

## Community Relations

### Use of School Facilities

The Board of Education has the responsibility for and jurisdiction over all school properties, and shall have responsibility for and jurisdiction over the care, maintenance and operation of buildings, lands, apparatus and other property used for school purposes. However, the Board of Education may provide for the use of any room, hall, school, school grounds area, sports field and/or sports facility, within its jurisdiction, for non-profit or community purposes, whether or not school is in session. Although unlikely, it is possible that the Board of Education may provide for the use of a school facility by a for-profit individual or group.

It shall be the policy of the Board of Education to encourage community use of school facilities when such does not conflict with school-centered activities, or stress the facilities to the point where a greater burden of maintenance negatively financially impacts the regular school budget. Room and/or building rental fees will be waived for nonprofit/community based groups. However, such groups will still incur appropriate custodial fees should the usage require setup or other custodial charges.

Consistent with this policy the building administration shall approve and schedule the use of school facilities by an individual or group. The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball, Inc., and any other group intended to serve youth under the age of 21 listed Title 26 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule. To secure the approval for the use of school facilities, individuals or groups must comply with the regulations, contractual agreements, procedures and requirements stipulated by the school district.

All individuals and groups using or visiting on school grounds must adhere to all Board policies, including the prohibition of possession, use/consumption, sale or distribution of alcoholic beverages, controlled substances, tobacco and/or smoking products of any kind.

### Types of Activities Which Will Not be Permitted

1. Any purpose in conflict with the mission or goals of the school district.
2. Activities which are unlawful in nature.
3. Any activity which may be injurious to the building, grounds, school equipment or community environment.

Legal References: Connecticut General Statutes

10-239 Use of school facilities for other purposes.

20 U.S.C. 7905 Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001.

## Community Relations

Use of School Facilities (continued)

P.A. -290 An Act Enhancing Educational Choices and Opportunities.

Equal Access Act. 20 U.S.C. SS 4071-4074

Good News Club vs. Milford Central School, Sup.Ct., 6-11-01

Policy adopted: February 11, 1997

Policy revised: April 21, 1998

Policy revised: April 12, 2005

EASTON PUBLIC SCHOOLS

## **Community Relations**

### **Use of School Facilities**

#### **I. General**

It is the philosophy of the Tri-Boards of Education of Easton and Redding to encourage the use of school facilities by non-profit community groups whenever possible. The Boards of Education may provide for the use of the school buildings and grounds within its jurisdiction for non-school activities whether or not school is in session. The Tri-District Boards have the responsibility of and jurisdiction over all school property. Consistent with this, the building administration will approve and schedule the use of all school facilities by individuals or group. To secure the approval for the use of school facilities, individuals or groups must comply with the procedures and requirements stipulated by the schools.

#### **II. Availability**

- A. School events and town meetings shall take precedence in scheduling.
- B. The facilities are available for use by organizations of Easton and Redding which comply with the Tri-District regulations of use of the school facilities.
- C. The facilities are available to other than community groups; however, Easton and Redding organizations shall have priority.
- D. Certain areas of the campus (for example, Fitness Center, computer room, art room, kitchen, or media center) may only be used with the appropriate supervision and approval by the building administration.
- E. Generally, classrooms are not made available for use by any outside groups or individuals as so not to disrupt the educational programs in place, to respect the professional workplace, and to protect student property and issues of confidentiality.
- F. The use of the building facility shall require the presence of at least one school system custodian. Depending on the use of the fields or grounds, a custodian may be required.
- G. The use of the kitchen shall require the presence of at least one cafeteria employee.
- H. Emergency requests will be processed at the discretion of the building administrator.
- I. Permission to use and indoor or outdoor facility is specific and limited to the designated date,

time and designated area as described in the application process.

