

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 are available in the Buildings & Grounds Office located in the Administration Building 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. 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. 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

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

Group C: Local profit making organizations

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.

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 a custodial charge for prepping fields for use.

The chart of hourly rental fees follows on the next page.

USE OF SCHOOL FACILITIES SCHEDULE OF HOURLY RENTAL FEES

Group B Weekdays per Hour Fees - 2 Hour Minimum

Facility	Hourly Utility Charge	Custodian 1.5 Overtime	Total Group B /Hour
Bristol Central – 2 custodians	\$43.38	\$35.61 x 2	\$114.60
Bristol Eastern – 2 custodians	\$35.25	\$35.61 x 2	\$106.47
Chippens Hill MS	\$22.95	\$37.89	\$60.84
Northeast MS	\$14.99	\$37.89	\$52.88
Greene-Hills PK-8	\$37.95	\$37.89	\$75.84
West Bristol PK-8	\$27.53	\$37.89	\$65.42
Edgewood K-5	\$5.09	\$34.79	\$39.88
Hubbell PK-5	\$9.14	\$34.79	\$43.93
Ivy Drive PK-5	\$12.88	\$34.79	\$47.67
Mountain View PK-5	\$9.75	\$34.79	\$44.54
Stafford K-5	\$9.94	\$34.79	\$44.73
South Side PK-5	\$10.61	\$34.79	\$45.40
<i>Additional custodians as needed at the hourly rate.</i>			

Group B Weekends per Hour Fees - 3 Hour Minimum

Facility	Hourly Utility Charge	Custodian 2.0 Overtime	Total Group B /Hour
Bristol Central – 2 custodians	\$43.38	\$47.48 x 2	\$138.34
Bristol Eastern – 2 custodians	\$35.25	\$47.48 x 2	\$130.21
Chippens Hill MS	\$22.95	\$50.52	\$ 73.47
Northeast MS	\$14.99	\$50.52	\$ 65.51
Greene-Hills PK-8	\$37.95	\$50.52	\$ 88.47
West Bristol PK-8	\$27.53	\$50.52	\$ 78.05
Edgewood K-5	\$5.09	\$46.38	\$ 51.47
Hubbell PK-5	\$9.14	\$46.66	\$ 55.80
Ivy Drive PK-5	\$12.88	\$46.38	\$ 59.26
Mountain View PK-5	\$9.75	\$46.38	\$ 56.13
Stafford K-5	\$9.94	\$46.38	\$ 56.32
South Side PK-5	\$10.61	\$46.38	\$ 56.99
<i>Additional custodians as needed at the hourly rate.</i>			

Groups C & D Weekdays Per Hour Fee – 2 Hour Minimum						
Facility	Hourly Utility Charge	Custodian 1.5 Overtime	Surcharge* Group C /hour	Total Group C/ hour	Surcharge* Group D /hour	Total Group D/Hour
Bristol Central – 2 custodians	\$43.38	\$35.61 x 2	\$35.00	\$149.60	\$45.00	\$159.60
Bristol Eastern – 2 custodians	\$35.25	\$35.61 x 2	\$35.00	\$141.47	\$45.00	\$186.47
Chippens Hill MS	\$22.95	\$37.89	\$35.00	\$ 95.84	\$45.00	\$105.94
Northeast MS	\$14.99	\$37.89	\$35.00	\$87.88	\$45.00	\$132.88
Greene-Hills PK-8	\$37.95	\$37.89	\$35.00	\$110.84	\$45.00	\$155.84
West Bristol PK-8	\$27.53	\$37.89	\$35.00	\$100.32	\$45.00	\$110.32
Edgewood K-5	\$5.09	\$34.79	\$35.00	\$74.88	\$45.00	\$84.88
Hubbell PK-5	\$9.14	\$35.00	\$35.00	\$79.14	\$45.00	\$89.15
Ivy Drive PK-5	\$12.88	\$34.79	\$35.00	\$82.67	\$45.00	\$92.67
Mountain View PK-5	\$9.75	\$34.79	\$35.00	\$79.54	\$45.00	\$89.54
Stafford K-5	\$9.94	\$34.79	\$35.00	\$79.73	\$45.00	\$89.73
South Side PK-5	\$10.61	\$34.79	\$35.00	\$80.40	\$45.00	\$90.40
<i>Additional custodians as needed at the hourly rate.</i>						
Sunday or Holiday Rental – 3 hour minimum						
Facility	Hourly Utility Charge	Custodian 2.0 Overtime	Surcharge* Group C /hour	Total Group C/ hour	Surcharge* Group D /hour	Total Group D/Hour
Bristol Central – 2 custodians	\$43.38	\$47.48 x 2	\$35.00	\$173.34	\$45.00	\$183.34
Bristol Eastern – 2 custodians	\$35.25	\$47.48 x 2	\$35.00	\$165.21	\$45.00	\$175.21
Chippens Hill MS	\$22.95	\$50.52	\$35.00	\$108.47	\$45.00	\$118.47
Northeast MS	\$14.99	\$50.52	\$35.00	\$100.51	\$45.00	\$110.51
Greene-Hills PK-8	\$37.95	\$50.52	\$35.00	\$123.47	\$45.00	\$133.47
West Bristol PK-8	\$27.53	\$50.52	\$35.00	\$113.05	\$45.00	\$123.05
Edgewood K-5	\$5.09	\$46.38	\$35.00	\$86.47	\$45.00	\$96.47
Hubbell PK-5	\$9.14	\$46.66	\$35.00	\$90.80	\$45.00	\$100.80
Ivy Drive PK-5	\$12.88	\$46.38	\$35.00	\$94.26	\$45.00	\$104.26
Mountain View PK-5	\$9.75	\$46.38	\$35.00	\$90.98	\$45.00	\$100.98
Stafford K-5	\$9.94	\$46.38	\$35.00	\$91.32	\$45.00	\$101.32
South Side PK-5	\$10.61	\$46.38	\$35.00	\$91.99	\$45.00	\$101.99
<i>Additional custodians as needed at the hourly rate.</i>						

