

Non-Instructional Operations

Community Use of School Facilities

It shall be the policy of the Board to encourage community use of school facilities when such use does not conflict with school-centered activities. The use of school facilities shall be administered by the Office of the Superintendent, with direct management the responsibility of the Deputy Superintendent.

The Board reserves the right to refuse any organization the use of its facilities when it deems necessary. All rentals shall be subject to the rates, schedules, and regulations authorized by the Board.

School staff and students shall not use facilities after normal school day or on Saturdays without the permission of the building principals. This permission shall be given for educational and/or interscholastic activities only.

Scholastic athletic teams are permitted to practice on Sundays after receiving permission from the building principal.

Sunday use of facilities for other school activities will be considered by the building principal only in extraordinary circumstances.

Application forms for use of buildings **school facilities** are available in the Buildings & Grounds Office located in the Administration Building or at the following link:

<https://www.communityuse.com/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=CalendarMonth> , and are supplements to this policy and regulation. Application forms for use of athletic fields or outside facilities may be obtained from the Supervisor of Athletics, and Physical Education and Wellness. It is the responsibility of the applicant to confirm the building or outside facility availability with the principal of the building, or his/her designee. Application forms must have the signature of the principal, or designee, to verify approval. Applications for use of outside facilities must also have the approval of the Supervisor of Athletics, and Physical Education and Wellness. Application forms must be submitted to the Buildings & Grounds Office at least fourteen (14) days prior to the requested date of use.

Eligibility, fees and rules of use are explained in the accompanying regulation 3515 R.

Policy Adopted: April 5, 1995

Revised: February 7, 1996

Revised: April 7, 2010

Bristol Public Schools

Bristol, Connecticut

3515

Regulation

Non-Instructional Operations

Community Use of School Facilities

Eligible Groups and Persons

Subject to the approval of the Superintendent, or his designee, any person or group in the following priority list may rent a school facility. (The priority list is a guide used by the Board, showing the order in which rental will be granted.)

Group A: Local school or school connected activities such as student groups, Board of Education employee groups, parent-teacher groups, School Business Partnership Groups, Local town government and town sponsored groups and Boy and Girl Scouts, and local civic organizations such as the Family Center and the Boys' and Girls' Clubs who have reciprocal facilities use agreements with the Board of Education.

Group B: Local civic organizations, local church related activities and local non-profit organizations, and local recreational teams **whose membership is comprised of 90% or more Bristol residents. Proof of 501(c)3, 501(c)4, 501(c)7 status required.**

Group C: Local profit making organizations **or local recreational teams whose membership is comprised of less than 90% Bristol residents.**

Group D: Out of Town person or groups.

Groups C and D will be required to enter into a "Hold Harmless" agreement indemnifying the City of Bristol and the Bristol Board of Education and agreeing to defend the City of Bristol and the Bristol Board of Education from any and all claims result from facility use.

All groups will be assessed a \$5 permit processing fee for each permit request.

Rental Fees (Where applicable)

Group A: No rental or custodial fees after 3:00 p.m. secondary/4:00 pm elementary on regularly scheduled school days. Where additional staffing or significant extra cleaning is required as determined by the Building Principal and the Head Custodian, custodial fees shall be charged to

these users at a rate established by the Board of Education. The custodial fee shall be charged for facility use on weekends. For city-wide/community groups celebrating nationally recognized holidays such as Veterans Day or Martin Luther King Day, all charges are waived.

Group B: Custodial and utility charge. If more than one custodian is assigned, rate shall increase by custodial charge only.

Group C: Rental fee based on schedule for local for-profit organizations.

Group D: Rental fee based on schedule for out-of-town guests.

Rental Fees (Where applicable)

The Building Principal shall determine the number of custodians required for an event.

There may be additional charges associated with the use of cafeteria services, including cafeteria supervision and utilities.

Payment for all rentals shall be made in advance. If additional time is required beyond scheduled hours, an invoice will be sent to the organization or person. Payment is due upon receipt of invoice.

