

Non-Instructional Operations**USE OF SCHOOL FACILITIES**

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible local persons, organizations, agencies, or institutions, as permitted under law.

A. AUTHORIZED USERS/ORDER OF PRIORITY

1. Regional School District #10 school programs have first priority in the use of all school facilities.
2. Activities of school-related organizations e.g., PTA, booster clubs and parent support groups shall have second priority for use of school facilities.
3. The Parks & Recreation Departments in both Harwinton and Burlington has third priority for use of school facilities.
4. When not being used by the above groups, school facilities may be made available to other users, limited to agencies of the towns Burlington and Harwinton , state agencies, private non-profit groups, at least 50% of whose membership and/or participants must be residents of these towns, and for uses not directly competitive with school-sponsored activities, e.g. adult education, summer school, etc.

B. REQUIREMENTS AND APPLICATION PROCEDURES

1. Written permission from the Buildings and Grounds Department is required for all use of buildings, equipment, and grounds for any purpose. This includes use of parking lots on a weekend or after school hours by residents of both towns for parking for private (non-commercial) event. Non-compliance with this stipulation will constitute trespassing.
2. Applicants shall file a facility use form 30 days prior to date requested with the school's main office where the facility is located.
3. All users not covered by the Regional School District #10/Board of Education insurance policy must provide a liability insurance certificate of no less than one million dollars (\$1,000,000) naming the Board of Education for Regional School District #10 as additional named insureds. Insurance limits will be reviewed and updated periodically by the Business Manager. Increases in the insurance limits shall take effect upon review by the Business Manager, and shall supercede any contrary provision of this policy.
4. Police and/or fire department protection may be required at the users' expense. This condition is to be determined by the Buildings and Ground Supervisor, in consultation with the relevant departments and groups.

Non-Instructional Operations**USE OF SCHOOL FACILITIES (cont.)****C. CLASSIFICATION OF GROUPS FOR PAYMENT OF FEES AND RENT:**

Identified groups are examples; groups not listed will be classified by Superintendent or designee.

CATEGORY I USERS: No rental fee for standard use*

- a) **School-Related:** student organizations, PTAs, adult education, parent support groups affiliated with the school and scholarship organizations, etc.
- b) **Town Groups:** Town boards, commissions, committees, etc.

***Standard Use means use of a room or facility for a meeting, not requiring extensive setups, equipment or technology. When a Category I group makes major use of facilities for fund-raising programs involving commercial, entrepreneurial, profit-making organizations or activities such that the Board incurs additional costs, Superintendent or designee may require basic rental fees and/or a contribution to the school's student activity fund.**

****CATEGORY II USERS: Rental Fees may apply**

- a) Activities conducted for the direct benefit of school children. These to include Boy Scouts, Girl Scouts, Little League, and recreation activities sponsored by community organizations.
- b) Activities conducted by organizations of the member Towns. These to include women's and men's service clubs and/or fraternal organizations, religious groups, and charitable organizations from the member towns.

Category II users shall be required to pay any and all marginal increased costs incurred by the Board as a result of such use, including but not limited to the cost of increased custodial coverage and/or overtime.

****CATEGORY III USERS: Rental Fees apply**

- a) Any group or resident not defined above will be charged a rental fee, in addition to any marginal increased costs incurred by the Board as a result of such use.
- b) **Others:** Superintendent or designee may waive or reduce fees for state/national professional or educational organizations; or for other groups serving the public interest; or for elected officials holding public meetings.

OTHER USERS: Under unusual circumstances, the Superintendent may permit one-time or occasional use of facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc.; the Superintendent shall judge requests individually and determine rental category.

ALL CATEGORIES: Must pay custodial, kitchen workers' and other applicable fees, including fees for covering the gym floors if necessary. All groups pay surcharge for major use. Superintendent may reduce surcharge by 50% for Categories I and II if event is a fund raiser benefiting the Region 10 schools or the public, or when the event itself is a public service.

SPECIAL CONDITIONS: Regardless of user's category, the Superintendent (or designee) may impose special conditions or may deny permission when it is judged that the requested use may produce undue wear and tear on facilities, would cause disruption to the regular school program, be detrimental to the public image of the school system, impact negatively on the scheduled maintenance or cleaning of the schools or otherwise not be in the interest of the school system or the member Towns.

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USE OF SCHOOL FACILITIES (cont.)

