairman pro tem***

**Notes:** *Per RRO Article X, Section 58:*

*If it is necessary for the chairman to vacate the chair, the first vice president, if there is one, should take the chair, and in his absence the next one in order should take it. If there is no vice-president in the hall, then the chairman may, if it is necessary to vacate the chair, appoint a chairman pro tem, but the first adjournment puts an end to the appointment, which the assembly can terminate before, if it pleases, by electing another chairman, but the regular chairman, knowing that he will be absent from a future meeting, cannot authorize another member to act in his place at such meeting; the secretary, or, in his absence, some other member should in such case call the meeting to order, and a chairman pro tem, be elected who would hold office during that session,* **continued next page ...**

*unless such office is terminated by the entrance of the president or a vice-president, or by the election of another chairman pro tem, which may be done by a majority vote.*

2. *Pledge of Allegiance to the Flag*
- 3.1 *To consider action relative to additions or adjustments to the agenda*
- 3.2 *To ask for comments from the audience*
- 3.3 ***Recognitions and acknowledgements:***
  - ✓ ***To observe a moment of silence in commemoration of the 23<sup>rd</sup> anniversary of 9-11***
  - ✓ *Observation of a moment of silence in memory of **Joseph W. Larrabee, II**, Topsham School Board member then Director of MSAD No. 75 from 1966-1973, working first as Head Custodian at Mt. Ararat High School, then completing his career in MSAD No. 75 from 1973 to 2004, first as Buildings & Grounds Supervisor, then Transportation Director*
  - ✓ *Observation of a moment of silence in memory of **Jackson Byrne**, a 2023 graduate of Mt. Ararat High School student and student at Region Ten Technical High School*
  - ✓ ***Acknowledgement and appreciation for the stellar efforts of custodial staff and Buildings and Grounds personnel to prepare each school for opening day***
  - ✓ ***Recognition of the staff at Bowdoinham Community School and the District Facilities and Technology Departments for their hard work preparing the school for occupancy. When a surprise abatement project threatened to disrupt the start of school in Bowdoinham, these folks put in many summer hours moving classrooms and equipment to be ready for students. Plans were executed to keep any student impacts to an absolute minimum. Many staff members are without a home base for at least several weeks while the abatement process is completed, but they continue to work with students every day. We wish to recognize them for their incredible flexibility in the support of all of Bowdoinham's students.***

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- ✓ Acknowledge receipt of \$88,500 from the MidCoast Parkview Health Community Health Improvement Fund for the Mt. Ararat Middle School Motor Break Revitalization Project previously presented to the Board, **and in accordance with Board policy, to consider action to accept said funding**

**3.4 Board announcements and correspondence**

**3.5** To hear a report from student representatives to the Board of Directors

**4.** To consider action relative to accepting as printed the minutes of the August 8<sup>th</sup> regular Board meeting

**5. OLD BUSINESS:**

**5.2** To consider a **second reading/adoption** of proposed revisions to **KCD Public Gifts/donations to the Schools**

**5.4** To approve the Memorandum of Understanding (MOU) with Cathance Mobile Home Park (CMJP) in relation to the request for the water main transfer to Brunswick Topsham Water District (BTWD)

**6. NEW BUSINESS:**

**6.1** To consider the **Board Member Code of Ethics Policy BCA**

**6.2** To consider action to adopt the MSAD No. 75 Board norms

**6.3** To consider action to appoint **Jennie Cloutier-Austin** to a position of Behavioral Strategist at Mt. Ararat Middle School at Master's, Step J, for the 2024-25 academic year, retroactive to a start date of August 27, 2024

**6.4** To consider the approval of a review of **KF-R Procedures for Community Use of School Facilities**

**6.5** To consider the approval of a review of **KF-E1 (exhibit to policy) Request for Use of School Facilities (which is a form)**

