

## **USE OF FACILITIES**

### **COMMUNITY**

#### **Facilities Use**

##### **Introduction**

Consistent with guidelines in this policy, the superintendent of schools shall develop and promulgate regulations and associated forms governing use of school buildings and facilities by the community and other groups. The Application for Use of School Facilities is available on the school district website. All requests are required to be submitted using the on-line application process.

If a community group is denied use of Board of Education facilities by a principal, the group may appeal that decision to the superintendent of schools and, if necessary, appeal the superintendent's decision to the Board of Education.

Groups requesting use of school buildings and facilities must identify specific facilities desired, and approval will be for those specific facilities and spaces only.

All school equipment in the premises shall be in the charge and control of the building principal or his/her designee, and arrangements for on-site equipment use shall be made directly with the principal or his/her designee by organizations using school facilities.

Principals will submit a request upon his/her approval to the superintendent for his/her approval.

Groups who wish to use the school facilities must submit a prioritized list of dates for up to four events per group per year for approval. Proof of non-profit status will be required.

The superintendent of schools and the business manager are to review requests to ensure all stipulations concerning custodial and other staff hours are in accordance with this policy.

All non-school and town affiliated groups may be required to pay for security as needed and all groups will provide appropriate supervision as determined by school administration.

The Board of Education retains all rights to cancel or postpone a function for health or safety reasons.

##### **Eligible Organizations and Priority of Use**

1. Educational programs
2. Student activities
3. Administrative, faculty, or staff activities (includes PTO/PTA, Booster Clubs, After Graduation Committees, Friends of Music, etc.)

## **COMMUNITY - Facilities Use (continued)**

4. Town department or agency activities (Recreation and Parks top priority)
5. Activities sponsored by and for organizations promoting the physical, political, or cultural well-being of the citizens of the town (Little League, Scouts, Brownies, etc.)
6. Private organizations or businesses for profit
7. Out-of-town organizations

### **Restriction on Use of School Facilities**

1. Illegal activities will not be tolerated, and any violations may justify permanent revocation of the privilege of the organization involved to use school facilities.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property. There shall be no smoking in school buildings *or on school grounds*.
3. Vendors shall be prohibited in school buildings or on school grounds.
4. Refreshments can be served or consumed only in areas designated by the school principal.
5. Inappropriate advertising and/or decorations shall not be allowed.
6. Activities that are disruptive of the school environment or violate the rights of others.

### **Fees**

Use of facilities by all community-based groups and organizations shall be without fee charge. This provision does not, however, automatically relieve the user from any costs associated with the proper use of those facilities, such as police for security, kitchen staff for cooking, custodians, etc. Such costs shall be the responsibility of the user, and shall be at the current contractual or prevailing rate, whichever is applicable in accordance with the **Fee Schedule** below.

School facilities may be used by businesses or private groups and organizations in accordance with a fee schedule established by the superintendent of schools and approved by the Board of Education.

Charges or fees may be waived by the superintendent or his/her designee if the use is deemed to be in the best interest of the school system and/or the town.

### **Fee Specifics**

1. Educational program: no rental fee or associated costs.
2. Student activities: no rental fee or associated costs.
3. Administrative, faculty or staff activities (includes PTO/PTA, Booster Clubs, After Graduation Committees, Friends of Music, etc.) - Pays cafeteria and kitchen fees; custodial fees dependent on requirements.

## COMMUNITY - Facilities Use (continued)

4. Thompson Recreation – Pays cafeteria and kitchen fees; custodial fees dependent on requirements.
5. Activities sponsored by and for organizations – Little League, Scouts, Brownies, etc. - Pays cafeteria and kitchen fees; custodial fees dependent on requirements.
6. Private organizations or businesses for profit and out-of-town organizations rental fee and associated costs in accordance with schedule established by the superintendent of schools.

The use of school buildings, grounds, equipment and facilities will be authorized by the superintendent in conformity with the following regulations governing their use as approved by the Board of Education.

