

# Series 3000

## Business and Non-Instructional Operations

3515(a)

### Facilities Use

**Introduction.** Consistent with guidelines in this policy, the Superintendent of Schools shall develop and promulgate regulations and associated forms governing use of the school building by community and other groups. The Use of Facilities/Grounds Form shall be submitted by outside groups to the building Principal for approval.

If the Principal denies the request of a community group, the group may appeal that decision to the Superintendent and if necessary appeal the Superintendent's decision to the Board of Education.

Groups requesting the use of facilities must identify specific facilities to be used, and approval will be for those specific facilities or 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 the organization using school facilities.

The Principal will submit a copy of the building use approval to the Superintendent and a written preliminary schedule of school-sponsored activities to the Superintendent by October 1<sup>st</sup> of each school year.

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

1. Educational programs.
2. Student activities.
3. Administrative, faculty, or staff activities, including PTO.
4. Town department or agency activities (Recreation and Parks top priority).
5. Activities sponsored by and for organizations promoting the physical or political or cultural well being of the citizens of the town.
6. Private organizations, private businesses or enterprises located in or taxpayers to the town.
7. Out-of-town organizations.

### **Restrictions on Use of School Facilities**

1. Illegal activities are not allowed and will not be tolerated. Any violation may result in permanent restriction of the organization involved.
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 from school buildings and school grounds.
4. Refreshments may be served or consumed only in areas designated by the Principal.
5. Inappropriate advertising and/or decorations shall not be allowed.
6. Activities which engender racial or religious prejudices or which are inimical to democracy are prohibited.

**Policy adopted: 2/12/98**

**Revised: 8/9/05**

# Series 3000

## Business and Non-Instructional Operations

3515(b)

### Facilities Use (continued)

**Fees.** Use of facilities by community-based groups shall be without a rental charge for the physical space. There may be other charges associated with the proper use of the facilities, i.e., police for security, 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 accord with Fee Guidelines below.

Businesses or private groups and organizations may use school facilities in accordance with a fee schedule established by the superintendent of schools and approved by the Board of Education. The superintendent or his/her designee may waive charges or fees if the use is deemed to be in the best interests of the school system and/or the town.

### Fee Guidelines

1. Educational program: no rental fee or associated costs.
2. Student activities: no rental fee or associated costs.
3. Administrative, faculty or staff activities, including PTO: no rental fee or associated costs.
4. Official town or municipal use during hours a custodian is on duty: no rental fee or associated costs.
5. Activities sponsored by and for town organizations promoting the physical or political or cultural well being of the citizens of the town: no rental fee / pay associated costs.
6. Private organizations, private businesses or organizations: rental fee and associated costs in accordance with schedule established by the Board of Education.

Legal Reference: Connecticut General Statutes  
10-239 Use of school facilities for other purposes

**Policy adopted: 2/12/98**

**Revised: 8/9/05**

# Series 3000

## Instruction

3515

1330

Regulation

### USE OF SCHOOL FACILITIES/GROUNDS GENERAL GUIDELINES

1. BUILDING USE PERMIT  
Applications are available at the school office. They must be in writing and signed by the person in charge. Telephone inquiries are considered as such for purposes of information only. Applications should be made seven (7) to fourteen (14) days prior to the scheduled event. If an application is approved, a copy will be given to the applicant for his/her records.
2. AVAILABILITY  
School functions or Town Governmental functions will have priority in the use of school facilities. In all cases, approval of the application will be at the discretion of the Superintendent or Principal with the understanding that the needs of the school will automatically be considered first. Applications for dates will be considered in the order in which they are received except for groups that are regularly scheduled throughout the year.
3. SUPERVISION  
The person in charge is the duly authorized person appointed by a group or organization and is the only person with whom arrangements will be made. He/she is also the person who is responsible for the group or organization.
4. RENTAL FEE  
Fees for the use of the facilities should be made by check payable to the Town of Eastford and accompany the application. Notation of payment of fees on the application will serve as your receipt.
5. PROPERTY/EQUIPMENT  
Organizations using the school facilities will be responsible for any damage or loss of school property. Any group desiring to use school equipment must make this request at the time of application.
6. CLOSING OF SCHOOL  
When the building has been closed because of inclement weather, a national holiday, or for other reason, the building will remain closed for the entire day. Consequently, any school sponsored or outside activity planned for that day will be cancelled automatically.
7. INSURANCE  
The Board of Education does not carry insurance to cover the activities of out-of-school organizations. A certificate of insurance must be provided for liability. Said insurance shall name the Town of Eastford or the Board of Education as additional insured.
8. SMOKING  
No smoking shall be allowed in the school building or on the school grounds at any time.
9. ALCOHOLIC BEVERAGES  
Alcoholic beverages are not permitted on school property.
10. FIRE CODE REGULATIONS  
All users must comply with the Connecticut Fire Code as interpreted by the Eastford Fire Marshall. All decorations must be approved by the local fire marshal.