**6.6** To consider the approval of a review of **KF-E2 Community Use of Fee Flow Chart**

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- 6.7**        *To consider a first reading of proposed revisions to **Board Policy JHB Truancy***
- 6.8**        *To consider a first reading of proposed revisions to **Board Policy JLCD Administration of Medication to Students***
- 6.9**        *To consider action to approve a proposed job description for a temporary data entry position for the MSAD No. 75 Business Office*
- 6.10**      *To request approval to transfer expenditures of **\$150,000** for the costs of Bowdoin Central School transformer repairs from Construction Contracts Capital Renewal DW account 1000-0000-2690-4500-0000-900-0000 to 4020-0000-2690-4500-0000-0000-100-2501 District-wide School Improvement Bond*
- 6.11**      *To consider action to amend the contract of **Assistant Superintendent Amanda Hersey, Ed.D.** by granting her an additional \$4,000 in compensation for the 2024-25 academic year, in consideration of having attained her doctorate*
- 6.12**      *To consider action to amend the contract of **Director of Facilities Shawn Johansen** by increasing his salary to the annual rate of \$98,000*
- 6.13**      *To consider action to increase one (1) Title I teacher position from .8 FTE to a 1.0 FTE at both Bowdoin Central School and Harpswell Community School*
- 6.14**      *Pursuant to 1 MRSA §405 (6) (D) to enter executive session for the purpose of discussing contract negotiations with the Merrymeeting Employees Association*

**7.            COMMITTEE REPORTS AND BOARD CHAIR’S REPORT:**

**7.1           Board Chair’s report:**

- ✓        **MSMA Fall Conference**

**7.2           August 14<sup>th</sup> Board Transportation Committee meeting**

**7.3           August 14<sup>th</sup> Board Facilities Committee meeting**

*The Facilities Committee will meet on Thursdays from 5-6:20 p.m. when there is no CIA Committee meeting.*

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**7.4** August 14<sup>th</sup> and 27<sup>th</sup> Board Policy Committee meetings

**7.5** August 19<sup>th</sup> Cooperative Board meeting

**7.6** September 5<sup>th</sup> CIA Committee meeting

**7.6** **Continued from previous page**

**Curriculum approvals which will be requested:**

**7.6a** To consider approval of Honor Roll changes at Mt. Ararat Middle School

**7.6b** To consider the approval of **Math Fact Lab**

**7.6c** To consider the approval of **Newslea**

**8. SUPERINTENDENT’S REPORT;**

**8.1** Superintendent’s update

✓ **Resignations/retirements**

✓ **Daniel Aylward**, special education paraprofessional, Mt. Ararat Middle School {resignation}

✓ **Laura Bellina**, Learning Commons paraprofessional, Williams-Cone School {resignation}

**8.2** ✓ Opening day enrollments

✓ Update on Bowdoinham Community School issues

✓ Update on Strategic Planning

**9. CALENDAR/ANNOUNCEMENTS: Events listed on the printed agenda are inclusive of the dates of early September through the end of the month.**

