



COMMUNITY RELATIONS

1330

Use of School Facilities

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

Types of Activities Which Will Not Be Permitted

1. Activities advocating the overthrow of the United States or the State of Connecticut, or of local governmental agencies.
2. Any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds, or equipment of the schools.
3. Any purpose in conflict with school activities.
4. Commercial advertising (see also: Policy 1311.1 Promotion of Private Interests).
5. Fund-raising campaigns except as permitted by Board of Education policy or by special action of the board of education.
6. Activities which are discriminatory in nature.

Consistent with this policy, the superintendent of schools shall develop administrative procedures to approve and schedule the use of school facilities by an individual or group and shall develop guidelines for community use of the schools.

Policy Adopted: 06/07/79
Revised: 05/15/84
Revised: 07/14/87
Revised: 01/15/91
Revised: 12/17/96
Revised: 12/16/97
Revised: 02/14/06

COMMUNITY RELATIONS

Use of School Facilities

1. The school buildings shall be available for other services when not in use for the regular school program providing such services will not in any way interfere with the use of the school.
2. The superintendent of schools or designee will establish the procedures to be followed for the rental or use of school facilities.
3. The practice is to approve the use of the building on a first come - first serve basis. A new schedule is set up each fall. Preference is given to the party or parties that used the building the previous year.
4. The procedure grants the use of facilities to community based groups on a free-of-charge basis when there is no price of admission, unless it is outside of normal hours that the schools buildings are open.
5. Official school parent groups will not be charged rental fees for the building under any circumstances. Custodial fees (time and a half of custodian's current hourly rate plus benefit costs) will be charged if the activity takes place outside of normal hours that the school buildings are open.
6. Other stipulations:
 - a. The superintendent of schools or designee shall administer the use of school buildings in accordance with the conditions prescribed in this procedure. All requests not covered by this procedure will be handled individually upon request to the superintendent of schools or designee.
 - b. Athletic fields, tennis courts and similar areas are not to be open for public use without Board authorization.
 - c. Groups receiving permission are responsible for the observance of local and state fire and safety regulations at all times. Police services and/or fire watch will be required when the size of the assembly requires control or supervision in parking accommodations. The organization must make necessary arrangements for and pay the cost of constable service and/or fire watch.
 - d. The use of alcoholic beverages, illegal drugs, profane language, or gambling in any form is not permitted in school buildings. Smoking is not permitted on Board of Education property.

- e. The person or organization granted the use of school property shall assume liability for any loss or damage to school equipment or property. It is the policy of the school district that school equipment may not be removed from school buildings for use by an individual or a non-school organization. Exceptions to this policy may be made by the superintendent of schools or designee when requests are made by community agencies or groups for the use of school equipment on a short-term basis. Staff may not take equipment on loan unless the superintendent of schools or his designee determines a specific need that directly related to that employee's job responsibilities. In all cases a written record will be kept in the building including a description of the item(s) (with serial numbers) and the signature of the building administrator and the employee.
 - f. The person or organization granted the use of any school property shall assume full liability for any torts because of their activities. All activities must be under competent adult supervision. The group using the facilities will be responsible for any damage to the building or equipment and area(s) used must be left clean and orderly. Any non-school group using the facilities not included under the Board of Education's 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, Montville 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.
 - g. The principal or designee will decide the number of kitchen staff and custodians needed. Stoves may be used for keeping food warm but cafeteria personnel are required for cooking solid foods. There is no food allowed anywhere in the school buildings except in the cafeteria.
 - h. The organization using the facilities shall be billed by the Board of Education for all services and rent. The organization receiving permission is restricted to the dates and hours approved and to the building area and facilities specified, unless requested charges are approved by the superintendent of schools or designee.
 - i. No organization shall use the facilities of the Board of Education unless it agrees to the policy.
 - j. Permission shall not be granted for the purpose of giving sectarian instruction or the dissemination of religious doctrine during the school day.
 - k. If school is closed because of inclement weather or any other reason, the use of school facilities will also be cancelled.
7. The Board of Education will continue to cooperate with the Park and Recreation Department.
- a. The Board of Education has the responsibility for the proper care and supervision of school grounds and equipment.
 - b. The Park and Recreation Department may perform normal maintenance on the school grounds during recreation programs under its direction.

- c. The Park and Recreation Department with approval of the Board of Education may install equipment suited to its program. It will be its responsibility to care and maintain this equipment.