General Rules and Regulations

1. All regulations of the Board, the City of Bristol, and the State Building Superintendent must be strictly enforced by the applicant. This includes strict adherence to all fire and police restrictions, including Board policy that a building threatened with a bomb shall be evacuated and not re-entered until cleared by local Safety officials. The rental may be rescheduled if the building is not re-entered.
2. Under no condition shall alcoholic beverages, tobacco, or tobacco products of any kind be allowed on school property.
3. Gambling, in any form, not approved by the State Department of Revenue Services, including the sale of raffle tickets for prizes, is prohibited.
4. The applicant shall assume all responsibility and liability for any injury to persons, and for injury to, or loss of, town property in connection with the use of school facilities. The applicant must hold the City of Bristol and the Bristol Board of Education harmless for any such loss or damage.
5. Refreshments at rental events shall be served only in the cafeteria, unless otherwise approved by the school principal. Use of kitchens shall be allowed only with the assistance of school cafeteria workers.

6. A school custodian must be present for all building facility rentals. A school custodian and rental fee may be required for use of outside facilities, at the discretion of the building principal and the Supervisor of Athletics and Physical Education. The custodian shall be responsible for opening and securing the building, preparing the facilities for the use by the occupant within reasonable limits, and cleaning the building after the group leaves. If the school building is used for a school function under the supervision of an administrator or teacher, then the administrator or teacher is responsible for returning the building to its original condition.
7. Police and/or fire service may be required at all public functions and at all athletic contests, except practice, at the discretion of the building principal. The renting party is responsible for arranging and paying directly for these services.
8. Board of Education facilities shall not be used for activities which engender racial or religious prejudices, or which are inimical to democracy.
9. The use of school equipment is not included with the rental of any auditorium or gymnasium. In most schools, scenery, pianos, risers, microphones, scoreboards or spotlights, etc., belong to the Board of Education, and can be used only with the permission of the building principal. It is the responsibility of the renter to contact the principal well in advance and request such permission. The custodian is not at liberty to release such equipment.

Rental Policies for Non-School Connected Productions

Non-school related persons or groups wishing to conduct a production in auditoriums in any Bristol public school are subject to the following requirements in addition to those above.

1. Submit with the rental application a Commercial General Liability Certificate of Liability Insurance (ACORD Form 25) in the amounts of \$1,000,000 each occurrence Bodily Injury, \$1,000,000 each occurrence property damage and \$2,000,000 general aggregate. The Board of Education and the City of Bristol are to be named as additional insured on all policies. Groups are responsible for any acts of vandalism while renting school facilities.
2. The school principal reserves the right to authorize the number of police and custodians to be on duty.
3. The school principal reserves the right to authorize the number of police and custodians to be on duty.
4. The Board may require an administrator of the building, or that person's designated representative, to be in attendance at all such functions to insure that Board property is properly used at all times.
5. Stage lighting and sound equipment will be operated only by authorized personnel of the Board of Education. An additional charge, as per the fee schedule, may be in effect for the use of such equipment.

6. The Board reserves the right to cancel any production if the renter does not comply with the above mentioned rules and regulations. If a scheduling conflict arises, the Board will notify the organizations involved as soon as possible. If the conflict cannot be resolved through alternative locations or dates, the Board reserves the right to grant the rental to one of the organizations as it sees fit.

7. There is **may be** a custodial charge for ~~prepping fields for use~~ **removal of garbage/debris from fields/grounds not properly secured in trash receptacles.**

8. **The applicant/organization must comply with Bristol Board of Education Equal Opportunity and Non-Discrimination practices outlined in relevant Bristol Board of Education Policy and Regulation.**

9. **The Supervisor of Athletics, Physical Education and Wellness, in collaboration with the Superintendent of Schools, can recommend an adjusted rental fee schedule.**

The rental fee schedule can be accessed in the Office of Facilities, 129 Church St. Bristol, CT or on line at:

<https://www.communityuse.com/SOA.NET/Controllers/PageController.aspx?productid=MC&pageid=CalendarMonth>

Click on *Documents*

Rates are subject to change based on negotiated contracts, utility fees and consumable supplies.

USE OF SCHOOL FIELDS SCHEDULE OF HOURLY RENTAL FEES:

Grass Fields		Turf Fields	
Group A or B	No charge*	Group A or B	\$25 per hour*
Group C or D	\$50 per hour *	Group C or D	\$150 per hour*
		Use of lights will be charged \$35 per hour or portion thereof (Groups A,B,C,D)	

*additional fees will be charged for removal of garbage/debris from fields grounds not properly secured in trash receptacles.