

**Finance/Personnel/Facilities Subcommittee Meeting  
Wednesday, November 4, 2009 5:30 PM  
Finance/Personnel/Facilities Subcommittee Meeting**

**I. Statement of Accounts**

**II. Use of Facilities Fees**

**Attachments:**

Use of Facilities Policy

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**III. HVAC Settings Review**

**IV. Civil Rights Project Status**

**V. ARRA Plans - Special Education**

**VI. ARRA Plans - ECS Replacement Grant**

## **Community Relations**

### **Use of School Facilities by Outside Organizations**

The Board of Education shall grant the use of school facilities for activities of educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school sponsored activities as permitted under law.

The Superintendent shall draw up rules, rates, and procedures for event-based building use. These shall be submitted to the Board for approval and upon such approval becomes part of the administrative regulations. Designation of areas to which any group is assigned is at the discretion of the Superintendent of Schools, who will consider the needs of the group and the interests of the public schools.

The Board of Education may enter into long-term building use agreements with outside organizations. Long-term agreements will be governed by an individual written agreement between the Board and the organization rather than administrative regulations for this policy. Long-term agreements will be at the discretion of the Board based on prior experience with the organization, amount of income, and compatibility with school activities.

### **Types of Activities Which Will Not be Permitted**

1. Any purpose in conflict with school activities.
2. Commercial advertising.
3. Fund-raising campaigns except as permitted by Board of Education policy or by special action of the Board of Education.
4. Any activity which may be injurious to the buildings, grounds or equipment of the schools.

Consistent with this policy the Superintendent shall approve and schedule the use of school facilities by individuals or groups and shall develop guidelines for community use of the schools.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes.  
P.A. 97-270 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 15, 1997  
Revisions – First reading: May 1, 2002  
Adopted: May 15, 2002  
Revision: First reading: July 21, 2004  
Adopted: September 1, 2004

GRANBY PUBLIC SCHOOLS  
Granby, Connecticut

## **Community Relations**

### **Use of School Facilities by Outside Organizations**

#### **Eligibility**

1. At the discretion of the Superintendent, use of school facilities is open to all local organizations and organizations operating in the local interest subject to listed rates and regulations except as noted herein.
2. The following types of organizations are permitted use of school facilities without rental charges:
  - A. Granby School Organizations
  - B. Granby Town government functions
  - C. Granby Parent-Teacher Organizations
3. Outside group use initiated by the district will not require separate facility use charges. The Superintendent will ensure that any charges made by the user to its members or clients will be net of any facility use consideration.
4. Outside group planned facility use for a consideration (e.g. admission fee, collection or donation, barter) will incur charges as described in the administrative regulations.
5. Groups that plan to use facilities for no consideration may be liable for the cost of event custodial services as described in the administrative regulations.

#### **Scheduling**

1. The Superintendent of Schools is responsible for scheduling the use of all school facilities.
2. All applications for use of school facilities shall be submitted to the Building Principal and forwarded to the Superintendent of Schools at least ten (10) days in advance of the date covered by the application. The application will be signed by a qualified adult who will accept responsibility for supervising the group submitting the request. The person responsible for supervision shall see to it that all persons in the building observe proper rules of conduct and shall take the necessary precautions to prevent damage to persons or property.
3. No reservation shall be considered complete until the applicant shall have received written notice from the office of the Superintendent of Schools. All applicants will be provided with a copy of the policy and administrative regulations annually or upon request.
4. No outside use of school facilities shall commence until written notification has been received by all parties concerned from the office of the Superintendent of Schools. Priority for use of school facilities shall be in the following order:

**Administrative Regulations  
1330(b)**

**Scheduling (continued)**

- A. School Function
  - B. Government Function (In an emergency declared by the First Selectman, government function can supersede school functions)
  - C. Other local groups on a "first come, first served basis."
5. The Board will not make buildings or other facilities available to individuals, nor shall the Board lend portable equipment to organizations for out-of-town use or to individuals for use anywhere.
  6. The Superintendent shall have the right to refuse to approve any application and to revoke any application, and further reserves the right to require a bond or bonds to cover the repair of any damages to the premises.
  7. The assignment of the facility to be used is at the discretion of the Superintendent of Schools.
  9. Outside security may be required for outside and inside use of school facilities at the discretion of the Superintendent of Schools. If required, principal approval of security arrangements must be obtained in advance.
  10. The scheduling of facilities shall take into consideration capacities of the various auditoriums, gymnasiums and Commons.
  11. The Superintendent will make every attempt to accommodate requests for periodic or regular use of facilities. However, groups headquartered within Granby will be given priority over non-Granby groups in cases where requests for access may conflict.

