



## POLICY COMMITTEE MEETING

Wednesday, May 15, 2013 9:00 AM

POLICY COMMITTEE MEETING BOARD OF EDUCATION CONFERENCE  
ROOM 628 HEBRON AVENUE-BUILDING TWO GLASTONBURY, CT 06033

628 Hebron Avenue  
Glastonbury, CT 06033

1. Review of Board of Education Policy # 1330.1 (Use of Glastonbury-East Hartford Elementary Magnet School Planetarium)

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Use of Glastonbury-East Hartford Elementary Magnet School Planetarium (GEHMS)

The Glastonbury-East Hartford Elementary Magnet School Planetarium provides a program of instruction in astronomy and other educational subjects for students at GEHMS, in the Glastonbury Public Schools, East Hartford Public Schools, the residents of Glastonbury and the general public.

The GEHMS Planetarium is the property of the citizens of the Town of Glastonbury. As such, the Board of Education encourages the use of this facility by responsible organizations.

Recognizing, however, that the Board of Education must maintain its properties, it is the policy of the Board of Education to charge for some uses.

Charges, where applicable, will be based on the following:

- The type of organization applying
- The facilities required
- The length of time facilities are required
- The type of function (i.e. whether or not admission is charged)

Such charges cover labor, planetarium operations, general maintenance, trash removal, replacement supplies and energy costs. Examples of customary uses and their fee categories are listed on schedules A & B of the regulation. Fee schedules will be reviewed by the Board of Education every year.

The Board of Education reserves the right to approve any use beyond those described in this policy. The Board of Education reserves the right to refuse the use of a facility if an activity is determined to be inappropriate.

The Superintendent/designee of the Glastonbury Public Schools will be the agent for the Board of Education and will review each application and determine that the proposed activity and organization meet the conditions set forth herein for approval in using school facilities.

The business manager will specifically determine the following:

1. The need for, and amount of, liability insurance required of the applicant organization, and whether the activity is allowed under the Board of Education insurance policies.
2. The need for police protection and/or traffic control and possible fire watch.
3. The need for the applicant organization to submit to the Board of Education its registration with the State Tax Department.

Activities which will not be permitted include, but are not limited to:

1. Activities advocating the overthrow of the United States, the State of Connecticut or of local governmental agencies.
2. Any activities which are inconsistent with the health and welfare of the public and/or the policies delineated by the Board of Education.
3. Any activity which promotes violence or violent behavior.
4. Activities which are unlawful in nature.

Any organization whose application for use has been rejected, may apply to an ad hoc appeals committee, comprised of the superintendent and two Board of Education members.

A community group will not sponsor another group or relieve an organization of its fee requirement for use of facilities if that organization would not have been eligible under its own application.

Connecticut General Statute Sec. 10-239

Policy

Adopted:

Use of Glastonbury-East Hartford Elementary Magnet School Planetarium (GEHMS)

## I. PLANETARIUM

A. The Coordinator of Planetarium Operations will report to and work under the direction of the Director of Educational Technology. Planetarium programming will be devised and carried out by the Coordinator of Planetarium Operations in consultation Director of Educational Technology.

B. Planetarium programing falls into four categories:

CATEGORY 1: Field Trips for students/groups from GEHMS, Glastonbury and East Hartford schools; available Monday through Friday, 9:30-11:30am.

CATEGORY 2: Field trips for other school systems on a field trip, available Monday through Friday, 9:30-11:30am.

CATEGORY 3: General public shows. Times to be determined based on availability of planetarium staff.

The planetarium may be used to present scheduled programs to the general public on a fee basis if such programs do not interfere with Glastonbury school uses. The Coordinator of Planetarium Operations, subject to the approval of the Superintendent of Schools or designee, shall determine the frequency of such programs. Admission fees will be based on programming subject to the approval of the superintendent/designee.

CATEGORY 4: Private events.

- a. Groups wishing to utilize the Planetarium for private events must fill out a Community Use Form with Facilities Dept. and agree to all associated fees.
- b. Customized events may be accommodated depending on the nature of the request for an additional charge.
- c. Services provided:
  - a. Full Dome Shows
  - b. Wireless Internet Access
  - c. Computer projection (PowerPoint, DVD, BlueRay)
  - d. Sound System (requestor must supply own music in a play list format, preferably on an iOS device or CD)
  - e. Night sky presentation

Program materials will be chosen to comply with the specific needs or interests of the groups to which they are presented. An additional cost may apply for customized programs.

