

Business/Non-Instructional Operations

Use of School Facilities

The Board encourages programs that benefit the community and its school children and supports such programs through the use of its facilities.

The building and grounds of the school district are public property. The Board of Education may allow their use for purposes other than education when they are not in use for school purposes.

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

In collaboration with the school district, the Recreation Commission may determine whether the building or grounds is to be used by another organization or group.

Types of Activities Which Will Not be Permitted

1. Activities propagating the overthrow of the United States the State of Connecticut, or local governmental agencies.
2. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds or equipment of the schools.
3. Any purpose, which is in conflict with school activities.
4. Any activity, which includes commercial advertising.
5. Fund-raising campaigns except as permitted by Board of Education policy or by special action of the Board of Education.
6. Activities, which are discriminatory in the legal sense.
7. Any activity that would include alcoholic beverages on school grounds or in the building.

Application for Use of the Building or Grounds

1. Application for all activities will be filed on the prescribed form in the Principal's Office or the Office of the Superintendent.
2. The Superintendent or his/her designee will have the right to act on all applications. The Superintendent, however, may refer any individual request to the Board of Education or the Recreation Commission for its action.
3. All fees and policies associated with the use of facilities by other than school groups shall be set by the Superintendent.
4. A schedule of costs/fees for activities in the school or on its grounds outside the hours of the school day is provided in the attached regulations.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.

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

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

Policy adopted: February 24, 2014

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

3515

Business/Non-Instructional Operations

Use of School Facilities

Rental of Beecher Road School

Category "A" - No Charge for Use

1. Official Town activities, such as Town Meetings, Hearings, Elections and meetings of Boards, Commission, Committees, etc.
2. Local political party Town Committee Meetings and Caucuses.
3. Political Party Conventions.
4. Town sponsored activities.
5. Other government agencies (State representatives, federal, census).
6. Organizations composed primarily of Woodbridge residents, open to all residents of the Town, designated by the Board of Education as falling into this category.
7. Such other organizations as may from time-to-time be designated by the Board of Education.

Category "B" - Reduced Rentals

1. Organizations composed primarily of Woodbridge residents, which are not open to all residents of the Town, such designations to be made by the Board of Education.
2. Woodbridge religious institutions.
3. Such other organizations as may from time-to-time be designated by the Board of Education.

Category "C" - Full Rental

1. Those organizations not falling into Category "A" or "B" - Private Parties.
2. Rental Schedule - Four (4) Hours or portion thereof:

Schedule B Schedule C

Classroom	\$20	\$50
Cafeteria	\$50	\$75
Gymnasium	\$50	\$100

Private Groups

Will be charged for use of room(s) plus the per hour charge of the custodian (including costs of benefits).

\$100 refundable damage deposit per area rented - Gym \$100; Café \$100.

Exclusive Use

Any private group having exclusive use of a given space will be charged on a per footage basis.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.

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. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

Regulation approved: February 24, 2014

WOODBRIIDGE PUBLIC SCHOOLS

Woodbridge, Connecticut

Regulations and Procedures for Use and Rental of BRS

1. The presence of one building custodian is required.
2. No kitchen equipment may be used by outside agencies.
3. The public address system is to be set up by the building custodian.
4. If, in the judgment of the Board of Education, police or other services are required, the organization using the facilities must provide them and pay for them.
5. All rental fees are to be paid prior to the event. Checks are to be made payable to the Town of Woodbridge and are due three (3) days prior to the rental date.
6. Fees for special attendance services are to be paid within five (5) working days after the event. Checks are to be made payable to the Town of Woodbridge.
7. Sponsoring organizations are responsible for the conduct of all persons in attendance and for any property damage done.
8. No organization shall use the facility after 11:00 PM.
9. The consumption and sale of alcohol on school property is forbidden by Ordinance.
10. Smoking is prohibited in the building as well as on all grounds.
11. Gambling is prohibited in the building as well as on all grounds.
12. Category C sponsoring organizations will be required to have a public liability and property insurance policy and workers compensation policy when applicable. A certificate shall be provided to the Board of Education prior to the event. Insurance coverage required: \$300,000 per person; \$500,000 each occurrence; and \$25,000 property damage or \$500,000 single limit.
13. BRS shall be available Monday - Friday, 3:45 PM - 11:00 PM. The going rate for custodial fees will be set by the Board of Education based on contractual obligations.
14. All rental information and applications are available at the Beecher Road North and South School Offices. An agreement for use or rental must be signed by the Building Principal and the Superintendent.