

Community Relations

Use of School Facilities

The facilities of the New Fairfield Public Schools are available for reasonable use by organizations or groups within and outside the school system when they are not in use for school purposes. As Town facilities, members the community and school staff are encouraged to use them within the parameters of Board of Education policy and regulations. The Board shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible local persons, organizations, agencies or institutions, as permitted under law. The Board reserves the right, as needed, to modify such use.

The primary scheduling of facilities is for school-related activities and programs. Every attempt will be made to accommodate a community group if there is a conflict with a previously scheduled school function.

All outside groups who use school facilities may be charged a building use fee that is established by the Board of Education. The building use form will be updated as needed to reflect rules governing the use of buildings and grounds, as well as Board approved fee structures.

Buildings and Grounds

The Board shall use the annual appropriation for the operation of schools for educational purposes, but will charge extra fees for community use of buildings by Town or private agencies or individuals.

Due to increased financial investments in classroom equipment, community groups will be assigned to multipurpose areas, like the cafeteria, and gymnasium, with very limited use of classrooms. The Board of Education reserves the right to limit the hours of use and access to buildings and grounds. All individuals or groups who apply to use school facilities must follow the district's procedures. This includes the full completion of a building form ten days prior to use with the appropriate insurance on file. Food and beverages are only allowed in the cafeterias and any other area designated by the building administrators or the Superintendent of Schools.

The Superintendent may exercise discretion in denying building use if an activity is deemed inconsistent with the Board policy.

Protection of Grounds and Buildings

Students should be allowed the use of school facilities for co-curricular activities, including clubs, recreational events, and other such related activities. These activities must be scheduled in keeping with normal school regulations and provide adequate supervision. The advisors and chaperones of all student groups must adhere to current regulations for the use of school facilities.

Community Relations

Use of School Facilities (continued)

Types of Activities That Will Not Be Permitted

1. Any purpose in conflict with the mission or goals of the school district.
2. Fundraising campaigns, except as permitted by Board of Education policy or with the Superintendent's discretion.
3. Any activity that may damage or permanently alter the buildings, grounds or equipment of the schools. Any damage that is incurred while using the buildings, grounds or facilities will be the financial responsibility of the organization or party.

Loitering or Causing Disturbance

All visitors must register in the school to be on school property during the school day and be issued a visitor's badge that must be worn at eye-level. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the Principal. Any person shall be considered loitering on school grounds when s/he loiters or remains in or about a school building or grounds without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there. Administrators may exercise discretion with respect to the use of outside facilities.

Legal Reference: Connecticut General Statutes
10-239 Use of school facilities for other purposes.
53a-185 Loitering in or about school grounds; Class C misdemeanor
PA 97-290 An Act Enhancing Educational Choices and Opportunities
Equal Access Act, 20 U.S.C. ss 4071-4074
Good News Club v. Milford Central School, Sup. CT., 6-11-01

Policy adopted: October 19, 2000
Policy amended: July 11, 2002
Policy amended: April 26, 2012
Policy amended: December 19, 2013
Policy amended: June 4, 2015
Policy amended: June 21, 2018
Policy amended: October 5, 2023
Appendix revised: February 15, 2024

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Priority List for the Use of New Fairfield School Facilities

The use of school facilities must be cost neutral by any organization that plans to use a New Fairfield Board of Education facility. Every organization is responsible for the cost of utilities, cleaning, and maintaining the facility in good operational condition. Organizations that request the use of school facilities are categorized below. The reason for these categories is to differentiate fees according to the types of organizations and the benefit of the activities for the New Fairfield community. There are other considerations to be made that take into account the hours of an event, the number of people involved, custodial needs of an event and the number of activities that are already scheduled. It is understood that all activities under the jurisdiction of the Board of Education are exempt from this priority list and are always given first priority over others. Flat fees, rather than hourly fees, can be established for activities that meet regularly at the discretion of the Superintendent.

1. Local Town Government Meetings

This category includes:

- Official Town meetings and all regular meetings open to the general public in cooperation with the Board of Education.
- Examples: Permanent Building Committee (PBC), Zoning meetings, Finance meetings, Board of Selectmen meetings, Town Meeting.

2. Parent-Teacher and other School Associated Groups

This category includes:

- a. Activities sponsored, organized and supervised directly by the Parent-Teacher Organizations or sponsored by the Board of Education and activities of other groups approved by the Board of Education.
- b. Examples: school clubs, DECA, FBLA, Booster clubs, National Honor Society, all PTO activities, extracurricular and co-curricular activities.