**Calendar note**

**September 2, 2024 – Holiday – District-wide**

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**Calendar note**

**Tuesday, September 3, 2024 – First student day for PreK and 1<sup>st</sup> – 9<sup>th</sup> graders only**

**Calendar note**

**Wednesday, September 4, 2024 – all grades first day of school**

**September 5, 2024**

**Morning**

**Business Manager Interview Committee**

**District Office Conference Room**

**September 5, 2024**

**CIA Committee meeting – 5-6:15 p.m.**

**Room 088 Mt. Ararat High School**

**September 5, 2024**

**Regular meeting Board of Directors – 6:30 p.m.**

**Forum Mt. Ararat High School**

**September 10, 2024 **Change in date and time****

**Board Management meeting – 3:00-5:00 p.m.**

**(for September 19, 2024, Board meeting)**

**Heidi O’Leary’s office**

**September 11, 2024**

**Board Policy Committee meeting – 6-8:00 p.m.**

**Room 088 Mt. Ararat High School**

**September 16, 2024**

**Region Ten Cooperative Board – 6:30 p.m.**

**RTTHS – Church Road; Brunswick**

**September 17, 2024**

**Board Finance Committee meeting – 6-8:00 p.m.**

**Forum Mt. Ararat High School**

**September 19, 2024**

**Facilities Committee meeting – 5-6:15 p.m.**

**Room 088 Mt. Ararat High School**

**September 19, 2024**

**Regular meeting Board of Directors – 6:30 p.m.**

**Forum Mt. Ararat High School**

**September 24, 2024** **Change in date and time**

**Board Management meeting – 4:00-6:00 p.m.**

**(for October 2, 2024, Board meeting)**

**Heidi O’Leary’s office**

**September 26, 2024**

**Board workshop – 6-8:00 p.m.**

**Location TBD**

**10. ADJOURNMENT**

**/bb/09052024BdMtgAgnda**

**MSAD #75 POLICY COVER SHEET**

**Policy:**

KF-R - Procedures For Community Use Of School Facilities

**New Policy, Revised Policy, or Deleted Policy?**

Revised Procedure

**Reason:**

The fee schedule is to be reviewed annually, per KF

**Changes:**

Adjustments to fees, most notably for use of nighttime lights on athletic fields. Additionally, we reformatted the fee tables for better information presentation, and cleaned up fee classifications with designated labels (Fee Class 0, Fee Class A, Fee Class B).

**Notes:**

None

**Recommendation:**

The Policy Committee recommends adoption on a standard timeframe, per BG-R.

## PROCEDURES FOR COMMUNITY USE OF SCHOOL FACILITIES

In accordance with Policy KF, use of school facilities by community groups must adhere to the following procedures.

### **General Provisions:**

1. No alcoholic beverages may be brought onto school property at any time;
2. Tobacco, vape, or cannabis use shall not be allowed on school property at any time;
3. School facilities may not be used for any illegal purposes;
4. Community adults and children are free to use outdoor grounds and facilities for recreation when school is not in session, or whenever not otherwise scheduled. However, formal approval of buildings and grounds use will only be granted to recognized organizations and groups;
5. Non-school functions that interfere with the school schedule or school-sponsored activities will not be scheduled at any school;
6. Special permission must be given by the building administrator, in consultation with the superintendent, if school facilities are to be used for personal gain or for meetings of a sectarian nature;
7. Depending on the nature of the event, the presence of a police officer may be required by the administration. Police presence would be paid for by the function sponsors;
8. School kitchens shall not be used for non-school purposes unless approved by both the building administrator and the Food Service Director. Because State health laws require at least one trained/certified individual when using a public kitchen, hiring district kitchen staff will be required; (See *Staff Presences and Fees* below.)
9. The building administrator or athletic director may reject a request for any school facility use, if in their opinion, such use would be detrimental to the facility;
10. Repeat use may be denied to any group which has not demonstrated appropriate conduct and care.

### **Scheduling Priority:**

1. In all cases, the regular school activities or organizations of the school shall have first preference in requests for the use of any school facility, providing it has not already been reserved. Where approval is issued for regular use (such as Boy Scouts, Girl Scouts, YMCA, etc.), school activities and organizations take precedence over the regularly-scheduled outside activity.
2. Use of facilities that provide access to residents of the district will be of second priority. In cases where multiple groups in this category are requesting the same access, consideration will be given to frequency of use, residence of members, and participation requirements. The District's goal will be to accommodate groups as much as is reasonable.

3. All other groups will have third priority.

**Cancellations:**

- Should a group wish to cancel a reserved date, the administrator's office must be notified at least 24 hours in advance of the specified time and date of the event, or the group will suffer forfeiture of the facility use fee. If no notice is received by the administrator and the group fails to appear within one hour after the activity is scheduled to start, the group shall be liable for the costs of any extra-service custodian scheduled for that period, in addition to the forfeiture of the facility use fee. In the event of unavailability of a facility due to emergencies or inclement weather, the sponsor will be notified by the facility administrator or athletic director, as appropriate. Public information regarding that group's cancellation is the responsibility of the sponsor and not the district.

