

SITE VISIT: PREPARING FOR COMMUNITY USE

Below is a list of questions that you should keep in mind as you think about engaging in community use. Answering these questions now will help you finalize the appropriate site for community use and prepare for drafting the Community Use Agreement.

SCHEDULING:

- What groups use the space? For what types of activities is the space used?
- When do groups use the space?
- Who authorizes use of the space? (i.e. School Board, Superintendent, Business Office)
- Is the space used at night?
- Is the space used during the weekend?
- Is the space used during holidays and/or school vacation periods?
- Who has priority use of the space?
- When are custodians on duty?

FACILITIES:

- Does use of the space require certain attire? (e.g., sneakers)
- Are bathrooms available for use?
- Are bathrooms separated from the rest of the space?
- Is drinking water available?
- Is equipment (i.e. basketballs, soccer nets) available for use?
- Where is equipment stored?

ACCESSIBILITY:

- Is the space easily accessible to the community?
- Are there dangerous intersections nearby?
- Will youth be able to walk or bike to the space?
- Is it incorporated into public transportation routes (if applicable)?
- Is there a way for people with limited mobility, such as those who use wheelchairs, to access the space?
- Is parking available?

CLEANING AND MAINTENANCE:

- Who is responsible for cleaning the space? Who pays for regular cleaning?
- Who is responsible for maintenance of the space (repairing wear and tear)? Who pays for maintenance?

SAFETY:

- Is the space safe for use by children?
- Are there any apparent dangers in or near the space?
- If people will enter or leave the space in the dark, is there adequate lighting?
- Do other parts of the building need to be secured/blocked off?
- Is there an AED (automated external defibrillator) on site?

Excerpt from *The Massachusetts Community Use Toolkit*,
published by the Center for Health Law and Policy Innovation at Harvard Law School.

Find the toolkit at <http://www.chlpi.org/projects-and-publications/health-library/>