**Issued: 2/12/98**

**Revised: 1/15/04, 8/9/05**

# Series 3000

## Instruction

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Regulation

### USE OF SCHOOL FACILITIES/GROUNDS GENERAL GUIDELINES

#### 11. CUSTODIAL FEES AND GUIDELINES

The daily custodial schedule begins at 7:00 a.m. and ends at 10:30 p.m. daily, when school is in session. During school vacation periods and during the summer months the daily schedule begins at 7:00 a.m. and ends at 3:00 p.m.

The Board's policy is to have the school used as much as possible for educational purposes. It also recognizes that many of the organizations wishing to use the school do not charge admission and will experience financial difficulty in paying the custodial fees. However, to maintain the school as efficiently as possible, custodians must devote full time to their daily cleaning duties. Therefore, compensation for extra work performed for an organization, beyond a regular workday, will be assessed at the established hourly overtime rate during weekdays when school is in session.

#### A. Use of the school during the late afternoon or evening of a school day.

No custodial fee will be required of qualified organizations if ONLY these services are required:

- a. to open the building at a stated time
- b. to close the building by 10:30 p.m.
- c. to arrange for lighting, heating
- d. to unlock doors to room being used.

Any clean-up time will be at the overtime rate. Setting up and/or taking down chairs/tables, etc., constitutes work over and above the custodians' normal duties and fees will be assessed to compensate for this service.

#### B. Weekend custodial services are available at the established hourly overtime rate for the number of hours school facilities are used. A minimum charge of four hours will be assessed and is payable to the Eastford Elementary School two weeks in advance of the event.

Legal Reference: Conn. General Statutes  
10-239 "Use of School Facilities For Other Purposes"  
  
Equal Access Act, 20 U.S.C. SS 4071-4074

**Issued: 2/12/98**

**Revised: 1/15/04, 8/9/05**

# Series 3000

**Instruction**

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**Fees**

## **USE OF SCHOOL FACILITIES/GROUNDS CUSTODIAL FEES AND GUIDELINES**

The daily custodial schedule begins at 7:00 a.m. and ends at 10:30 p.m. daily, when school is in session. During school vacation periods and during the summer months the daily schedule begins at 7:00 a.m. and ends at 3:00 p.m.

The Board's policy is to have the school used as much as possible for educational purposes. It also recognizes that many of the organizations wishing to use the school do not charge admission and will experience financial difficulty in paying the custodial fees. However, to maintain the school as efficiently as possible, custodians must devote full time to their daily cleaning duties. Therefore, compensation for extra work performed for an organization, being in addition to the regular workday, will be assessed at the established hourly rate.

### **1. Use of the school during the late afternoon or evening of a school day.**

No custodial fee will be required of qualified organizations if ONLY these services are required:

- a. to open the building at a stated time.
- b. to close the building by 10:30 p.m.
- c. to arrange for lighting, heating
- d. to unlock doors to room being used

Any clean-up time will be at the overtime rate. Setting up and/or taking down chairs, tables, etc., constitutes work over and above the custodians' normal duties and fees will be assessed to compensate for this service.