8. Custodian Responsibilities for Community Activities

- a. The custodian shall be responsible to the maintenance supervisor. The renting organization shall designate one person in charge of each activity. The custodian will give this person in charge his/her complete cooperation.
- b. Each custodian is responsible for the general care and oversight of the school building and property. The custodian shall be responsible for heating and ventilating and for keeping the building and grounds neat and clean. The building must be cleaned after each activity.
- c. All special work for the custodian must first be cleared with the maintenance supervisor. The custodian shall then perform such special work as may be assigned by the maintenance supervisor.
- d. The custodian shall be on the premises during this entire working period. As far as possible, the custodian shall be in the immediate vicinity when the activity is taking place. The custodian shall open, light, heat, and properly prepare the building and shall properly close the building.
- e. The custodian shall exclude from the building and grounds all persons who are not there on legitimate business and shall immediately notify the proper authorities and may enter a complaint to the police department. The custodian shall not permit anyone to loiter in or around school premises.
- f. The custodian shall immediately report to the renting agency and the supervisor any burglary, loss, or damage of property.
- g. The custodian shall at all times conduct responsibilities so as to meet the approval of the police and fire authorities.
- h. The organization using facilities shall be billed by the Board of Education for all services and rent. The custodian's compensation in turn will be issued by the Board of Education.

Policy Adopted: 06/07/79

Revised: 05/15/84

Revised: 07/14/87

Revised: 01/15/91

Revised: 12/17/96

Revised: 12/16/97

Revised: 02/14/06

SCHEDULE A
DEFINITION OF GROUPS

Group I	School Groups – Montville	
	A.	School programs, plays, concerts, athletic events.
	B.	Board of Education Meetings, Town Public Hearings.
	C.	Adult Education Groups Under the Auspices of Montville.
	D.	Regular Meetings of School Related Organizations (School clubs and activities, staff unions, etc.)
Group II	Community and School Related Events (Not for Profit Groups)	
	A.	Town Parks and Recreation Groups
	B.	Booster Clubs' Events
	C.	Red Cross
	D.	Girl and Boy Scouts
	E.	Religious Instruction
	F.	Civic Groups (e.g. Senior Citizens, Rotary, Lions, Historical Society, VFW)
	G.	Other
Group III	For Profit Groups, Non-Community Groups, Private	
	A.	Others

SCHEDULE B
FEE STRUCTURE

	School Groups Group I	Not for Profit and Community Group II	For Profit or Non Community Group III (these rates will be adjusted annually by the Board of Education)
Classroom	No Rental Fee	No Rental Fee	\$50 per day
Computer Lab	No Rental Fee	No Rental Fee	\$200 per day
Gymnasium	No Rental Fee	No Rental Fee	\$300 per day
Auditorium	No Rental Fee	\$50/hour for Technician	\$300 per 12 hours
Cafeteria	No Rental Fee	No Rental Fee	\$200 per day
Kitchen*	No Rental Fee	No rental fee but must contract with Montville's Director of Food Services	\$200 per day and must contract with Montville's Director of Food Services
Fields	No Rental Fee	No Rental Fee	\$350 field per day
Fields	No Rental Fee	No Rental Fee	\$450 field per night

*Contract with Montville's Director of Food Services to have a kitchen employee present while the kitchen is being used. Minimum of 2 hours is expected. Other building facilities may be used with principal and superintendent of schools or designee approval.

Maintenance Fee

The maintenance fee for each of the groups is determined annually for events scheduled outside of normal hours (Saturday, Sunday, holidays, summer evenings). Additional time will be charged in order to facilitate opening, set-up and clean up.

Rental Fee + Maintenance Fee = Total Fee

All fees/charges must be paid within fourteen (14) days of billing date. Checks will be made payable to Montville Public Schools and mailed directly to the Business Office, 800 Old Colchester Road, Oakdale, CT 06370

MONTVILLE PUBLIC SCHOOLS
USE OF SCHOOL FACILITIES OR PROPERTIES

SCHOOL BUILDING/PROPERTY: _____

ORGANIZATION: _____

APPLICANT'S NAME: _____ TEL: _____

PURPOSE OF USE: _____

DATE(S) OF EVENT: _____ DAY(S) OF WEEK: _____

Please include the point of time you will arrive and leave. The hourly rate includes 1/2 hour before and after this time.
 Rates are subject to contracts with the custodial union.

TIME: IN: _____ OUT: _____

NUMBER TO PARTICIPATE/ATTEND: _____ TOTAL CHARGE: _____

YOUR CONTACT AT ACTIVITY: _____ TEL: _____

BILL TO: NAME: _____ TEL: _____

ADDRESS: _____

	School Groups	Not for Profit Community	Not for Profit Non-community	For Profit
Classroom	No Fee	No Fee	\$25/Hour	\$50/Day
Computer Lab	No Fee	No Fee	\$25/Hour	\$200/Day
Gymnasium	No Fee	No Fee	\$25/Hour	\$300/Day
Auditorium	No Fee	No Fee *	\$25/Hour *	\$300/Day *
Library Media	No Fee	No Fee	\$25/Hour	\$200/Day
Cafeteria	No Fee	No Fee	\$25/Hour	\$200/Day
Kitchen	No Fee	No Fee **	\$25/Hour **	\$200/Day **
Fields	No Fee	No Fee	\$25/Hour	\$350/Day
Turf Field	No Fee	No Fee ***	\$25/Hour ***	\$600/Day ***

- The Superintendent and/or designee may negotiate with groups for multiple occurrences
- Not for Profit / Non-Community hour fees are not to exceed the For Profit Daily Fees
- Maintenance Services are required for all indoor usages at \$50/Hour
- **Non-school related groups must attach a copy of their Certificate of Insurance per the Town's requirement for Personal Injury and Property Damage Single Limit Liability (\$1,000,000)**
- Security may be needed as determined by the district at the group's expense