**Concessions:**

- The Mt. Ararat Sports Boosters shall have right of first refusal for concessions at athletic events.
  - Fee-exempt groups — no fee to operate concessions
  - All others — \$50 per event to operate concessions

**Financial:**

- All checks for the payment of fees shall be payable to M.S.A.D. No. 75, and submitted to the building administrator.

**Insurance:**

- A certificate of insurance shall be required as appropriate to the particular use (with potential for damage). The intent of requiring a certificate of insurance is to hold harmless M.S.A.D. No. 75 from damage costs and liability claims which may result during a function not directly sponsored by the district. When required, the group sponsoring the event will present to the building administrator a certificate of insurance, naming the district as an additional insured. The certificate will indicate the following coverage: \$400,000.00 combined bodily injury and property damage, or \$400,000.00 bodily injury and \$400,000.00 property damage.

**Requesting the use of school facilities:**

- A written request for building use is required and should be submitted to the building administrator at least ten (10) working days in advance. (See KF-E1: Request for Use of School Facilities.) Upon approval, fees will be collected by the building administrator.
- The building administrator shall keep a calendar of the use of the school facilities, subject to review by the Superintendent or Board of Directors at any time.

**Safety:**

- Groups must comply with all national Federal and state laws, local ordinances, and rules of the police and fire departments. The sponsoring group must provide sufficient police and fire department attendance, if deemed necessary by the building administrator.

### **Staff Presence and Fees:**

- The building administrator, or a designated employee, shall be present at all non- school functions within the building.
- A custodian shall be responsible for the building under their charge for all events on a Saturday, Sunday, a holiday, or a time when a custodian is not normally present. The building shall be opened, lighted, heated, cooled (where available) and properly prepared for such occasions. At the conclusion of such events, the custodian shall see that the building is properly closed.
  - **On Saturdays the fee for custodial support is \$55 per hour.**
  - **On Sundays or on a holiday the fee for custodial support is \$110.00 per hour.**
- Exception to these (2) requirements: An exception may be made for specific town recreation activities in a gymnasium that have been approved in advance by the building administrator, or the athletic director in the case of the high school. In such cases, the town recreation director (or designee) shall be responsible for security of the facility being used and for monitoring and controlling the activities.
- Kitchen worker cost must be added to the total cost of kitchen use.
  - **The fee for kitchen staff is \$25 per hour.**

### **Usage Fees:**

General building and parking lot fees are listed below in Fee Chart 1. Athletic field and grounds fees are listed below in Fee Chart 2.

M.S.A.D. No. 75 charges different usage fees dependent on the type of use or organization classification. For assistance in determining the application of usage fees, groups are encouraged to use KF-E2: Community Usage Fee Flow Chart.

- Under no circumstances shall a school facility be used free of charge for a commercial enterprise.
- An approved request obligates any group to applicable fees.
- **Fee Class 0: Waived Usage Fee**
  - Facility use on an **occasional and limited basis** may be granted ***without usage fee*** (not including any applicable staffing fees as noted above in Staff Presence and Fees):
    - a. To not-for-profit educational, recreational, cultural and charitable organizations, having a majority of members who are residents of the district;
    - b. To not-for-profit groups which present programs that are designed to be an

- educational, recreational or cultural benefit to local citizens;
- c. To Boy Scout and Girl Scout groups who are grandfathered (since at least 1991);
  - d. To political parties for the purpose of biennial caucusing (Fees for the use of kitchen staff will be assessed when applicable. See General Provisions #8 above.) (ref: 21-A M.R.S.A. §311);
  - e. To formal parent-teacher organizations; and
  - f. To municipal-sponsored groups and organizations from within the district.
- For purposes of this procedure, “occasional and limited use” shall be defined as use that:
    - a. Does not regularly exceed twice per month;
    - b. Does not involve more than one space in a facility; and
    - c. Does not require opening a facility at a time when it would not normally be lighted, heated and staffed.
- **Fee Class A: Non-Profit Uses**
    - Other facility uses by not-for-profit organizations, including any use that is more than occasional and limited, ***will be charged a usage fee per Fee Class A, Non-Profit*** (in addition to any applicable staffing fees as noted above in Staff Presence and Fees).
  - **Fee Class B: Commercial/Personal Uses**
    - Groups or individuals not identified above, including individuals using facilities for personal events such as weddings, family gatherings, etc., shall be ***charged a usage fee per Fee Class B, Commercial/Personal*** (in addition to any applicable staffing fees as noted above in Staff Presence and Fees).

