

Community Relations

Use of Facilities

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education. As such, the Board of Education encourages the use of these facilities by responsible community organizations.

The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school sponsored activities as permitted under the law. The use of school facilities for school purposes has precedence over all other uses. **Persons on school property must abide by the Board's rules, policies, regulations, and procedures.**

Recognizing, however, that the Board of Education must maintain its properties, it is the policy of the Board of Education to charge for some uses.

Charges, where applicable, will be based on the following:

- The type of organization applying
- The facilities required
- The length of time facilities are required
- The type of function (whether or not admission is charged)

Such charges cover labor, general maintenance, trash removal, replacement supplies and energy costs. Examples of customary uses and their fee categories are set forth in the administrative regulation accompanying this policy. Fee schedules will be reviewed annually by the Business Manager, Superintendent of Schools, and the Board of Education.

The Board of Education reserves the right to approve any use beyond those described in this policy. The Board of Education reserves the right to refuse the use of a facility if an activity is determined to be inappropriate.

The Business Manager of the Regional School District #16 Public Schools will be the agent for the Board of Education. Upon completion of the application to use school facilities by an individual or organization, the application is reviewed by the Principal using the following criteria to determine if the proposed activity and organization meet the conditions set forth herein. If approved by the Principal, the application will be forwarded to the Superintendent for final approval. The Principal's **review will** specifically determine the following:

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- The need for, and amount of, liability insurance required of the applicant organization, and whether the activity is allowed under the Board of Education insurance policies;
- The need for police protection and/or traffic control and possible fire watch;

Consistent with this policy the Superintendent shall approve, only after it has been approved and scheduled by the building principal or his/her designee for the building involved, the use of school facilities by an individual or group. The Superintendent shall assist the Board of Education in developing guidelines for community use of the schools. The fee schedule for the use of facilities will be set by the Board of Education and updated as necessary. Under circumstance, the Superintendent may permit one-time use or occasional use of the facilities to educational, civic, cultural, etc., organizations from neighboring towns, etc...; the Superintendent in collaboration with the BOE chair shall judge requests individually and determine rental category as well as fees for service from educational employees; custodial , maintenance, AV, food service, etc...

TYPES OF ACTIVITIES WHICH WILL NOT BE PERMITTED INCLUDE, BUT ARE NOT LIMITED TO:

1. Activities which are unlawful in nature
2. Any activities which are inconsistent with the health and welfare of the public and/or the policies delineated by the Board of Education
3. Any activity which promotes violence or violent behavior
4. Fund-raising campaigns, except as permitted by the Superintendent or Board of Education
5. Any activity which may cause damage to the buildings, grounds, or equipment of the schools
6. Activities advocating the overthrow of the United States, State of Connecticut, or the local governments and their boards, councils or agencies

Any organization whose application for use has been rejected may appeal the decision within 10 business days after notification by the Superintendent that the application has not been approved to an ad hoc appeals committee comprised of the Superintendent and two members of the Board of Education.

A community group will not sponsor another group or relieve an organization of its fee requirement for use of facilities if that organization would not have been eligible under its own application.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

PA-97-290 An Act Enhancing Educational Choices and Opportunities

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Equal Access Act, 20 U.S.C. ss 4071-4074

Good News Club v. Milford Central School, Sup. Ct., 6-11-01

20 U.S.C. 7095 (Boy Scouts of America Equal Access contained in NCLB Action of 2001)

Policy Adopted: October 25, 1995

Revised: July 17, 2013

Revised: January 28, 2015

REGIONAL SCHOOL DISTRICT #16
Beacon Falls and Prospect, Connecticut

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1. The primary use for Region #16 schools is the regular planned instructional program for our students. Because these buildings are supported by the townspeople in Prospect and Beacon Falls, they may also be used as facilities for activities and meeting places for town groups. The use of the Region #16 school buildings for other than education is under the direct responsibility of the Board of Education.
2. Applications are to be received in the school calendar year for which the activity is planned at least four (4) weeks before the activity is to be held, but no earlier than July 1 of that particular year. A waiver of the four (4) week requirement may be granted upon presentation to the Principal of documents supporting that it was not possible to submit the application within the required time frame. Individuals or organization must complete the application and submit it to the Principal who shall review it. Once approved and signed, the application is forwarded to the Superintendent for final approval. It is the policy of the Board of Education that school activities shall have first priority in the use of the building, and outside groups may have to adjust their schedules accordingly. Scheduling conflicts shall be resolved by the building principal.