## II. OPERATING PROCEDURES

1. The planetarium staff will schedule groups into the planetarium for specific times of instruction.
2. The planetarium will be reserved for GEHMS, Glastonbury Public Schools, East Hartford Public School and other school systems (fee based) during hours of instruction. Non-school groups will not be allowed to utilize the planetarium during normal school hours.
3. Non-school groups may be scheduled into the planetarium after 4:00 p.m. weekdays on a fee basis when staff is available.
4. Public programs will be offered during non-instructional hours. Admission to such programs will be by tickets procured by prior reservations. Fees for tickets will be assessed to cover program expenses incurred.
5. Hours of operation for groups requesting private shows or events.
  - Monday – Friday: 5:00pm-10:30pm
  - Saturday: Determined upon special request
6. The Glastonbury Board of Education reserves the right to refuse rental to individuals, organizations or events that discriminate because of race, creed, color, national origin, religion, marital status, gender, sexual orientation, gender identity or expression, physical disability, or age.
7. The Glastonbury Board of Education reserves the right to refuse rental to individuals, organizations or events that contradict the mission and goals of the Glastonbury Board of Education
8. Any organization seeking to use the planetarium and associated facilities for an event involving an admission charge or fundraising must qualify as a not-for-profit, tax-exempt organization under Section 501 (c)(3) or other relevant sections of the Internal Revenue Code. A copy of the Internal Revenue determination letter must be provided to the Glastonbury Public Schools prior to executing the Facilities Rental Agreement.
9. Weather Delay/Cancellation - The possibility exists that inclement weather may cause the Glastonbury Public Schools to have to delay or postpone an event. If the event is delayed, all efforts will be made, if possible, to complete the event. If there is a long delay which makes it necessary to abbreviate or cancel the event, the Superintendent/designee will decide as to delay or postpone.

### III. RESERVATIONS

A. It is understood that the primary use of the facilities is for school use. However, in order to establish an orderly schedule, reservations must be made according to the following calendar:

1. GEHMS, Glastonbury & East Hartford schools and school-related activities and field trips: Reservations due by March 31 for the following fiscal year (July 1 – June 30).
2. All others: Reservations beginning May 1 for the following fiscal year (July 1 – June 30). Reservations must be made 30 days prior to the event.

Any other function, including school activities, booked after 5/1 will be scheduled on a first-come, first-served basis.

Reservations for more than one year in advance may be accepted on a conditional basis. However, final approval will not be made until A1 and A2 above have been met.

#### B. Procedures for Reserving Facilities

1. All requests for use of schools must be submitted on the REQUEST FORM FOR COMMUNITY USE OF SCHOOL FACILITIES. This form is available at the Community Use office.
2. Request forms for use of the schools must be submitted at least two weeks before the activity is to take place.
3. No school facility may be reserved for a public function during a regular school day (except voting) unless approved by the superintendent/designee.
4. Student groups planning to use school facilities must arrange for member(s) of the school staff to be present to supervise the event.
5. No keys will be given to any non-staff person. A custodian or administrator must be present to unlock and lock doors.

### IV. REGULATIONS FOR USE OF PLANETARIUM

#### A. General Conditions

1. The use of the planetarium requires the prior permission of the community use office subject to approval of the superintendent/designee.
2. No smoking in the school buildings.
3. No food or drink allowed in planetarium.
4. Alcoholic beverages, illegal drugs, and weapons are prohibited in school buildings or on school grounds at all times.
5. Persons attending any activity must confine themselves to the rooms and corridors assigned for their use.
6. Parking on the grass or playing fields will not be permitted without the prior approval of the Superintendent or designee. Approved off-road parking is to be coordinated with and directed by the Police Department.
7. It is the responsibility of applicant organizations to notify their groups or make announcements over the local radio stations for cancellations.
8. Capacity regulations as defined by the Board are strictly enforced.

9. The community use office will contract for trash removal. When the amount of trash generated by an event necessitates the rental of a waste bin, the applicant organization will be billed directly by the contractor. For other events, the trash removal will be included in the rental fee, if applicable.
10. A custodian must be present at all times when the building is in use and the necessary cleanup has been completed, except when a school function is under the supervision of a school administrator or designee. If no custodian is on duty, the supervising administrator or designee must be certain to return the building to the condition in which it was found, and will be responsible for securing the building.
11. The sale of items in violation of or inconsistent with the Board policies will not be permitted.
12. All local, state and federal laws and regulations must be obeyed.

#### B. Equipment

1. Only a properly qualified and designated staff member may operate the planetarium equipment. The cost of his/her services, as well as any costs associated with the use of equipment or repair due to damage of the equipment, must be paid by the applicant organization.
2. No Board of Education equipment or supplies may be used by the public unless specific permission has been granted by the school principal and/or the community use office.
3. All equipment used during the activity by the public must be returned to the original location immediately following each activity. All facilities must be left as they were found. The Board of Education is not responsible for property left overnight.
4. When a kitchen is used, a member of the cafeteria staff must be present. (See schedules B3 and B4 in Board of Education Regulation 1330)  
Organizations may not set up decorations or stage scenery.