**FEE CHART 1: GENERAL BUILDING AND PARKING LOT USE FEES**

| <b>Space/Resource</b>                               | <b>Fee Class A:<br/>Non-Profit</b> | <b>Fee Class B:<br/>Commercial/Personal</b> | <b>Notes</b>  |
|---|------------------------------------|---|---|
| Classroom   | \$30/day                           | \$30/hour (\$120/day)                       |   |
| Elem. Gym   | \$10/hour (\$60/day)               | \$60/hour (\$240/day)                       |   |
| Elem. Kitchen                                       | \$30/day                           | \$30/hour (\$120/day)                       | See note in General Provisions                                      |
| HS/MS Kitchen                                       | \$30/day                           | \$40/hour (\$160/day)                       | See note in General Provisions                                      |
| Forum   | \$20/hour (\$100/day)              | \$100/hour (\$400/day)                      |   |
| HS/MS Gym   | \$20/hour (\$100/day)              | \$100/hour (\$400/day)                      |   |
| HS/MS/Elem. Café                                    | \$10/hour (\$60/day)               | \$60/hour (\$240/day)                       |   |
| Main Parking Lot                                    | \$25/day                           | \$30/day                                    |   |
| Sound System  | \$30/day                           | \$30/day                                    |   |
| Video Equipment<br>(DVD player,<br>projector, etc.) | none                               | \$30/day                                    | See Policy IIBD — Community<br>Use of Learning Commons<br>Materials |
| Classroom   | \$30/day                           | \$30/hour (\$120/day)                       |   |
| Elem. Gym   | \$10/hour (\$60/day)               | \$60/hour (\$240/day)                       |   |
| Elem. Kitchen                                       | \$30/day                           | \$30/hour (\$120/day)                       | See note in General Provisions                                      |

| <b>Charges for set-up of additional tables and chairs (Fee Class A and B)</b> |                   |           |  |
|---|-------------------|-----------|--|
|   | 50 chairs or less | \$15      |  |
|   | 51-150 chairs     | \$25      |  |
|   | 151 + chairs      | \$50      |  |
|   | Tables            | \$3/table |  |

**FEE CHART 2: ATHLETIC FIELD AND GROUNDS USE FEES**

| <b>YOUTH USE</b>                       | <b>GRASS</b> | <b>TURF</b> | <b>TURF w/ LIGHTS</b> |
|--|--------------|-------------|-----------------------|
| Local-Based Game                       | \$25/hour    | \$50/hour   | \$120/hour            |
| Non-Local Game                         | \$50/hour    | \$75/hour   | \$145/hour            |
| Local-Based<br>Tournaments & Camps     | \$100/day    | \$150/day   | \$150/day + \$70/hour |
| Non-local-based<br>Tournaments & Camps | \$200/day    | \$300/day   | \$300/day + \$70/hour |
| Local based Leagues<br>(10 game max)   | \$100/team   | \$200/team  | \$200/day + \$70/hour |

| <b>ADULT USE</b>                       | <b>GRASS</b> | <b>TURF</b> | <b>TURF w/ LIGHTS</b> |
|--|--------------|-------------|-----------------------|
| Local-Based Game                       | \$50/hour    | \$75/hour   | \$145/hour            |
| Non-Local Game                         | \$100/day    | \$150/day   | \$150/hour            |
| Local-Based<br>Tournaments & Camps     | \$100/day    | \$150/day   | \$150 + \$70/hour     |
| Non-local-based<br>Tournaments & Camps | \$300/day    | \$350/day   | \$300 + \$70/hour     |
| Local based Leagues<br>(10 game max)   | \$200/team   | \$300/team  | \$200 + \$70/hour     |