Effective 7.1.16

***Surcharge per hour: supplies, water, mechanicals, and refurbishment**

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

WEEKDAY RENTAL - HOURLY FEES

Facility	GROUP C		GROUP D	
	Payment 1 to: BOE Facilities	Payment 2 to: Recreation Committee	Payment 1 to: BOE Facilities	Payment 2 to: Recreation Committee
Bristol Central – 2 custodians	\$35.00	\$114.60	\$45.00	\$114.60
Bristol Eastern – 2 custodians	\$35.00	\$106.47	\$45.00	\$106.47
Chippens Hill MS	\$35.00	\$60.84	\$45.00	\$60.84
Northeast MS	\$35.00	\$52.88	\$45.00	\$52.88
Greene-Hills PK-8	\$35.00	\$75.84	\$45.00	\$75.84
West Bristol PK-8	\$35.00	\$65.42	\$45.00	\$65.42
Edgewood K-5	\$35.00	\$39.88	\$45.00	\$39.88
Hubbell PK-5	\$35.00	\$43.93	\$45.00	\$43.93
Ivy Drive PK-5	\$35.00	\$47.67	\$45.00	\$47.67
Mountain View PK-5	\$35.00	\$44.54	\$45.00	\$44.54
Stafford K-5	\$35.00	\$44.73	\$45.00	\$44.73
South Side PK-5	\$35.00	\$45.40	\$45.00	\$45.40

WEEKEND/HOLIDAY RENTAL - HOURLY FEES

Facility	GROUP C		GROUP D	
	Payment 1 to: BOE Facilities Office	Payment 2 to: Recreation Committee	Payment 1 to: BOE Facilities Office	Payment 2 to: Recreation Committee
Bristol Central – 2 custodians	\$35.00	\$138.34	\$45.00	\$138.34
Bristol Eastern – 2 custodians	\$35.00	\$130.31	\$45.00	\$130.21
Chippens Hill MS	\$35.00	\$ 73.45	\$45.00	\$ 73.85
Northeast MS	\$35.00	\$ 65.51	\$45.00	\$ 65.51
Greene-Hills PK-8	\$35.00	\$ 88.47	\$45.00	\$88.47
West Bristol PK-8	\$35.00	\$ 78.05	\$45.00	\$ 78.05
Edgewood K-5	\$35.00	\$51.47	\$45.00	\$51.47
Hubbell PK-5	\$35.00	\$55.80	\$45.00	\$55.80
Ivy Drive PK-5	\$35.00	\$59.26	\$45.00	\$59.26
Mountain View PK-5	\$35.00	\$55.98	\$45.00	\$55.98
Stafford K-5	\$35.00	\$56.32	\$45.00	\$56.32
South Side PK-5	\$35.00	\$56.99	\$45.00	\$56.99

Regulation Adopted: April 5, 1995

Revised: February 7, 1996

Revised: April 7, 2010

Revised: May 17, 2016

3515 ADDENDUM

Paid on: _____

Cash: _____ Check #: _____

Bristol Board of Education

Local Recreational Group Rental Form - Weekdays

Recreational Group: _____

Representative responsible for use of facility:

Name: _____

Address: _____

Phone: Home: _____

Work: _____

Cell: _____

Building wanted for rental: _____

Part of building to be used: _____

Purpose of rental: _____

Date of rental: _____

Time of rental: from _____ to _____

Required time of access to facility: _____

Additional facilities and/or equipment needed: _____

Fee Schedule:

Custodial Staff _____ Number of Staff _____ Rate _____ Hours = \$ _____

Local recreational teams must submit a "Lessee's Indemnification Agreement" signed by all participating members of the group in lieu of a Certificate of Insurance.