### **2. Weekend custodial services are at the established hourly overtime rate and a minimum of four hours will be charged to the organization using school facilities.**

Legal Reference: Connecticut General Statutes  
10-239 "Use of School Facilities for other Purposes"  
Equal Access Act, 20 U.S.C. SS 4071-4074

**Issued: 2/12/98**

**Revised: 1/15/04, 8/9/05**

# Series 3000

**Instruction**

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Fees**

## **USE OF SCHOOL FACILITIES/GROUNDS RENTAL FEE DESCRIPTION**

### **I. Free Use of School to:**

1. School related/sponsored activities
2. Organizations working with school-age children of the community (Monday-Friday until 9:00 p.m.)
3. Organizational meetings for organizations working with school-age children of the community (Monday-Friday until 9:00 p.m.)
4. Town Boards and Commissions
5. A community organization using the school for non-revenue producing activities.

### **II. A Rental Fee Shall be Charged to:**

1. An organization using the school for revenue producing activities for charitable or political purposes.
2. A profit-making organization, school or group which charges a fee.

### **FEE SCHEDULE**

For organizations described in #II above that meet weekly or monthly throughout the school year, for a minimum of 4-6 times over the year, a flat rate will apply for each event for the facilities listed below:

	<u>Mon/Fri</u>	<u>Sat/Sun</u>
Gymnasium & Lavatories	\$50.00	\$75.00
Classroom & Lavatories	40.00	50.00
Library & Lavatories	40.00	50.00

For organizations that wish to reserve a space for a one-time activity, the following space rates will apply:

	<u>Mon/Fri</u>	<u>Sat/Sun</u>
Gymnasium & Lavatories	\$100.00	\$125.00
Classroom & Lavatories	75.00	90.00
Library & Lavatories	80.00	95.00

**Issued: 2/12/98**

**Revised: 1/15/04, 8/9/05**

# Series 3000

## Instruction

**3515**  
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**Application**

### **USE OF SCHOOL FACILITIES/GROUNDS APPLICATION PROCEDURE**

1. Applications are available at the school office. They must be in writing and signed by the person who will be present at and in charge of the event. Telephone inquiries are considered as such for purposes of information only. If an application is approved, a copy will be given to the applicant for his/her record.
2. The person in charge is the duly authorized person appointed by a group or organization and is the only person with whom arrangements will be made. He/she is also the person who is responsible for the group or organization.
3. Applications should be made seven (7) to fourteen (14) days prior to the scheduled event.
4. Fee for the use of the facilities should accompany the application. Notation of payment of fee on the application will serve as your receipt.
5. In all cases, approval of the application will be at the discretion of the Superintendent or Principal with the understanding that the needs of the school will be considered a priority.
6. Applications for dates will be considered in the order in which they are received except for groups which are regularly scheduled throughout the year.
7. Any group desiring to use school equipment must make this request at the time of application.

**Issued: 2/12/98**  
**Revised: 1/15/04, 8/9/05**

# Series 3000

## Instruction

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Form**

### REQUEST FOR USE OF SCHOOL FACILITIES

EASTFORD ELEMENTARY SCHOOL  
12 WESTFORD ROAD, P.O. BOX 158  
EASTFORD, CT 06242-0158  
(860) 974-1130 ♦ Fax (860) 974-0837

The \_\_\_\_\_ requests permission to use the Eastford Elementary School facilities on  
(name of organization)  
\_\_\_\_\_ from \_\_\_\_\_ until \_\_\_\_\_  
(day and date) (time) (time)

The school facility will be used for:

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Please check which facility and equipment will be used.

Gym  Scoreboard  
 Kitchen  Sound System  
 Library  
 Other \_\_\_\_\_

Approximate number of persons expected \_\_\_\_\_ Are you charging an admission fee? \_\_\_\_\_

The school office will make arrangements for custodial help. A temporary Food License must be obtained from the Northeast District Department of Health if food is being prepared and served. (Copy must be presented to school prior to use of facility.)

In making this request and by signing below, I understand that the organization will be responsible for any fees as outlined in the attached schedules, that the above organization will be responsible for damage to the school and its equipment, and that the organization will abide by the rules and regulations set forth by the Eastford Board of Education.

Name of Organization \_\_\_\_\_

Person in Charge \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_

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#### **FOR OFFICE USE:**

Approved \_\_\_\_\_ Rejected \_\_\_\_\_ Fee Enclosed \_\_\_\_\_

Custodian Assigned \_\_\_\_\_

Approved by \_\_\_\_\_

Date \_\_\_\_\_

**Form issued: 2/12/98  
Revised: 1/15/04, 8/9/05**

*Eastford Board of Education*