1. Online application forms for the Use of School Facilities must be submitted to the superintendent at least **14 days prior to the date of use. Non-school organizations cannot reserve school facilities more than 8 weeks in advance.**
2. The use of school facilities for school purposes, meeting of students, entertainment by teachers' clubs, alumni associations, parent-teacher associations and other organizations affiliated with the schools have precedence over all others. Requests for school facilities for school programs must be cleared with the building principal or the superintendent or both, should the nature of the request so justify.
3. Rental and associated fees will be charged in accordance with established policy.
4. All activities must be under competent adult supervision approved by the principal of the building involved. In all cases, an assigned school employee will be present unless waived by the superintendent.
5. The group using the facilities will be responsible for any damage to the building, grounds, or equipment.
6. The group using the facilities will be responsible for and indemnify the Board of Education for any personal injury sustained by any person in or on school grounds arising out of or in the course of the group's activity or event.
7. Groups receiving permission are restricted to the dates and hours approved and to the building area, grounds, or facilities specified, unless requested changes are approved by the superintendent.
8. Groups receiving permission are responsible for the observance of local and state fire and safety regulations and Board policies at all times.
9. The Board will cooperate with recognized agencies, such as the Red Cross and Civil Defense, and will make suitable facilities available without charge during a community emergency or to prepare for civil defense.
10. Proper liability insurance will be required by all groups given permission to use school facilities, except where this coverage is already provided by the Board. The minimum requirement will be a general liability policy with a \$1,000,000 combined single limit (CSL) of liability for bodily injury and/or property damage naming the Thompson Board of Education as an additional insured. The Board reserves the right to increase the minimum limits and/or require other coverage as they deem appropriate.

**COMMUNITY - Facilities Use (continued)**

11. The Board will approve and periodically review a fee schedule for use of facilities.
12. In situations where there is no cost factor to the district, or in situations where a mutual exchange of facilities is possible between the school district and the organization, fees may be modified or eliminated by the superintendent. In situations where extended usage for a long period of time is required, rates may be set at a contract price.
13. The Board reserves the right to revoke permission for use previously granted.

Legal Reference:            Connecticut General Statutes  
   10-239 Use of school facilities for other purposes.  
   Equal Access Act, 20 U.S.C. SS 4071-4074

**Policy approved: 8/12/96**

**Revised: 2/10/97, 3/10/97, 2/12/07, 12/14/09**

## USE OF SCHOOL FACILITIES

### FEE SCHEDULE

<b>GROUP A + B</b>	Educational programs and student activities	No fee, no personnel costs
<b>GROUP C</b>	Administrative, faculty, or staff activities (PTO/PTA, Booster Clubs, After Graduation Committee, Alumni Association, Friends of Music, etc.)	Pays kitchen staff fees, cafeteria staff fees and custodial fees
<b>GROUP D</b>	Thompson Recreation	Pays kitchen staff fees, cafeteria staff fees and custodial fees
<b>GROUP E</b>	Activities sponsored by and for Organizations (Little League, Scouts, Brownies, etc.)	Pays kitchen staff fees, cafeteria staff fees and custodial fees
<b>OTHER</b>	Private organizations or businesses for profit; out-of-town organizations	pays rental fee/pays associated costs

Out-of-town individuals participating in Group D, E and OTHER activities may be required to pay an individual fee as determined by the Superintendent.

### PERSONNEL COSTS (Custodial and Kitchen Personnel)

Fees are in accordance with the prevailing collective bargaining agreement between the Thompson Board of Education and the respective union or, in the case of non-union personnel, fees normally paid by the Thompson Board of Education for services rendered. Hourly rates are per person and based on rates specified in the applicable agreement.

A minimum of one kitchen personnel individual is required as indicated below whenever the kitchen or cafeteria/kitchen is rented.

- If personnel is called in on the weekend or holiday:  
Minimum of four (4) hours at time and one-half per hour.
- If personnel comes in or is required to remain after his/her normal hours:  
Minimum of two (2) hours at time and one-half per hour.

**UTILITY COSTS**      **\$30.00 per hour**

**RENTAL FEES** –      **Fees are Per Day or Portion thereof**

**Facility:**

- **Any Cafeteria**      **\$ 75.00**
- **Any Cafeteria w/Kitchen**      **\$175.00 + kitchen staff, pay according to contract**
- **Any Classroom**      **\$ 50.00**
- **Any Gymnasium**      **\$150.00**
- **Any Kitchen**      **\$150.00 + kitchen staff, pay according to contract**
- **Meeting Areas**      **\$ 50.00**  
    **(Conference Rooms, Media Centers, etc.)**
- **Site**      **(Athletic field or adjacent area,**      **\$100.00**  
    **Parking lot, tennis courts, etc.)**
- **District Auditorium**      **Flat rate - \$300/4 hours, \$50 each add'l**  
    **\$30/Hour for A.V. Equip./Technician**

**All areas – Custodial fees dependent on requirements**

Rental fees include the use of basic equipment normally found in each area. The use and/or set up of additional equipment (furniture, AV equipment, etc.) will be an additional fee determined by the superintendent of schools on a case by case basis which could include the salary of additional personnel in accordance with the above personnel costs schedule.

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