3. Recreation for Children and Adults (non-profit organizations; community based)

This category includes:

- Park and recreation activities.
- Non-Profit groups including Jaycees, Lions, Boy Scouts, Girl Scouts, Aquabears, swim clubs, wrestling clubs, soccer clubs, lacrosse clubs, Pop Warner Football, Babe Ruth Baseball, softball, Falcon Cheerleaders, Flash Track, Adult Education, and CCD.

4. Private Events, Commercial Ventures or Fundraising Activities with Community Benefit

This category includes:

- Activities which charge admission and any commercial venture of definite cultural value for specific benefit to the New Fairfield Community.
- Examples: Private sports clubs; private arts and crafts fair; Women's and Men's Clubs, Alumni groups, church groups, civic and fraternal programs.

5. Private Events, Commercial Ventures or Fundraising Activities for Organizational Benefit

This category includes:

- Activities which charge admission and any commercial venture of definite cultural value for specific benefit of the organization.
- Examples: commercial stage groups, private retail businesses, school of dance, Star-Search, private sports clubs; private arts and crafts fair; Women's and Men's Clubs, Alumni groups, church groups.

New Fairfield Public Schools Facility Fees

The following fees will be charged for the use of any New Fairfield Schools facilities (regardless of the school) room charges are by the hour and field charges are by the participant per field and per season, unless otherwise noted:

Effective beginning February 15, 2024 until further review

Category	Per Classroom Conference Room	Gymnasium	Auditorium	Cafeteria w/o Kitchen	Cafeteria with Kitchen	Pool	Athletic Fields◇
1	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0
3	0*+	\$20	\$30	\$15	\$25	\$40	\$40**¹ +\$5 **³ or \$65**² +\$5 **³
4	\$10*+	\$40	\$60	\$30	\$50	\$80	See Below**
5	\$25*+	\$100	\$150	\$75	\$125	\$200	See Below**
6	See Below**	See Below**	See Below**	See Below**	See Below**	See Below**	See Below**

Category 3 ¹\$40.00 per participant per season (Flash Track fee – 50% of prevailing rate per participant)
²\$65.00 per hour for camps or limited use (fewer than 40 hours)
³\$5.00 additional per athlete seasonal charge for use of John John Pendergast Field
(Parks & Rec fee – 50% of prevailing rate for use of any outdoor facility specified in the Field Policy Agreement)

Category 4 \$150.00 per hour for 1st day use per field
\$100.00 per hour for any additional continuous days use per field
\$50.00 per hour for a grounds man – Saturday – minimum 3 hours
\$70.00 per hour for a grounds man – Sunday – minimum 3 hours
\$25.00 per hour fee for lights per field

Category 5 \$200.00 per hour for 1st day use per field
\$150.00 per hour for any additional continuous days use per field
\$50.00 per hour for a grounds man – Saturday – minimum 3 hours
\$70.00 per hour for a grounds man – Sunday – minimum 3 hours
\$25.00 per hour fee for lights per field

Category 6 Special Events - Cost to be determined by the Director of Buildings and Grounds and the Director, Parks and Recreation, Buildings and Grounds.

◇ Athletic Fields including Track and Tennis Courts, and John John Pendergast Field

*The Board of Education may require a \$500.00 cash bond posted for use of those areas that contain technology equipment.

**The Board of Education may require a \$300.00 cash bond posted for use of Athletic Fields.

+ Classrooms at Consolidated School, Meeting House Hill School, and New Fairfield Middle School will not be available after 5:00 p.m. Other areas of these buildings will only be used after 5 p.m. when larger spaces are not available at the high school.

Custodial Fees- Besides a facility fee, there may also be a custodial fee for activities. Custodial fees are required for those activities that:

- Take place outside of normal work hours: School Day: 7:00 AM to 9:00 PM/Vacation periods: 7:00 AM to 3:00 PM or
- Require excessive set-up or clean-up or
- In some cases, when expected attendance exceeds 50 participants or
- If schedule shows multiple activities at one time
- When school is closed: Holidays, snow days, staff development days, all activities are cancelled.

Note: Facility fees and custodial fees are determined by the Schools' Director of Building and Grounds under the direction of the Superintendent of Schools.

Hourly Custodial Fees: Monday-Saturday: \$35.85/hour
Sunday: \$47.46/hour

Note: Any need for a Groundsman for use of Athletic Fields will be charged the same as the custodial fee.