REVIEWED:  
 REVIEWED:  
 AMENDED:

June 23, 2016  
 July 14, 2016  
 September 5, 2024 (anticipated)

**MSAD #75 POLICY COVER SHEET**

**Policy:**

KF-E1 - Request for Use of School Facilities [form]

**New Policy, Revised Policy, or Deleted Policy?**

Revised exhibit

**Reason:**

During annual fee schedule review, some changes were made to language

**Changes:**

Adjusted fee class language to match changes to KF-R

**Notes:**

None

**Recommendation:**

The Policy Committee recommends adoption on a standard timeframe, per BG-R.

**MAINE SCHOOL ADMINISTRATIVE DISTRICT NO. 75: Request for Use of School Facilities**

Return this form to the school office where the event will occur.  
 For Orion Performing Arts Center, contact the OPAC Coordinator at 729-2950 ext.7; 66 Republic Dr. Topsham, ME 04086  
 For MTA High School Gym or Athletic Fields, contact the Athletic Director at 729-2951 ext. 213.  
 For MTA Middle School Gym or Athletic Fields, contact the Athletic Director at 729-2950 ext. 2506.  
 \*\*If any KITCHEN is needed, please indicate below, and contact Food Services Director at 729-9961 ext. 238

**School/Facility:** \_\_\_\_\_ **Date(s) of Event:** \_\_\_\_\_ **Will admission be charged?** \_\_\_\_\_

**Name of sponsor, event, and brief description:** \_\_\_\_\_

**Food Services has been contacted and will be providing food:**   Y   N; **Estimated attendance:** \_\_\_\_\_

**DATES AND TIMES FOR EVENT (A sketch of your set-up is also required.):**  
 (For excellent service, please be clear. Use more than one line and additional space on p.3 of this form, if needed.)

| Day  | Date    | Arrival & Departure Times | Total Hours | Type of Activity & Time of Event | Specific Location(s) Needed<br>Include Room # if known<br>(Classroom, Café., Kitchen, Gym, Field, Orion stage, Orion lobby, etc.) | Required Set-Up and Equipment for Each Location<br>(Be specific; no equipment will be provided without prior notice.) |
|------|---------|---------------------------|-------------|----------------------------------|---|---|
| Mon. | 1/11/13 | Example:<br>3p.m.-10p.m.  | 7 hrs.      | Board Meeting, 6-8 p.m.          | Double Classroom  | U-shaped table with skirt, Audience theater seating, podium, 2 mics, projector  |
|      |         |                           |             |                                  |   |   |
|      |         |                           |             |                                  |   |   |
|      |         |                           |             |                                  |   |   |
|      |         |                           |             |                                  |   |   |

**SPONSOR GROUP DETAILS**

**Sponsor Group:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Best phone number:** \_\_\_\_\_

**Full Address: (Street, Town, State, ZIP):** \_\_\_\_\_

**Billing Contact & Address (if different):** \_\_\_\_\_

According to Procedure KF-R, I believe that my group qualifies for the following *usage fee* categorization:

   Fee Class 0 (Fee Waived)       Fee Class A (Non-Profit)       Fee Class B (Commercial/Personal)

for this reason: \_\_\_\_\_

**SIGNATURE (required):**

I understand that the sponsoring group I represent and I are bound to the M.S.A.D. No. 75 Policy (KF) and Procedures (KF-R) for Community Use of School Facilities.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**To be completed by administration: INFO. SENT TO:**    Custodial    Tech Staff    Calendar  
   Confirmation Sent to Requestor