Additional Charges

- * \$50/Hour for technician
- ** Must contract with Montville's Food Service Director to have a kitchen employee present while the kitchen is being used. Minimum of 2 hours is required.
- *** Maintenance/Custodial Services are required for Game Events at \$50/Hour
 Lighting fee \$50/hour
 Press Box Use \$50/Hour
 Maintenance/Custodial Services may be charged for practices per Superintendent and/or designee

APPLICANT'S SIGNATURE: _____ DATE: _____

Please submit this form to the appropriate area administrator

(DO NOT WRITE BELOW THIS LINE – FOR SCHOOL USE ONLY)

FILE NOTES

Signed original to Central Office file
Signed photo copy to Administrator for file
Signed photo copy mailed to applicant

PROJECTED FEES (BUSINESS OFFICE)

1) Custodial _____
2) Cafeteria _____
3) Rental _____
4) Other _____
Total _____

Principal/Building Administrator

Date

Superintendent of Schools or Designee

Date

MONTVILLE PUBLIC SCHOOLS
COMMUNITY USE OF SCHOOL FACILITIES AND PROPERTIES

The use of school facilities and properties will be authorized by the superintendent in conformity with the following regulations governing their use:

1. Requests for the use of school facilities and/or properties will be made at the office of the appropriate school administrator at least ten (10) working days prior to the date of use.
2. Athletic fields, tennis courts and similar areas will not be open for public use without Board authorization in order to avoid liability issues.
3. The use of school facilities for school purposes, meetings of students and/or staff, entertainment involving students and/or staff, alumni associations, parent-teacher associations and other organizations affiliated with the schools have precedence over all others.
4. Requests for school facilities and/or properties for school programs must be cleared with the building principal or designee and the superintendent of schools.
5. School-related groups, as listed above, will be permitted reasonable use of school properties and facilities without charge.
6. School programs will receive first priority when there are multiple requests for the use of school buildings, facilities, or properties.
7. A combined community/school program will receive the next priority when there are multiple requests and other simultaneous requests happen to involve non-educational programs.
8. School related organizations, such as PTO and professional educational organizations, will receive priority after those booked by the school directly (when there are multiple requests).
9. All activities on school property must be under dependable adult supervision approved by the principal or designee involved before sending the request to the Superintendent for approval.
10. Indoor facilities must have an assigned school employee present.
11. The group using the facilities will be responsible for any damage to the building or equipment and the area(s) used must be left clean and orderly.
12. Any non-school group must provide its own insurance to cover all liability including property damage, theft and injury.
13. Groups receiving permission are restricted to the dates and hours approved and to the building area, facilities, or properties specified, unless a requested change is approved by the administration.
14. Applicants are responsible for the observance of fire and safety regulations.
15. The use of alcoholic beverages, illegal drugs, profane language, and gambling in any form are not permitted in school buildings. Smoking is not permitted on Board of Education property.
16. The Board cooperates with the Red Cross and Civil Defense and makes suitable facilities available without charge during a community emergency.
17. School equipment may not be removed from school buildings or property for use by private citizens or a non-school organization. Exceptions to this policy may be made by the superintendent of schools or designee when requests are made by community agencies on a short-term basis.
18. Staff may not take equipment on loan unless the superintendent or his designee determines a specific need that directly relates to that employee's job responsibilities in the school.
19. In all cases a written record will be kept in the building or in the Central Office including a description of the item(s) (with serial numbers) and the signatures of the building administrator and the employee or community representative.

**MONTVILLE PUBLIC SCHOOLS
USER'S/LESSEE'S INDEMNIFICATION AGREEMENT**

The undersigned, hereinafter referred to as the User/Lessee, in requesting the use of or leasing of the _____ (**name of building/facility or property**) agrees to indemnify and save harmless the Montville Public Schools and its officers, agents, employees, named as co-defendant in any claim or suit, on account of any and all claims, damages, losses, workers' compensation payments, judgments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) sustained by or alleged to have been sustained by the officers, employees or agents of Montville Public Schools or by any officers, employees, agents of the User/Lessee or by any participant or spectator, or arising out of damage to property real or personal alleged to have been caused in whole or in part by acts or omissions of the User/Lessee or any participant or spectator or anyone directly or indirectly employed or working for the User/Lessee, including volunteers, in connection with the use or lease of the above named building or facility. The User/Lessee further undertakes to reimburse the Montville Public Schools for any damage to its real or personal property occurring in connection with this use or lease by the User/Lessee unless the damage is caused by Montville Public Schools.

Please **print name & address** of user/lessee.

1. **Note:** Unless this request comes from a **school-related** individual or _____ group, the signature must be notarized. This can be obtained in the Superintendent's office at no _____ cost.

NOTE: Non school-related groups must **attach a copy** of their **Certificate of Insurance** to cover liability (damage/theft/injury).