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## **Community Relations**

### **Use of School Facilities (continued)**

#### **III. Application/Permit Process**

- A. All applicants must be completed and signed by an authorized person of the group making the application. Arrangement if details for the activity, including the clearance of the date(s), will be made with the building administrator of the school concerned. All schools will be provided with guidelines regulating the use of the specific areas requested.
- B. Applications will be available in the office of the building administrator for facilities use. The application form shall be filed and approved on a quarterly basis (August 1, November 1, February 1, and May 1). Applications will generally be processed in a two-week period. Preset town or school meetings and events which take place during the normal school year need not reapply.
- C. The Administration will reserve the right, for good cause, to deny requests for the use of facilities or to cancel permission previously given. Such denials may be appealed to the Superintendent of Schools. Any cost incurred by the cancellation of the event will be absorbed by the sponsoring organization. Each Board of Education will establish a fee schedule for use of its facilities.
- D. Events which pose significant problems of traffic, crowd control, organizational or environmental impact shall be denied. School facilities will generally not be made available for private or commercial use.
- E. Any organization canceling an event must notify the school immediately to clear the calendar and make the facility available to other groups.
- F. The sponsoring organization will notify the school of, and get approval for, any change in the original application with regards to date time, facility supervisor, equipment, or make-up dates due to inclement weather.
- G. School fields and athletic facilities may be used for non-school activities only when a permit to do so has been issued by the appropriate building administrator. The final decision for declaring each field for use shall rest with the building administrator or his/her designee.
- H. The Board of Education requires proof of insurance in the amount of one million dollars for

any organization or organized group using the buildings or grounds. The coverage should be obtained through the group's own agent and certificate of insurance as evidence must accompany the application. The appropriate Board of Education must be named as the insured.

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## **Community Relations**

### **Use of School Facilities** (continued)

- I. Organizations using school facilities/fields/grounds/equipment accept responsibility for reimbursing the Board of Education for any damage done by persons participating in and/or attending the organization's activities.
- J. If the provisions of this policy are violated by an organization, or any group or team within an organization, then the Superintendent of Schools, on the recommendation of the building administrator or his/her designee, may direct that the permit issued by the school be voided.

### **IV. Supervisory Responsibilities**

- A. Each sponsor will provide a facility supervisor and provide or hire adequate supervision for an event.
- B. The specific area requested will dictate the number and qualifications of the personnel needed unique to the event as determined by the building administrator.
- C. The facility supervisor(s) in charge of the activity shall be present before the activity is due to start and remain with the group until all have left.
- D. Groups shall be specific to their members as to the time of arrival and departure.
- E. When the size of the anticipated attendance or the nature of the activity warrants, the sponsoring organization shall provide for police traffic control and additional supervision as determined by the building administration.

### **V. Restrictions**

- A. School building facilities (including lavatories and phones) will not be available to groups or individuals using school fields, except by prior arrangement with the building administrator.
- B. Students may remain on school grounds at the end of the school day to wait for a non-school activity only with administrative approval and appropriate supervision.
- C. If accessing the building is limited by inclement weather or is considered dangerous, the event

shall be canceled. The building administrator or his/her designee shall make the decision. It is the responsibility of the sponsoring organization to notify its participants of the canceled event.

- D. Parking at all campus events is restricted only to designated parking areas.
- E. No motorized vehicles of any type, nor horses, are allowed on grass or playing fields.
- F. Skateboarding and rollerblading are not permitted on school grounds unless specifically approved as part of the education program of the school.

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## **Community Relations**

### **Use of School Facilities (continued)**

- G. School events and activities take precedence in scheduling all facilities and grounds use.
- H. Under certain weather or field conditions, such as when wet or frozen, grounds and/or field may not be used. The school building administrator shall be the final judge as to the use of fields and grounds following inclement conditions.
- I. If school is dismissed early due to emergencies or inclement weather, all afternoon and evening events will be canceled.
- J. The possession, use, sale or distribution of alcohol or drugs is forbidden in all school buildings and on all school grounds. Smoking is forbidden on the campuses of Joel Barlow High School and all Easton and Redding schools.
- K. All litter and trash must be placed in receptacles and/or removed from school grounds and disposed of properly.
- L. State fire safety laws shall govern the number in attendance in any facility for any event.
- M. The sponsoring organization is responsible for any damages to the school property, facility or equipment.
- N. Walls of school buildings may not be used as a kick wall or backstop.
- O. Roof areas are off limits at all times.
- P. The indoor and outdoor Project Adventure areas at John Read Middle School are off limits at all times.
- Q. The Stadium Field at Joel Barlow High School is not available for use by any outside group.

## **VI. Equipment**

- A. Reasonable requests by school and community groups for equipment on the premises will be considered and should be specified in the application process. A user fee and a security deposit may be required.

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## **Community Relations**

### **Use of School Facilities** (continued)

- B. School equipment is generally not for use by non-community and profit-making groups. Equipment may be issued to non-community groups with a user fee and a security deposit.
- C. Any group utilizing its own equipment must have prior approval to meet safety guidelines and not interfere with the educational process.

Regulation approved:

February 11, 1997

EASTON PUBLIC SCHOOLS  
REDDING PUBLIC SCHOOLS  
REGIONAL SCHOOL DISTRICT NO. 9