****When a Category II or III group makes major use of facilities for fund-raising programs involving commercial, entrepreneurial, profit-making organizations or activities, Superintendent or designee may require a contribution to the school's student activity fund, in addition to any rental fee and any fee for the marginal increased costs incurred by the Board. The amount of the contribution is to be determined by Superintendent.**

D. RESTRICTIONS ON USE OF SCHOOL FACILITIES

1. No illegal activities will be allowed in or on school facilities.
2. School facilities may not be rented by individuals, businesses or trade organizations or used for private purposes without the approval of the Superintendent.
3. School facilities may not be used for the promotion of any commercial interest or private or corporate gain except in conjunction with a fund-raising activity by a permitted, non-profit user. In such cases, regardless of category, users may be required to make a donation to the student activity fund of the school in addition to paying custodial costs and applicable rental fees. The decision about whether to require a donation, and the amount of the donation, will be made by the Superintendent or designee, in consultation with the sponsor of the program.
4. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages shall not be permitted.
6. Obscene advertising, decorations or materials shall not be permitted on school property.
7. Users must comply with all administrative regulations governing use of school facilities. Non-compliance may result in revocation of privileges.

All exceptions to this policy require approval of the Superintendent, whose decision on all aspects is final.

Legal Reference: Conn. Gen. Statutes 10-239 Use of School Facilities for Other Purposes

Policy Adopted: December, 1979
Policy Revised: March 12, 2007

ADMINISTRATIVE POLICY**Non-Instructional Operations****REGULATIONS GOVERNING USE OF SCHOOL FACILITIES****1. Scheduling:**

- a) Dates for rental of a school facility must be cleared with the Buildings & Grounds Supervisor. Management of this schedule will be controlled by the Buildings & Grounds Supervisor.
- b) Rentals to outside users for future school years may not be confirmed until the school system's calendar is finalized each June.
- c) Except for major long-standing outside uses that are scheduled on a yearly basis, if an unanticipated school need arises more than two months prior to a date that has been promised to an outside user, the school use will take precedence. An attempt will be made to identify a comparable facility or alternate date for the renter.

2. Police, Fire: Buildings & Grounds Supervisor will arrange for necessary police/fire coverage. Users pay these departmental fees directly.

3. Health District, P&Z: Users must obtain necessary approvals, and arrange and pay for applicable inspections and/or other personnel as required.

4. Adequate adult supervision is required for entire length of activity. One designated adult (over 21 years old) must be in charge of overall program and there must be an over 18 adult supervisor for every 20 students and/or an over 18 adult supervisor present in each classroom. Students may not be allowed to walk, run or wander through the halls unsupervised.

5. Fees: Fees are established in accordance with the attached fee schedule. Fees are to be reviewed and up-dated as appropriate by the Business Manager. Rental and administrative charges, major-use surcharge(s), and other fees may be charged on a case by case basis. Bills must be paid within 30 days of receipt.

6. School Custodians: Custodians must open and close buildings and be present for the duration of an activity except for activities that have been authorized by the Buildings & Grounds Supervisor. Custodial fees are to be paid in accordance with approved fee schedule. To assure that all routine custodial work is done, and that adequate cleanup is provided after major use, the head custodian will determine the number of custodians required, and duration of their work. On weekends and holidays, custodians will be engaged for a minimum of three hours. Cancellation requires a minimum of four hours' notice or custodial fees will be charged.

7. General Clean-Up: School facilities should be left neat and clean. Non-compliance may result in additional charges. Trash should be disposed of in proper receptacles. For major use, the Buildings & Grounds Supervisor will arrange for additional trash receptacles, trash pickup, or extra cleaning, if necessary, at users' expense.

8. School Furniture/Equipment

- a) No school owned electronic equipment (TVs, VCRs, digital cameras, tape recorders, computers, lighting system, sound system etc.) may be used by outside users of school facilities.
- b) Furniture and equipment may not be used or lent to anyone who has not contracted to use school facilities, except to other Town agencies, with the approval of the Superintendent (or designee).
- c) Kitchen equipment may not be moved.

