

From the Desk of
Elizabeth H. Drury, Principal

East Belfast Elementary School · Nickerson Elementary School

Dear Swanville and East Belfast Community Members,

September 2018

We value your contribution to our community and have appreciated your activities in our buildings. In the past, many of you have requested and been granted use of our school buildings in RSU 71 for your functions ranging from yard sales to basketball and everything in between. These are worthy endeavors to be sure! I am writing as the new Principal at East Belfast and Nickerson Schools to inform you of some School Board policies in our district that will likely affect your plans for future use. We require a custodian to be on duty during times when the buildings are used. Though it has been the practice to give out keys and ask you to lock up after yourselves, our policies are written for the safety and integrity of our schools and their children. So, unless the function happens between 3:00-5:00 p.m. (as does Girl Scouts at East) I will need to deny your request to use the building. At Nickerson and East Belfast we have no night time custodian and, barring school events when I am present, we do not host evening events. One exception is stated on the facilities use form, that one might pay a fee (see form for particulars) for custodial services for the time the building is used yet this is dependent on availability of a custodian and arranged in advance.

So in short:

- *Nickerson and East Belfast Schools are not available for use after 5:00 p.m. nor on weekends (except for school sponsored events).*
- If you choose to use the school anyway, arrangements will need to be secured including an hourly fee, to hire a custodian (dependent on staff availability).
- Keys are not given out to anyone except employees in that school and any keys you may hold need to be returned to the schools.
- If you still choose to pursue use of Nickerson or East Belfast School for your event which falls between 3:00 and 5:00 p.m. weekdays, please fill out appropriate paperwork and wait to hear from principal prior to making a plan to use the building.
- *You may choose to register your event at Capt. Albert Stevens School, Troy Howard Middle School, or Belfast Area High School as all have night custodians.*

Thank you for accepting our building use practices. I apologize for the inconvenience to you.

Sincerely,



Elizabeth H. Drury, Principal