3. The Board of Education will not be responsible for injury to persons on their property while the building or grounds are used by any group.

Groups, as required by the Business Manager or his/her designee, not included under the Board of Education and Towns of Beacon Falls or Prospect blanket liability insurance coverage, will be required to furnish evidence of insurance coverage meeting the Board's requirement for personal injury and property damage single limit liability (\$1,000,000). In addition the Board of Education is to be named as "an additional insured" party and a certificate of insurance will be required to be filed with the original request.

The applicant organization must assume all legal responsibility for the function and remains the liable party.

For hazardous activities approved by the Board of Education, the applicant organization will be required to furnish a special policy for this event that meets the Board's requirement of personal injury and property damage single limit liability (\$1,000,000), and must provide the Board of Education with a certificate of insurance naming the Board as "an additional insured."

Any activities, which are specifically excluded by the Board of Education insurance policies, are prohibited.

The applicant organization contracting for use of the building/grounds will agree to indemnify the Board of Education for any damage to the school property/grounds or equipment by any person or persons attending the activity. Individuals and organizations not adhering to this policy may be faced with immediate termination of their activity and/or denial of future use of the facilities

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4. When the schools are closed due to inclement weather, all activities are canceled. School availability during vacations/school breaks is determined by the building principal or his/her designee. It is the responsibility of applicant organizations to notify their groups or make announcements over the local radio stations or use social media for cancellations.
5. The fee schedule for the use of the facilities is set by the Board of Education and updated as necessary. A copy of the fee schedule is included as an appendix to this document and can be found online with the Use of Facilities application. All fees must be paid ten (10) days prior to the date of the event or approval may be withdrawn. Fees for custodians will be invoiced within 10 business days after the event. Approved long-term use will be invoiced. Checks are to be made payable to "Regional School District #16." A **\$25** fee will be charged for any check returned for insufficient funds.
6. The fee schedule will be reviewed on an annual basis by the Business Manager, who will provide a list of recommended changes to the Superintendent of Schools. Upon approval of the Superintendent, the recommended changes will be presented to the Board of Education for consideration, discussion, and action.
7. All groups are required to have a custodian on duty when using any school facility. If the hours of use are outside the normal work hours of custodians (i.e. nights after regular work shift, weekends, or holidays), the group will be charged a per-hour fee consistent with the collective bargaining Agreement. There will be a minimum charge of one hour beyond the end of the event for clean-up of the facility to the condition in which it was found. No keys will be given to any non-staff person. If more time is required, the user will be charged accordingly. The custodian will be responsible for securing the building.
8. Requests for use of Regional School District #16 facilities, including buildings, grounds and equipment, may be denied if and when there are any outstanding balances for a prior activity/event or failure to pay all fees and charges to the school district in a timely manner.
9. Each applicant organization is responsible for the conduct of all participants and/or guests. One adult to every 15 students is recommended. Representatives from the applicant organization must remain on the premises throughout the function and must maintain control at all times. The number of such representatives will be designated by the Business Manager or his/her designee. Names, addresses, and contact information of all designated persons in charge must be submitted with the application and they will be held responsible for the conduct of the participants and any property damage.
10. The Region 16 Athletic Director, in consultation with the Principal and Business Manager, reserves the right to postpone activities in the case of inclement weather or excessive stress to the playing fields.