#### C. Conduct/Safety

1. Each applicant organization is responsible for the conduct of all participants and/or guests. Representatives from the applicant organization must remain on the premises throughout the function and must maintain control at all times. The number of such representatives will be designated by the community use office. Names and addresses of all designated persons in charge must be submitted with the application and they will be held responsible for the conduct of the participants and any property damage.

THE CUSTODIAN OR OTHER PLANATARIUM STAFF ARE NOT SUPERVISORS OF CHILDREN OR ADULTS.

2. Police coverage will be required when, in the opinion of the community use office and/or police department, the event calls for traffic control, crowd control or security. The applicant organization must make arrangements for police coverage whenever required. The charge for police coverage will be paid directly by the applicant organization to the Town of Glastonbury.

**V. LIABILITY FOR USE OF SCHOOL FACILITIES**

Neither the Board of Education nor the Town of Glastonbury can be responsible for injury to persons or their property while the building or grounds are used by any group.

Groups, as required by the Business Manager, not included under the Board of Education and the Town of Glastonbury blanket liability insurance coverage, will be required to furnish evidence of insurance coverage meeting the town's requirement for personal injury and property damage single limit liability (\$1,000,000). In addition, the Glastonbury Board of Education is to be named as an additional insured and a certificate of insurance will be required to be filed with the original request.

The applicant organization must assume all legal responsibility for the function and remains the liable party.

Any activities, which are specifically excluded by the Board of Education insurance policies, are prohibited.

The applicant organization contracting for use of the buildings/grounds will agree to indemnify the Board of Education for any damage to the school property/grounds or equipment by any person or persons attending the activity.

Any group found abusing the planetarium and/or associated equipment or failing to comply with any requirement of this policy may be faced with immediate termination of their activity and/or denial of future use of the facilities.

**VI. USE OF SCHOOLS FOR FUND-RAISING ACTIVITIES**

Qualifying groups (see schedule A, Group IV) may conduct fund-raisers under certain conditions. The following regulations shall prevail for all groups:

- A. The applicant organization certifies that all proceeds from the event will be used for a worthy educational, civic, or charitable purpose.
- B. The applicant organization will make all the arrangements through the community use office, which will determine the appropriateness of the function as defined by this policy.
- C. When admission is charged to an event using school facilities, the organization will be held liable for the collection and payment of taxes on admission and will account for any tax due by filing the necessary State of Connecticut forms. Non-profit organizations charging admission may be exempt from tax requirements, if they make application for exemption through the Connecticut State Tax Department.

SCHEDULE A  
DEFINITION OF GROUPS

- Group I: Glastonbury Public Schools
- Group IA: East Hartford Public Schools (field trips during normal school hours)
- Group II: Schools from other districts (excluding Glastonbury and East Hartford)
- Group III: General public, town agencies, non-profits, private organizations, other

SCHEDULE B (1)  
FEE SCHEDULES

- A. All fees/charges must be paid within fourteen (14) days of the billing date. Checks will be made payable to the GEHMS Planetarium and mailed directly to the community use office, 628-2 Hebron Ave, Glastonbury, CT 06033.
- B. A fifty percent deposit will be required with applications for private events (attendance may not exceed 100). The deposit may be applied to the final cost when the building/grounds are found in good order.
- C. Unless cancellations are received forty-eight (48) hours before the scheduled event, the deposit will ~~may~~ be forfeited.
- D. LABOR CHARGES for custodial, audio visual technician and kitchen employees, working outside normal hours (overtime), will be based upon the current hourly rate and will include benefit costs:
- Labor charges will be published on or before July 1 of each year or when the applicable labor contract has been settled, if at a later date. The then current schedule of labor charges will be sent to requesting organizations each year (see Schedule B2).
- E. RENTAL FEES are charged to cover a portion of the cost of maintenance/repair, trash removal replacement supplies and energy costs of operating the planetarium. Annual increases in rental fees will be based on the percentage increase in labor charges.

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**PLANETARIUM RENTAL FEES**Groups I and IA:

No charge. All field trips and/or events must occur during the normal school business hours.

Group II:

Field trips by reservation only - \$150 for one hour live and/or pre-programmed show. Maximum planetarium capacity is 100. Customized shows may be available for additional costs to be determined depending on content.

Group III:

Planetarium Dome Rental (1 hour minimum rental or any part thereof)

- 1<sup>st</sup> hour - \$450
- Each additional Hour - \$250

Gallery Rental (1 hour minimum rental or any part thereof; cannot be rented without planetarium dome rental)

- \$182.27/hour – no set up included
- Table Rental - \$6.00
- Chair Rental - \$2.00
- Podium Rental - \$20.00
- AV set up and support - \$51.50 / hour
- Set up and breakdown fees - \$96.20

Cafeteria Rental - \$36.33/ hour (1 hour minimum rental or any part thereof, cannot be rented without planetarium dome rental)

Cafeteria rental does not include any other services. All associated fees for additional services are subject to community use fees schedules as detailed in BOE Regulation 1330.

Regulation

Approved: