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## **Facility Use Study Committee Report**

**To:** Manager McGovern, Superintendent Nadeau, Town Council, Board of Education

**From Committee Members:** Greg Marles, Peter Gleeson, Janet Hoskin, Betty Roker, Jeff Shedd, Nikki Dresser, Carolyn Flaherty, Mike O'Connor, Jay Scherma, Jessica Sullivan, Jeff Thoreck

**Date:** October 11, 2012

The Facility Use Study Committee was charged with reviewing our current procedures, rental rates, and facility/space availability and use for the Town and School Facilities. The committee convened March 15, 2012 and met a total of eight times.

The committee agreed that the philosophy presented in the August 27, 2003 report should remain the same.  
*"It is the philosophy of the Town of Cape Elizabeth, its town and school officials, that our school and town buildings are community facilities. These facilities are available to citizens, groups and organizations. Policies and procedures are to balance the intended use, the demand for varied uses, the need to maintain and upkeep the facilities and contents, and to provide a safe environment for general use."*

The Facility Use Study Committee identified the following as items needing to be reviewed and considered.

- Clearly defining what spaces in each building are available for use and by whom (*examples: Town Center Fire Station, Police Station, Public Works, Town Hall*)
- Simplifying the "Organization Status/Fee Categories" chart and determining whether facility use fees are relevant and appropriate.
- Review the "Priority Order of Use" to see if changes need to be made
- Reevaluate the classification of booster/parent groups due to today's economic environment.
- Determine the types of staffing &/or coverage different groups & reservations require (Site Supervisor vs. Custodian vs. Town/School personnel)
- Consensus building with all stakeholders regarding the policies/procedures that are put into place
- Transitioning to electronic scheduling of facilities and requesting reservations.

The Committee spent considerable time reviewing the requirements for use of our facilities, fee categories, fee rates, service fees, and which facilities should (and should not) be available. Currently a weekly schedule is distributed throughout the town and school reflecting pertinent information: booking times, locations, custodial needs, setups, and contact person. It was agreed that this schedule is an important piece of the communications and should continue.

## **Spaces Available for Scheduling**

Currently the Facilities and Transportation Department handles the direct scheduling of the following locations:

- Cape Elizabeth High School (*after school hours*)
- Cape Elizabeth Middle School (*after school hours*)
- Pond Cove Elementary School (*after school hours*)
- Community Center (*day and evening usage less Extended School Care program*)
- Thomas Memorial Library (*day and evening usage not impacting operations*)
- Town Center Fire Station (*day and evening usage not impacting operations*)

The committee feels that as many town/school locations as possible should be available for non-departmental use. We do, however, understand the limitations that safety, security, confidentiality, privacy and accessibility impacts the availability of certain locations. Considering all of these factors, the committee recommends the following:

- ◆ Several spaces located in Town Hall should be available as long as the use does not impede operations of the Municipal and School Departments to conduct business. We recommend that Town Hall Jordan Conference Room, Town Hall Technology Conference Room and Town Hall Council Chambers be eligible spaces for reservation by non-departmental outside groups as long as the following are adhered to:
  - Municipal and School Department use takes precedent (including no outside use the month prior and the month of election periods)
  - Usage can only be scheduled a maximum of two months in advance and a minimum of two days in advance.
  - Use of the spaces must be quiet (no music, public address systems or other amplifying equipment)
  - Food events are only allowed by pre-approval
- ◆ Because of the safety and security concerns of spaces in the Town Center Fire Station and Public Safety buildings, the committee recommends that neither location be available for public use. Special consideration may be given to a public group with permission by the Director of Facilities and Transportation.

## **Fee Structure and Group Classification**

The committee recommends the simplification of the fee structure through the reduction of fee categories to two main headings (Non-Profit and For-Profit) with two sub-headings (residents and non-residents). The committee acknowledged that departmental budgets have been developed to cover departmental operations and fixed costs. Therefore, Non-Profit resident activities such as Cub Scouts, Booster Clubs, etc., would not be required to pay Facility Use Fees, but may be required to cover such costs as custodial coverage, site supervisors, supplies, etc. The Director of Facilities and Transportation will decide if additional fees &/or coverage are necessary. The full rate sheet is attached for review.

## **Priority Use**

The committee supports the concept that the buildings were constructed initially for departmental use. Therefore, municipal and school department use takes priority and the current Priority Use section of the Guidelines should remain as printed. All attempts will be made to meet the needs of all involved parties.

## **Event Coverage**

The full Facility Use Guidelines and Procedures require those using our facilities to complete a Use of Facility Form. Honest answers and full disclosure on these forms allow us to determine the appropriate supervision and coverage.

A variety of factors are used to determine appropriate event coverage and supervision.

- ◆ The need for custodial coverage 7 days a week
- ◆ Intended use and activities
- ◆ Anticipated number of participants and audience
- ◆ Returning space to appropriate cleanliness and supply stock
- ◆ Building and space security

Currently, there are two levels of supervision: 1) paid site supervisor by a current staff member; 2) custodial coverage. The committee recognizes that potentially additional levels of coverage and supervision could be added with adequate training of volunteers. As a result, the Facilities and Transportation Department has setup a new program that allows members of non-profit groups who are Cape Elizabeth Resident based, to become trained and authorized as volunteer site supervisors. This will allow the organizations to allocate their non-profit dollars in other directions.

Because our buildings are used seven days a week, it was also identified that there is a need for custodial coverage Sunday through Saturday. Since this coverage contains budgetary implications, it would be included in future budget requests.

### **Reservation Accessibility**

The future plan is to have the facility use calendar and the reservation process able accessible on-line. ActiveNet is currently being used by the Facilities and Transportation Department to schedule and reserve spaces at Fort Williams and by Community Services for program registration and pool/fitness memberships. The Facilities and Transportation Department is currently working on configuring the system to allow for all facilities to be scheduled and reserved through this system. Unfortunately, we are finding the setup procedures to be very time consuming as well as the front end (or user page) to be difficult to maneuver. Once we can ensure an accurate, simple, and “user friendly” process, we intend to completely automate our process.

Since we feel that community acceptance is enhanced by affective communication, the committee recommends that the Facilities & Transportation Department Director (or his designee) meet annually with representatives from boosters and other user groups.

### **Continued Review Process**

The committee recommends a pilot program to implement these changes for a period of at least one year. During this time, we recommend that the committee reconvene every six months to review the policies and procedures for accuracy, relevancy, and appropriateness.

Respectfully Submitted by,

Greg Marles  
Director of Facilities & Transportation Department

Attachments: Weekly Facility Use sample, Facility Use Guidelines