

Use of School Facilities

Subject to Board of Education (BOE) and at the discretion of the superintendent, community use will be allowed as long as such use does not interfere with school activities. School Facilities shall be in the control and charge of the Principal or his/her designee.

The individual or organization seeking use of school facilities must be specific in requesting exactly what facilities are desired. Approval will be for those specific facilities and rooms only. The BOE reserves the right to deny use to any organization.

Eligible Organizations and Priority of Use

1. Educational programs.
2. Student activities.
3. Administrative faculty, or staff activities (includes PTO)
4. City of Derby - department or agency activities
5. Activities sponsored by and for organizations promoting the physical, political or cultural well-being of the citizens of Derby.
6. Private organizations, private businesses or enterprises located in or taxpayers to the City of Derby.
7. Out-of-town organizations.

Restrictions On Use Of School Facilities

1. Illegal activities will not be tolerated and any violations may justify permanent restriction of the organization involved.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. Vendors shall be prohibited from any form of selling in school buildings or on school grounds.
4. Refreshments can be served or consumed only in areas designated by the Building Principal or their designee.
5. Advertising and/or decorations held not to be in good taste by the Board of Education, the Superintendent, or the Building Principal shall not be allowed in school facilities or on school grounds.
6. Games of ~~chance which are contrary to the law of the State of Connecticut~~chance, which are contrary to the law of the State of Connecticut, are forbidden on school premises.
7. There shall be no nails or screws driven into any part of the building without permission of the building principal or facilities manager.
8. All decorations and equipment used for entertainment must conform to fire code and be removed following the event.
9. Smoking on school premises is prohibited.

10. Parties using the facilities shall see to it that law and order are maintained by employing police officers for the occasion as indicated on the building use form.
11. User must provide own equipment. School equipment may not be used.

Fee Policy for Community Use Of School Facilities

It shall be the general policy of the Board of Education to grant use of facilities to all Derby community-based groups as follows:

Group I	Derby Public Schools, City of Derby, or local non-profit non-profit to benefit children
Group II	Other Derby Groups
Group III	Non Derby Groups

Facility Use Fee Schedule:	Group I	Group II	Group III
Auditorium	None	\$ 500	\$1,000
Gymnasium	None	300	600
Cafeteria	None	100	200
Each Classroom	None	50	100

For Group II or Group III users, a deposit of 50% of the facility use fee (if applicable) is required with balance payable one (1) week prior to the event. -An invoice for custodial fees will be sent after the event to the user point of contact.

The user is also responsible for custodial costs, with a ~~three-hour~~three-hour minimum, reflecting current contractual rates. Saturdays will be billed at time and a half, Sundays at double time and Holidays at double time plus holiday differential payable to Derby Public Schools.

In the case of Group II or Group III facility use, On the day of the event, the User on Site Supervisor will walk through the space with a Board of Education representative before the event to review the condition of the rental space. The User on Site Supervisor will complete the appropriate section of the Facilities Use Form Rental Agreement sign a statement indicating that the indicating the space to be used is in satisfactory condition, or noting any apparent damage. The User on Site Supervisor will then walk through the space with the Board of Education representative immediately after the event, at which time the Board of Education Representative will provide the User on Site Supervisor complete the appropriate section of the Facilities Use Form Rental Agreement with a signed statement indicating that the space is in satisfactory condition or noting any apparent damage for which the User is responsible.

Additional services such as police shall be the responsibility of the user.

Insurance

At the time of making application, organizations must submit a certificate of public liability insurance in the amount of \$1,000,000 naming the Board of Education of the City of Derby and its agents and employees as insured parties.

Legal Reference: Connecticut General Statutes
10-220 and 10-239

Policy adopted: December 20, 2001

Revised: [October 16, 2008](#) [TBD](#)

**FACILITY USE FORM RENTAL AGREEMENT
DERBY PUBLIC SCHOOLS
DERBY, CT**

Organization requesting use of facility: _____

It is understood the above organization requesting the facilities is in accordance with Community Relations Policy 1330 attached to this form.

DATE: _____ SIGNATURE: _____

NAME: _____

Formatted: Indent: Left: 1.5", First line: 0.5"

ADDRESS: _____ TELEPHONE: _____

Name and address of person responsible for all fees (if different from the above):

DATE: _____ SIGNATURE: _____

NAME: _____

ADDRESS: _____ TELEPHONE: _____

Name and address of person responsible to be on site representative to supervise facility use, User on Site Supervisor: (if different from the above):

DATE: _____ SIGNATURE: _____

NAME: _____

ADDRESS: _____ TELEPHONE: _____

Condition of Facility BEFORE Event ___ Satisfactory ___ Unsatisfactory ^{Initials} ___ User

Condition of Facility AFTER Event ___ Satisfactory ___ Unsatisfactory ___ BOE

Please note specific unsatisfactory conditions on reverse side

Facility Requested: _____ Estimated Attendance: _____

Auditorium ___ Gymnasium ___ Cafeteria ___ Classroom ___ (How Many? ___)

Grounds/Other _____

Purpose: _____

| Date(s) facility will be used: _____
2 Day Maximum Day(s) of Week Month Date(s) Year

| Time desired: from _____ a.m. / p.m. = to _____ a.m. / ~~or~~ p.m. =

**FACILITY USE FORM RENTAL AGREEMENT
DERBY PUBLIC SCHOOLS
DERBY, CT**

Persons applying for facility use must complete and submit this application to the school principal for Group I applications. Applications for Groups II and III submit application to Superintendent with a 50% facility use fee deposit made payable out to "Derby Public Schools" and a certificate of liability insurance as described.

The fee for the facility request will be in the amount scheduled by the Derby Board of Education.

Group I Derby Public Schools, City of Derby or Local Non Profit to Benefit Children
Group II Other Derby Groups
Group III Non Derby Groups

Facility Use Fee Schedule:	Group I	Group II	Group III
Auditorium	None	\$ 500	\$ 1,000
Gymnasium	None	300	600
Cafeteria	None	100	200
Classroom	None	50	100
Other/Grounds	None	TBD	TBD

Facility Use Fee \$ _____
50% Deposit \$ _____

Additional Fees:

Custodial Services (three-hour minimum) _____
Overtime Custodial Service \$ ~~35.00~~ prevailing rate (per hour per employee)
Sunday & Holiday Custodial Service \$ ~~45.00~~ prevailing rate (per hour per employee)

Custodial Fee \$ _____
Total Fees \$ _____

Fees: For Group II or Group III users, the remaining 50% balance of the Facility Use Fee **MUST BE PAID** to the Derby Public Schools Board of Education by the organization one week prior to the event or the facility will not be available. Custodial fees will be billed after the event.

Insurance: At the time of the application, a public certificate of liability ~~certificate of~~ insurance must be submitted naming the Board of Education of the City of Derby as an insured interest. (\$1,000,000 minimum).

Police/Fire/Health: If checked, the applicant is required to contact the city department listed below to arrange for and confirm the following services:

_____ Police _____ Fire _____ Health

Approval: These signatures are required to receive authorization to use the facility.

Building Principal: _____ - Facilities Manager: _____

| **Business Manager:** _____