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11. The custodian is not the supervisor of children or adults.
12. Police coverage will be required when, in the opinion of the Business Manager or his/her designee and/or police department, the event calls for traffic control, crowd control, or security. The applicant organization must make arrangements for police coverage whenever required and provide documentation/verification, once obtained, to the District Office. The charge for police coverage will be paid directly by the applicant organization to the Town of Beacon Falls or Town of Prospect.
13. The utilizing organization shall be responsible for paying for a fire watch if it is deemed necessary by the Director of Facilities, in consultation with the Fire Marshal or Fire Chief.
14. Use of school facility shall be confined to those areas designated on the application.
15. Kitchen facilities may be used by organizations for food preparation and serving. For example, when the serving line is used for distribution of bakery or other previously prepared snacks and/or sinks are used for washing coffee pots, there shall be no charge. When kitchen facilities are used for food preparation, as well as serving, a food service employee must be on duty in a supervisory capacity, and thus a fee shall be charged to the organization.
16. Only a properly qualified and designated staff member may operate the stage lighting and sound equipment. The cost of his/her services, as well as any costs associated with the use of equipment or repair due to damage of the equipment, must be paid by the applicant organization.
17. Pianos may not be moved from their assigned location without the approval of the principal of the school. Only staff members may move a piano. When a piano is moved, it is done with the understanding that the group making the request assumes responsibility for any tuning or repairs which may result from the move. The need for such tuning or repairs will be determined by the principal or his/her designee.
18. No Board of Education equipment or supplies may be used by the public unless specific permission has been granted by the school principal and/or the Business Manager or his/her designee.
19. All equipment used during the activity by the public must be returned to the original location immediately following each activity. All facilities must be left as they were found. The Board of Education is not responsible for property left overnight.
20. Organizations that plan to set up decorations or stage scenery must have the approval of the school principal so as to avoid a conflict with school activities. The applicant organization is responsible for removal of all decorations and returns the stage scenery to its proper place.
21. Furniture and equipment may not be used or lent to anyone who has not contracted to use the school facilities, except to Town agencies or committees in Beacon Falls or Prospect, with approval of the Business Manager or designee.

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22. 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 7:00 a.m. the next school day. Users must make arrangements to have items carried in and placed where they belong.
23. No school facility may be reserved for a public function during a regular school day, except for voting and official swearing-in ceremonies.
24. Student groups planning to use school facilities must arrange for members of the school staff to be present to supervise the event.
25. All requests for use of facilities must be submitted on the "Request for Use of School Facilities Form. This form is available online at www.region16ct.org.
26. There is no smoking in the school building or on the school grounds.
27. Alcoholic beverages, illegal drugs, and weapons are prohibited in school buildings or on school grounds at all times.
28. Persons attending the activity must confine the participants to the rooms and corridors assigned for their use.
29. Parking on the grass or playing fields will not be permitted without the prior approval of the Director of Facilities. Approved off-road parking is to be coordinated with and directed by the Police Department.
30. Capacity regulations as set forth by the Board of Education and Fire Marshal are strictly enforced.
31. The Business Manager or his/her designee will contract for trash removal. When the amount of trash generated by an event necessitates the rental of a waste bin, the applicant organization will be billed directly by the contractor. For other events, the trash removal will be included in the rental fee, if applicable.
32. No motorized vehicles, or vehicles with wheels including but not limited to bicycles, roller skates, roller blades, or skate boards or footwear that might cause damage are permitted in school buildings, or on tracks, fields or lawns.
33. No dogs or other pets are permitted in school buildings or on school grounds. Exceptions: Those needed for educational purposes and service dogs by handicapped persons.
34. The sale of items in violation of or inconsistent with Board policies will not be permitted.
35. All local, state and federal laws and regulations must be obeyed.
36. Qualifying groups may conduct fund-raisers under certain conditions. The following regulations shall prevail for all groups:

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- A. The applicant organization will make all arrangements through the district office. The Business Manager or his/her designee will determine the appropriateness of the function as defined by this policy.
 - B. When admission is charged to an event using school facilities, the organization will be held liable for the collection and payment of any applicable taxes on admission and will account for any tax due by filing the necessary State of Connecticut forms. Non-profit organizations charging admission may be exempt from tax requirements if they make application for exemption through the Connecticut State Tax Department.
37. The Board of Education reserves the right to deny the use of facilities to any group when it is deemed to be in the best interest of the school system to do so.