**Use of School Facilities by Outside Organizations**

**Charges – Building Use (three hour minimum)**

1. The following rates will be charged for building use. There will be a three-hour minimum for all charges. Rates will be evaluated and adjusted annually.

High School Auditorium	\$140.00 per hour
High School Gymnasium	\$70.00 per hour
High School Community Gymnasium	\$60.00 per hour
High School Commons	\$40.00 per hour
High School Media Center	\$40.00 per hour
Elementary & Middle School Gymnasium	\$40.00 per hour
Elementary & Middle School Cafeteria	\$30.00 per hour
Elementary & Middle School Kitchen	\$25.00 per hour
Kearns All-Purpose Rooms	\$35.00 per hour
Non-academic classrooms	\$20.00 per hour
Chorus/Band Rooms	\$40.00 per hour

2. The Superintendent has the discretion to accept in-kind services in lieu of partial payment of these fees.

**Charges - Personnel**

1. Event monitors are required for recreational use of school facilities. If a monitor fails to appear, the event will be cancelled. Please note that all monitors must be at least eighteen years of age. Monitors are expected to regularly patrol the hallways as well as the gymnasium. Expectations for monitors and event custodians are clearly outlined on the Building Condition Checklist. Rules for building use will be posted in the schools as well as on the building condition checklist. It is essential that these rules are consistently enforced by the event monitor and that problems are immediately reported.
2. Use of the kitchen for cooking requires the service and payment of Food Service Personnel. The charge will be established annually.
3. Use of the auditorium requires the service and payment of a school stage/lighting manager. The charge will be \$30.00 per hour.
4. Custodial Fees will be charged at a two hour minimum as follows:

Custodial Charges @ \$30.00 per hour

Sundays/Holidays @ \$60.00 per hour

Custodial services after 10 p.m. will be charged a two hour minimum at the applicable rate.

**Administrative Regulations  
1330(d)**

**Use of School Facilities by Outside Organizations**

5. An event custodian is a school employee who is hired by the district to cover a specific event. The charges will be established annually based on Board contractual obligations. Event custodians are required as follows:

**\* WHEN SCHOOL IS NOT IN SESSION (E.G. VACATIONS, HOLIDAYS, WEEKENDS, SNOW DAYS) CUSTODIAL FEES WILL BE CHARGED.**

<b>School Events</b>		
Monday – Friday (before 10 p.m.)	Unpaid events Paid events – students only Paid events – open to public	Not required - no charge* Not required – no charge* Required – no charge
Monday – Friday (after 10 p.m.)	All events after 10 p.m.	Minimum - 2 hours at overtime rate charged to activity
Saturdays	Practice/rehearsal Public event	Not required for authorized users Required two hour minimum at overtime rate
Sundays and holidays	Practice/rehearsal Public event	Not required Required two hour minimum at double time rate
<b>Town &amp; local non-profit organization</b>		
Monday – Friday (before 10 p.m.)	Regular events Special events	Not required - no charge* Required – overtime rate
Monday – Friday (after 10 p.m.)	All events after 10 p.m.	Minimum charge - 2 hours at overtime rate
Saturdays		Required 2 hour minimum at overtime rate
Sundays and holidays		Required – minimum of 2 hours at double time rate
<b>Outside Events –Profit</b>		
Monday – Friday	Building Use Fee	Required 2 hour minimum at overtime rate
Saturdays	Building Use Fee	Required 2 hour minimum at overtime rate
Sundays and holidays	Building Use Fee	Required – minimum of 2 hours at double time rate

## **Administrative Regulations 1330(e)**

### **Use of School Facilities by Outside Organizations**

#### **Building Use Guidelines**

##### **When a custodian is required for an event:**

- ◆ Complete application for building use through facilities department
- ◆ Identify monitor by name on application.
- ◆ Monitor and event custodian meet at main entry fifteen minutes prior to the start of the event.
- ◆ Both the monitor and the event custodian complete the building condition checklist at the beginning and end of the event.

