

Business and 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.

Schools will accept Building Use Forms electronically.

The schools will review, identify and assign classroom space for approved building use at Harwinton Consolidated School and Lake Garda Elementary School for Monday, Tuesday, Wednesday, and/or Thursday from 3:45 PM to 6 PM.

Please note that any Building use for Harwinton Consolidated School and/or Lake Garda Elementary School other than large assembly spaces use AFTER 6 PM or any FRIDAY or any WEEKEND, will be reviewed and assigned by the Building and Grounds Department to Lewis S. Mills High School and Har-Bur Middle School.

All requests for a large group special event at Harwinton Consolidated School and/or Lake Garda Elementary School after 6 PM, on FRIDAYS or on a Weekend, will be reviewed on a case-by-case basis by the Building and Grounds Department. All such requests for a special event must be made thirty (30) days in advance.

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.

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Use of School Facilities (cont.)

B. REQUIREMENTS AND APPLICATION PROCEDURES

1. Permission from the Schools and 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 on-line at www.region10ct.org.
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 supersede 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.

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.

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Use of School Facilities (cont.)

- 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:** The Board of Education 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.

****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.**