**FEE(S) ASSESSED:**    N/A    \$ \_\_\_\_\_ (usage fee)    \$ \_\_\_\_\_ (staffing fee): \$ \_\_\_\_\_ TOTAL

**INSURANCE REQ'D:**    No    Yes (Group must present a Cert. of Insurance naming M.S.A.D. No. 75 as an add'l insured.)

**POLICE PRESENCE:**    Yes    No (Number of officers): \_\_\_\_\_

**\*APPROVAL:** \_\_\_\_\_ **Date:** \_\_\_\_\_

\*Facility Administrator for Buildings and Parking Lots, OPAC Coordinator for the Orion Performing Arts Center, and Athletic Directors for Gym and Fields at Mt. Ararat Middle and High Schools.

**Please complete p. 2 for specific information required for Orion use.**

The following additional section is required for use of the Complete page one of this form as well.

**Orion**  
Performing Arts Center

**TICKET PRICES / CONCESSION INFORMATION:**

Adult: \$ \_\_\_\_\_ Child: \$ \_\_\_\_\_ Student : \$ \_\_\_\_\_ Senior: \$ \_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Group Rate (if applicable): \_\_\_\_\_ General Admission or Reserved Seating: \_\_\_\_\_

Will there be an intermission? Yes or No If so, when and how long? \_\_\_\_\_

Will there be concessions? Yes or No Caterer (If applicable): \_\_\_\_\_

**PLEASE NOTE: NO ALCOHOLIC BEVERAGES ARE ALLOWED ON THE ORION PREMISES.**

**PERFORMANCE DATE(S) & START TIME:** \_\_\_\_\_

**EQUIPMENT/MATERIALS SPECIFIC TO THE ORION:**

Below you will find equipment that can be provided by the Orion. Please check the appropriate box or write the number of item(s) you will need. Please see attached sheet for pricing.

| <b>SOUND</b>              |  |
|---------------------------|--|
| Piano                     |  |
| Sound System              |  |
| # of Mics                 |  |
| Tape Deck                 |  |
| CD Player                 |  |
| (Name of your Sound Tech) |  |
| <b>LIGHTING</b>           |  |
| General                   |  |
| Theatrical                |  |
| (Name of your Light Tech) |  |

| <b>STAGING EQUIPMENT</b>                         |                    |
|--|--------------------|
| # of Chairs                                      |                    |
| # of Tables                                      |                    |
| Lectern (speaker)                                |                    |
| Podium (conductor)                               |                    |
| Choral Risers                                    |                    |
| Video Projector/Screen                           |                    |
| <b>MISCELLANEOUS</b>                             |                    |
| Refrigerator                                     |                    |
| Dressing Rooms                                   |                    |
| Man-lift (requires training and indemnification) |                    |
| <b>SEATING (Check one)</b>                       |                    |
| 700 Audience Seats                               | 900 Audience Seats |

What, if any, equipment or materials will your group be bringing into the Orion?

Examples: sound or light boards, microphones, spotlights, etc.

**PLEASE PROVIDE A SKETCH OF YOUR REQUIRED SET-UP.**



MSAD #75 POLICY COVER SHEET

**Exhibit 6.6**  
**Board – 9-5-2024**

**Policy:**

KF-E2 - Community Usage Fee Flow Chart

**New Policy, Revised Policy, or Deleted Policy?**

Revised exhibit

**Reason:**

During annual fee schedule review, some changes were made to language

**Changes:**

Adjusted fee class language to match changes to KF-R; cleaned up flowchart design slightly as well.