Regulation Approved: October 25, 1995
Revised: July 17, 2013
Revised: January 28, 2015

REGIONAL SCHOOL DISTRICT #16
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APPENDIX

DEFINITION OF GROUPS

GROUP I Official School Groups

- A. School programs, plays, concerts, athletic events, PTO, Booster Clubs; Town programs for children and adults, i.e. Parks and Recreation

GROUP II Town & Voluntary Groups which exist solely to benefit towns and/or school

- A. Self-run functions/fund raisers
 - 1. Town, Board, Council, and Commission meetings, public hearings, and “Friends of” organizations
 - 2. Regular meetings of school-related organizations and Beacon Falls and/or Prospect community organizations; Public Libraries
- B. Functions/fund raisers sponsored by 1 or 2 above, but run principally by others, and where income is derived from sources in addition to the cost of admission and/or the sale of a product, i.e. rental of booth space

GROUP III Religious Instruction

GROUP IV Organizations whose purpose includes some benefit to the Town and/or School

- A. Non-Profit groups within the towns of Beacon Falls and Prospect, i.e. Lions Club, Chamber of Commerce, Fire Department, Churches, etc.

GROUP V All other Beacon Falls or Prospect for-profit or non-profit groups.

GROUP VI All other towns’ for-profit or non-profit groups with a majority of participants who are not town residents

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APPENDIX

FEE SCHEDULES

- A. All fees/charges must be paid within fourteen (14) days of the billing date. Checks will be made payable to the “Regional School District #16” and mailed directly to the district office at 207 New Haven Road, Prospect, CT.
- B. Except for those in Groups I and IIA, a deposit of \$200 will be required with applications for high intensity events, i.e. attendance by more than 200 people. The deposit may be returned after the function when the building/grounds are found in good order and payment for use of such facilities is made, or the deposit may be applied to any charges. Unless cancellations are received forty-eight (48) hours before the scheduled event, the deposit may be forfeited.
- C. Special conditions: Regardless of the user’s category, the Superintendent (or designee) in consultation with BOE chair may impose special conditions, an adjusted fee schedule , or may deny permission when it is judged that the requested use may not be beneficial to parents, students, the community or produce undue wear and tear on the facilities, would cause disruptions to the regular school program, be detrimental to the public image of the school district, impact negatively on the scheduled maintenance or cleaning of the school or otherwise not be in the interest of the school system or Town Members.
- D. Labor charges for custodial, audio visual technician and food service employees* working outside of their normal work hours (overtime), will be based, in part, upon the current hourly rate in the collective bargaining agreement. Labor charges will be published on or before July 1 of each year or when the applicable contract has been settled, if at a later date. The then current schedule of labor charges will be sent to requesting organizations each year.
- E. Rental fees are charged to cover a portion of the cost of maintenance/repair, trash removal, replacement supplies, and energy costs of operating our facilities during community use of school buildings. Annual increases in rental fees will be based on the percentage increase in labor charges.
- F. Fees associated with the gymnasium, pool, locker rooms, athletic fields, auditorium, and other core area listed above are for a four hour period use of the facility. Beyond the four hour period; a fee of \$50 per hour for Group VI, a fee of \$30 for Group V, a fee of \$15 for Group IV.

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FEE SCHEDULES

- G. Audio Visual Fees will be charged on an individual basis (fee schedule to be determine per R16 hourly rate as per Director of Finance).
- H. The Superintendent (or designee) in consultation with BOE chair may impose special conditions, and/or adjusted fee schedule for daily users. BOE will be informed of District Office decision.

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SCHEDULE - RENTAL FEES

(4 CONSECUTIVE HOURS OR PART THEREOF)

	<u>Group I</u>	<u>Group II</u>	<u>Group III</u>	<u>Group IV</u>	<u>Group V</u>	<u>Group VI</u>
Classroom			\$40	\$40	\$40	\$60
Cafeteria			\$80	\$125	\$125	\$200
Kitchen w/Food Prep	\$80	\$80	\$80	\$80	\$80	\$150
Library/Media Center			\$65	\$65	\$65	\$125
Gymnasium			\$100	\$250	\$250	\$325
Auditorium			\$150	\$250	\$250	\$350
Pool			\$200	\$200	\$200	\$350
Athletic Field(s)				\$100	\$100	\$250
Rest Rooms*			\$50	\$50	\$50	\$125

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***There will be a rental fee charge, as well as a labor charge, when only the rest rooms are requested for use. Annual increases in rental fees will be based on the percentage increase in labor charges.**

***Group II, upon discretion of the Superintendent and Director of Finance, will be charged for custodial and audio visual technician fees as well as the labor charges when it is required that a food services employee be present. BOE will be informed of District Office decision.**

Rehearsals in the auditorium or gym or all-purpose rooms are charged at the same rate as performances.