ADMINISTRATIVE POLICY**Non-Instructional Operations (cont.)**

- d) All equipment/furniture must be returned to its accustomed place immediately after the activity, in the condition in which it was found. Users pay for repair or replacement due to damage.
- e) Users wishing to borrow furniture or equipment from one school, to be used in another, must obtain the permission of the principal of the school making the loan; all items must be returned to their original place in the school before 7 a.m., the next school day. Users must make arrangements to have items carried in and placed where they belong.
- f) School facilities including floors, carpeting, walls, rest rooms, grounds and fields must be restored to their original condition. Users must pay for special cleanup, repair etc., necessitated by their use.

9. Auditorium Equipment

- a) Special fees will apply for use of sound systems, stage lighting and other technical stage equipment.
- b) User will be required to employ, from a list designated by the Buildings & Grounds Supervisor, the services of a technician trained in the proper use of school equipment.
- c) Professional technicians brought in by the user must work under the supervision of one of the school system's designated trained technicians.
- d) Users will be required to furnish a security deposit for the use of this equipment. Deposit will be returned only after the school's trained technician has verified that all equipment has been accounted for and is in good condition.

10. Gym floors: Only gym shoes or sneakers permitted on playing surface. For non-athletic events held in a gym the Buildings & Grounds Supervisor may require that the floor be covered, at user's expense. The Buildings & Grounds Supervisor will arrange for installation and removal of floor covering. The fee must be paid in advance.

11. Food Services: Cafeteria personnel required when kitchen is used. No kitchen equipment or food supplies may be used without written permission of the Buildings & Grounds Supervisor and Food Services Director.

12. Structures on school property: Erection of tents or any other structures on school property requires the approval of the Buildings & Grounds Supervisor, and the superintendent or designee. The user must obtain and pay for any zoning permit that may be required.

13. Signs on school property must be approved in advance by the Buildings & Grounds Supervisor or designee, as to size, content, placement and duration of display. Signs will not be approved if they are judged inappropriate on school grounds. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products or alcoholic beverages, and/ or obscene advertising, decorations or materials shall not be permitted on school property.

14. Use of School Facilities by Park & Recreation of Member Towns

The Parks & Recreation will oversee the scheduling and supervision of athletic and other programs operated by other community organizations as agreed upon by Buildings & Grounds Supervisor.

- Custodial overtime necessitated by a Parks & Recreation town member or other athletic program will be charged at the contractual rate.
- When custodians are normally present, i.e., Monday to Friday evenings, no additional custodial fees will be charged.
- If cleanup after the program is extensive, necessitating overtime, the Parks & Recreation or other program will be charged.

ADMINISTRATIVE POLICYNon-Instructional Operations (cont.)

- Procedures for Parks & Recreation use will be reviewed annually or as appropriate.

15. Prohibitions:

- No alcoholic beverages** or controlled substances allowed for *any* reason, including religious observances.
- No smoking** or carrying lighted pipes, cigarettes or cigars permitted in school buildings or on school grounds at any time.
- No guns** or weapons of any kind may be brought onto school grounds except as specified in Board policy.
- No dogs or other pets** are permitted in school buildings or on school grounds. Exceptions: seeing-eye dogs or animals used for Region 10 public school-sponsored programs.
- No flammables:** No cooking outside the school kitchen, or use of barbecue grills, etc., or use of lighted candles or any other flammables are permitted in school buildings or on school grounds by users not directly affiliated with the Region 10 public school program, except with special permission of the Superintendent or designee, under controlled conditions.
- No motorized vehicles**, bicycles, roller skates or roller blades permitted in school buildings, or on tracks, fields or lawns.

16. Exceptions to any provision of these regulations by any user require approval of the superintendent of designee.

17. Non-compliance or non-payment of fees may result in loss of privileges

18. Scheduling:

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19. **Police, Fire:** Buildings & Grounds Supervisor will arrange for necessary police/fire coverage. Users pay these departmental fees directly.

20. **Health District, P&Z:** Users must obtain necessary approvals, and arrange and pay for applicable inspections and/or other personnel as required.

ADMINISTRATIVE POLICY**Non-Instructional Operations****REGULATIONS GOVERNING USE OF SCHOOL FACILITIES**

21. Adequate **adult supervision** is required for entire length of activity. One designated adult (over 21 years old) must be in charge of overall program and there must be an over 18 adult supervisor for every 20 students and/or an over 18 adult supervisor present in each classroom. Students may not be allowed to walk, run or wander through the halls unsupervised.
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 - h) Furniture and equipment may not be used or lent to anyone who has not contracted to use school facilities. Kitchen equipment may not be moved.