

Application Procedures

In accordance with Conn. Gen. Stat. § 10-239, the Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board of Education shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy. Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

<u>Facility</u>	<u>Application Submitted To</u>
For use of school buildings	Building Principal
For use of athletic fields and facilities	Athletic Director
For use of other school facilities	Superintendent of Schools

30 Groups requesting use of school buildings and facilities must identify the specific
31 facilities desired, and approval will be for those specific facilities only. All school
32 equipment on the premises shall remain in the charge and control of the building
33 principal or responsible administrator, and shall not be used without the express written
34 permission of the administrator.

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36 Principals and other responsible administrators shall submit copies of each building use
37 form with a notation of whether such uses have been approved. Approval of school
38 facilities by the principal or other responsible party may be revoked at any time by the
39 Superintendent or his/her designee.

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41 **Eligible Organizations and Priority of Use**

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43 Administrators responsible for approving/disapproving requests for use of school district
44 facilities will use the following guidelines regarding priority of usage of such facilities:

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46 Order of priority:

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- 48 1. School-sponsored programs and activities.
- 49
- 50 2. Activities of school-related organizations (*e.g.* PTO, Booster Clubs, After
51 Graduation Committees and similar organizations).
- 52
- 53 3. Town department or agency activities.
- 54
- 55 4. Activities of non-profit organizations operating within the Town, other
56 than school-related organizations covered by category #2 above.
- 57
- 58 5. Activities of for-profit organizations operating within the Town.
- 59
- 60 6. Out-of-town organizations.
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62 **Restrictions on Use of School Facilities**

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64 The following restrictions shall apply to the use of school facilities:

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66 1. Illegal activities will not be tolerated.

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68 2. Use or possession of tobacco, alcoholic beverages or unauthorized
69 controlled substances shall not be permitted on school property.

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71 3. Refreshments may not be prepared, served or consumed without the prior
72 approval of the responsible administrator. Notwithstanding, only those
73 beverages permitted by state law may be sold during the school day. The
74 responsible administrator may permit other beverages to be sold at the
75 location of events occurring after the end of the regular school day or on
76 the weekend as long as they are not sold from a vending machine or at a
77 school store. Upon approval by the administrator, refreshments may be
78 prepared, served and consumed only in areas designated by the
79 responsible administrator.

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81 4. Obscene advertising, decorations or materials shall not be permitted on
82 school property.

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84 5. Advertising, decorations or other materials that promote the use of illegal
85 drugs, tobacco products, or alcoholic beverages shall not be permitted.

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87 6. Activities that are disruptive of the school environment are not permitted.

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89 Any violation of this Policy or any applicable Administrative Regulations may result in
90 permanent revocation of the privilege to use school facilities against the organization
91 and/or individuals involved.

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93 **Fees and Other Costs**

Community/School Relations

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95 Users of school facilities shall be responsible for the fees and costs set out in a fee
96 schedule established by the Superintendent with the approval of the Board of Education.
97 The following guidelines shall be incorporated into such fee schedule:

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<u>Category</u>	<u>Fee</u>
1. School-sponsored programs and activities.	No rental fee or associated costs.
2. Activities of school-related organizations (e.g. PTO, Booster Clubs, After Graduation Committees and similar organizations).	No rental fee or associated costs.
3. Town department or agency activities.	Associated costs.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.	Associated costs.
5. Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.
6. Out-of-town organizations.	Rental fee and associated costs.

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100 “Associated costs” shall include, but shall not be limited to, fees for the services of any
101 custodial personnel, food service personnel, security personnel or other personnel deemed
102 by the responsible administrator to be necessary in connection with the use of a school
103 district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees
104 and/or associated costs otherwise applicable may be waived by the Superintendent or
105 his/her designee if such waiver is deemed by the Superintendent or his/her designee to be
106 in the best interest of the school system and/or the Town.

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108 **Responsibility for Damage to Property or Loss of Property**

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110 In order to use school district facilities, any organization or individual requesting such
111 use must agree to assume responsibility for any damage to and/or theft or loss of any
112 school district property arising out of the use of the facilities.

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114 Health and Safety Protocols

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116 In order to use school district facilities, any organization or individual requesting such
117 use must agree to abide by all health and safety protocols in place by the school district at
118 the time of use, including but not limited to protocols relating to cleaning of the facilities,
119 signage, and health screenings of individuals requesting access to the facilities.

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121 **Legal References:**

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123 Conn. Gen. Stat. § 10-239

124 Conn. Gen. Stat. § 10-215f

125 Conn. Gen. Stat. § 10-221q

126 Conn. Gen. Stat. Title 9

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128 Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905

129 Patriotic and National Organizations, 36 U.S.C § 10101 et seq.

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132 Date of Adoption: April 14, 2020

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