##### **When a custodian is not required for an event (Town & outside organizations):**

- ◆ Complete application for building use through facilities department
- ◆ Identify monitor by name on application.
- ◆ Evening custodian will check condition at end of shift

#### **Procedures for non-compliance**

Every attempt will be made to resolve differences at the time of the event. If building conditions are not in acceptable condition at the close of the event or if building use rules are not enforced, the following procedures will be followed:

1. Documentation on Building Condition Checklist signed by custodian and monitor
2. Verification by Building Administrator or supervisory personnel
3. Implementation of Penalty System:
  - ◆ First Offense: Written warning to organization sponsoring event
  - ◆ Second Offense: Meeting with officials/ Boards from sponsoring organization and school department. The BOE may require an additional adult monitor.
  - ◆ Third Offense: Loss of facilities use for one calendar year

## **Use of School Facilities by Outside Organizations**

### **Payments**

1. The Superintendent is responsible for the collection of all fees in connection with the rental of school facilities.
  - A. A statement will be mailed from the office of the Superintendent of Schools to the sponsoring organization.
  - B. Checks should be made payable to: GRANBY PUBLIC SCHOOLS, 15-B North Granby Road, Granby, Connecticut 06035.
  - C. Payment must be made within thirty (30) days of receipt of statement. Total or partial payment of fees may be required in advance at the discretion of the Superintendent of Schools.
2. Failure to comply with the above provisions may result in an organization being deprived use of school facilities.
3. Payment of Federal and State Amusement Taxes and other applicable fees is the responsibility of the sponsoring organization.
4. Funds received for building use and custodial fees shall be deposited into the Granby Public Schools account. This account is reported to the Town and subject to an annual outside audit.

### **Services Rendered**

1. The event monitor must contact the custodian when entering building and also on leaving. Access to authorized areas is permitted 15 minutes prior to the event. Adult supervision is required at all activities. The event monitor will ensure the group vacates property within 30 minutes of the conclusion of the event.
2. The group granted the use of any school property shall assume full liability for any torts resulting from their activity. Liability insurance is required.
3. Gymnasium and auditoriums may be used by groups only under the direct management of persons qualified to use and care for any equipment of apparatus contained therein. No unsupervised participants are allowed in the balcony area of the high school gymnasium.
4. Participants in athletic games on gymnasium floors shall wear sneakers. Regular outdoor balls (baseball, softball, lacrosse, field hockey, soccer) and bats (metal and wood) are not permitted in gymnasiums. Substitutions must be approved in advance by the Athletic Director. No hockey pucks are allowed in gymnasiums. Hockey sticks must have protective covers.

**Use of School Facilities by Outside Organizations**

**Service Rendered continued**

6. All events and meetings shall be confined to the part of the building reserved.
7. There shall be no alcoholic beverages brought to or consumed in the buildings or on the grounds. No smoking is permitted in any school building or on any school property.
8. The use of foul or abusive language will not be tolerated.
9. Putting up decorations or scenery or moving furniture is prohibited without permission of the school principal.
10. Under no circumstances shall property and equipment of outside organizations be stored in the school building without permission of the school principal.
11. The reserving organization is responsible for the preservation of order at all times.
12. Any damage must be reported to the event monitor or school representative immediately.
13. The facility used will be examined carefully after use and the reserving party will make good promptly any loss or damage occurring during applicant's use of said facility. The decision as to responsibility shall rest with the Superintendent of Schools.
14. No remuneration shall pass directly from the reserving organization to school employees.
15. No food, gum, candy or beverages other than bottled water will be allowed in gymnasiums. Bottled water may be consumed on sidelines or bleachers areas only. A designated area will be established for refreshments.
16. Equipment used must be left in good order and returned to proper place.
17. Changing of clothes in gymnasiums or all-purpose rooms is prohibited.
18. Violation of any of the regulations may deprive any organization of use of school facilities.
19. School phones shall not be used except in an emergency.
20. No school equipment or material shall be disturbed except that essential to the activity taking place and reserved.
21. Facilities shall be left in the same condition in which they were found.
22. Blackboards shall be cleared of any material placed there by the using organization. Material left on the boards by the regular classroom teacher shall not be disturbed.

**Administrative Regulations  
1330(h)**

**Use of School Facilities by Outside Organizations**

**General Rules continued**

23. Reservations of a regular, recurring basis shall not exceed one year in length from initial function. Organizations must reapply each using year, at which time the Board will review the application.

**Rules for Use of Auditorium**

1. The sound room is off-limits without a trained representative designated by the High School Principal or his/her designee.
2. No one is allowed on the catwalk unless accompanied by personnel designated by the High School Principal or his/her designee.
3. No one will be allowed to use the auditorium lift without prior training.
4. The High School Principal or his/her designee will schedule periodic training session for use of auditorium equipment.

Regulation approved:           October 15, 1997

GRANBY PUBLIC SCHOOLS  
Granby, Connecticut

Regulations Adopted:       May 15, 2002

Regulations Revised:       May 14, 2008