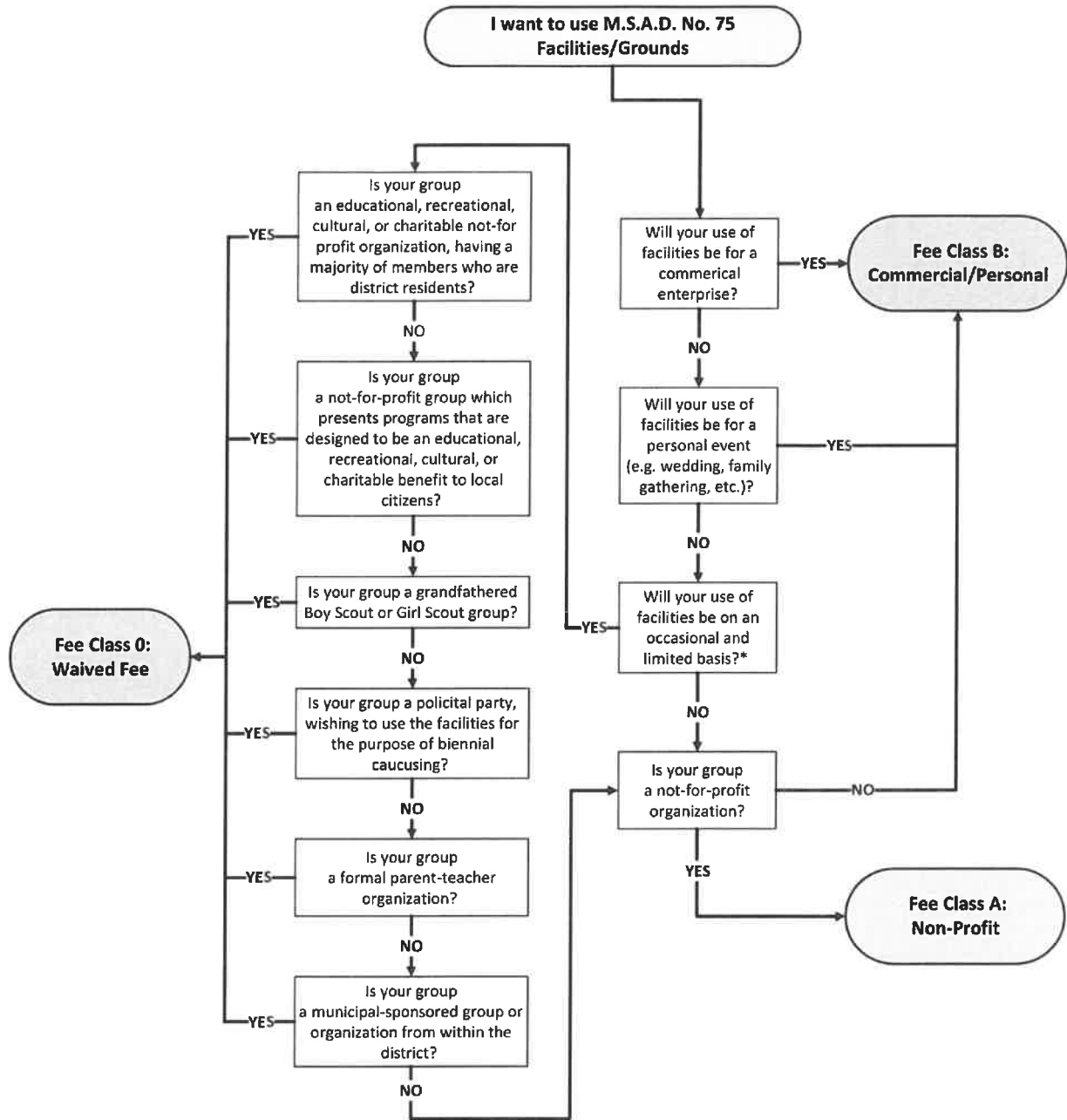
**Notes:**

None

**Recommendation:**

The Policy Committee recommends adoption on a standard timeframe, per BG-R.

### COMMUNITY USAGE FEE FLOW CHART



\*KF-R: For purposes of this procedure, "occasional and limited use" shall be defined as use that:

- o Does not regularly exceed twice per month;
- o Does not involve more than one space in a facility; and
- o Does not require opening a facility at a time when it would not normally be lighted, heated and staffed.

REVIEWED:  
AMENDED:

June 9, 2016  
September 5, 2024 (anticipated)