It is typical for rentals to be at least two hours. Any rental for less than that will be at the discretion of the principal and availability of custodial staff. The rental charge is a minimum two hour charge.

IT IS FURTHER NOTED THAT THE ORGANIZATION, PERSON OR PERSONS ENGAGING THE ABOVE MENTIONED BUILDING IS/ARE RESPONSIBLE FOR THE FOLLOWING:

- Compliance with all State and City Police and Fire regulations;
- Compliance with all school building and BOE regulations;
- The lawful behavior of those present;
- Any property missing or damaged.

ALL CHECKS ARE TO BE MADE PAYABLE TO THE BRISTOL BOARD OF EDUCATION AND ARE TO BE PAID ONE WEEKS IN ADVANCE

Renter's Signature: _____ Date _____

Principal Approval: _____ Date _____

Buildings & Grounds Office Approval: _____ Date: _____

White copy - Buildings & Grounds Office Pink Copy - School Copy Yellow Copy - Renter's Copy

#71-2007

Date and Amount Paid _____ (For Buildings & Grounds Use)

Bristol Board of Education - Rental Form

Name of Organization: _____

Address of Organization: _____

Organizational TIN: _____

Representative(s) responsible for use of facility:

Name: _____

Phone: Work: _____ Home: _____ Cell: _____

Email Address: _____ Fax: _____

Type of Organization:

_____ Group A: Local school or school connected activities: such as student groups, Board of Education employee groups, parent-teacher groups, School Business Partnership Group, local town government and town sponsored groups, Boys and Girls Scouts, and local civic organizations such as the Family Center and Boys' and Girls' Club who have reciprocal facilities use agreement with the Board of Education. Weekend use, No surcharge.

_____ Group B: Local civic organization, local church related activities and local non-profit organizations and local recreational teams. Weekday or Weekend use.

_____ Group C: Local profit making organizations. Weekday or Weekend use.

_____ Group D: Out of Town persons or groups. Weekday or Weekend use.

Building to be rented: _____

Part of building to be used: _____

Date(s) and Time(s) and Purpose of Event(s):

Additional facilities and/or equipment needed:

Insurance Requirement

- Groups B, C, and D will be required to submit with the rental application a General Liability Certificate of Insurance in the amounts of \$1,000,000 (combined single limit), Bodily Injury- Property Coverage/Occurrence and \$2,000,000 aggregate coverage. The Board of Education and the City of Bristol are to be named as additional insured on all policies. Such insurance will be held accountable in cases where accident or vandalism may occur. The insurance certificate must specify a "hold harmless" clause to the City of Bristol and the Bristol Board of Education.
- Local, non-affiliated recreational teams may submit a "Lessee's Indemnification Agreement" signed by all participating members of the group in lieu of a Certificate of Insurance.
- A CERTIFICATE OF INSURANCE IS REQUIRED WITH THIS RENTAL FORM TO RESERVE SPACE.

Company: _____

Policy Number: _____

Coverage _____

Coverage Dates: _____

Fee Schedule: _____ hourly
_____ Number of Custodial Staff x _____ Rate x _____ Hours + surcharge = \$ _____

IT IS FURTHER NOTED THAT THE ORGANIZATION, PERSON OR PERSONS ENGAGING THE ABOVE MENTIONED BUILDING IS/ARE RESPONSIBLE FOR THE FOLLOWING:

- Compliance with all State and City Police and Fire regulations;
- Compliance with all school building and BOE regulations;
- The lawful behavior of those present;
- Any property missing or damaged;
- _____ If checked, renter to show that arrangements were made by the renter for police services. Principal of school specifies number of police.

It is typical for rentals to be at least two hours. Any rental for less than that will be at the discretion of the principal and availability of custodial staff. The rental charge is a minimum two hour charge including cancellations.

Renter's Signature: _____ Date _____

Principal Approval: _____ Date _____

Buildings & Grounds Office Approval: _____ Date: _____

CHECKS are payable to the BRISTOL BOARD OF EDUCATION AND ARE TO BE PAID TWO WEEKS IN ADVANCE

Please return the above application to: Board of Education, P. O. Box 450, Bristol, CT 06011-0450

White copy - Facilities Office Pink Copy - School Copy Yellow Copy - Renter's Copy

