

## **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 commercial and 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 use of school facilities for school purposes has precedent over all other purposes.

The Superintendent or his/her designee shall draw up rules, rates, and procedures for event-based facilities 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 or his/her designee, who will consider the needs of the group and the interests of the public schools.

The Board of Education may enter into long-term facilities 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/or 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 or his/her designee 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  
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**GRANBY PUBLIC SCHOOLS**  
Granby, Connecticut

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

### **Eligibility**

At the discretion of the Superintendent or his/her designee, use of school facilities is open to all Granby organizations and organizations operating in the local interest subject to listed rates and regulations except as noted herein.

1. 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
  - D. Granby Non-Profit Organizations

In order to qualify for the free rental use of school facilities, at least fifty (50) percent of the participants of a Granby non-profit organization must reside in Granby.

2. 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 charge.
3. Local groups that plan to use facilities for no charge may be liable for the cost of event custodial services and lighting fees as described in the administrative regulations. All non-school groups will incur the cost of custodial and lighting fees for the use of the synthetic athletic fields and track.

### **Application and Scheduling for Facility Use**

1. The Superintendent or his/her designee is responsible for scheduling the use of all school facilities.
2. All applications for use of school facilities without rental charges shall be submitted to the Director of Facilities 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 using the facility observe proper rules of conduct and shall take the necessary precautions to prevent damage to persons or property. A Certificate of Insurance to cover loss or damage to equipment, property, and personal injury must be presented to the Director of Facilities prior to approval. Dates cannot be reserved before receipt of an application and approval by the Facilities Department.

**Use of School Facilities by Outside Organizations (Cont'd)**

3. No reservation shall be considered complete until the applicant shall have received written notice from the office of the Director of Facilities. All applicants will be provided with a copy of the policy and administrative regulations upon request.
4. No use of school facilities shall commence until written notification has been received by all parties concerned from the office of the Director of Facilities. Priority for use of school facilities shall be in the following order:
  - 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 Superintendent or his/her designee 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.
6. The assignment of the facility to be used is at the discretion of the Superintendent or his/her designee.
7. Security personnel may be required for outside and inside use of school facilities at the discretion of the Superintendent or his/her designee. If required, the building principal must approve security arrangements in advance and arrangements for security coverage and billing to the user organization will be made by the Facilities Director.
8. The scheduling of facilities shall take into consideration capacities of the various facilities.
9. The Superintendent or his/her designee 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.
10. No application is necessary for individual Granby resident use of the track.

## **Administrative Regulations 1330(c)**

### **Use of School Facilities by Outside Organizations (Cont'd)**

#### **Rental Fees – Facility Use**

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

High School Auditorium	\$175.00 per hour
High School Gymnasium	\$150.00 per hour
High School Community Gymnasium	\$150.00 per hour
High School Commons	\$75.00 per hour
School Media Centers	\$70.00 per hour
Elementary & Middle School Gymnasium	\$100.00 per hour
Elementary & Middle School Cafeteria	\$50.00 per hour
Elementary & Middle School Kitchen	\$60.00 per hour
Kearns All-Purpose Rooms	\$40.00 per hour
Non-academic classrooms	\$25.00 per hour
Chorus/Band Rooms	\$75.00 per hour
Track and Grass Fields	\$50.00 per hour
Athletic Turf Fields	\$100 per hour

The Superintendent or his/her designee has the discretion to accept in-kind services in lieu of partial payment of these fees.

The Director of Facilities will determine the number of support personnel, including, but not limited to, custodians, security guards, police officers or any other support personnel required for any event.

#### **Charges – Personnel and Lighting – Athletic Fields Use**

1. Use of artificial turf fields will require presence of a school custodian. Custodial charges will be the same rate as listed below under Building Use.
2. Use of athletic field lights will be charged at a rate of \$75 per hour.

**Use of School Facilities by Outside Organizations (Cont'd)**

3. Use of artificial turf fields for games will require paying a scoreboard operator, a PA system operator and ticket seller(s) at \$20 per hour each, unless otherwise approved by the Superintendent or his/her designee.
4. Police Officer(s), if required, will be paid by the user organization at rates determined by the Granby Police Department.

**Charges - Personnel – Building Use**

1. Use of the kitchen for cooking requires the service and payment of Food Service Personnel. The charge will be established annually.
2. Use of the auditorium requires the service and payment of a school stage/lighting manager. The charge will be \$30.00 per hour.
3. Monitors that are required by the Town of Granby Recreation Department take direction from and are paid by the Recreation Department.
4. A custodian is to be present at all school and/or recreational activities.
5. Custodial Fees will be charged at a two hour minimum as follows:  
  
Custodial Charges @ \$45.00 per hour
6. Sundays/Holidays and custodial services after 10:00 p.m. @ \$65.00 per hour. Depending on the circumstances, an event custodian may be required. An event custodian is a school employee who is hired by the district to cover a specific event. The charges will be reviewed and modified as needed based on Board contractual labor obligations. Event custodians are required as follows:

## Administrative Regulations 1330(e)

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

<b>School Events</b>		<b>Need for Event Custodian</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 – 2 hour minimum at overtime rate
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	Required two-hour minimum at overtime rate if clean-up is required.
Sundays and holidays	Practice/rehearsal Public event	Required two hour minimum at double time rate if clean-up is required.
<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

## **Use of School Facilities by Outside Organizations (Cont'd)**

### **Facility Use Guidelines**

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

- ◆ Complete application for facility 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 facility 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 facility 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 facility conditions are not in acceptable condition at the close of the event or if facility use rules are not enforced, the following procedures will be followed:

1. Documentation on Facility 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 Superintendent or his/her designee. The Superintendent or his/her designee may require an additional adult monitor.
  - ◆ Third Offense: Loss of facilities use for one calendar year
  - ◆ The Superintendent has the authority to move to any level of offense, including loss of facilities for one year or longer, based on the seriousness of the offense.

## **Administrative Regulations 1330(g)**

### **Use of School Facilities by Outside Organizations (Cont'd)**

#### **Payments for use of facilities**

1. The Director of Facilities is responsible for the collection of all fees in connection with the rental of school facilities.
  - A. An invoice will be mailed from the office of the Director of Facilities to the sponsoring organization prior to the event.
  - B. Checks should be made payable to: GRANBY PUBLIC SCHOOLS, 15-B North Granby Road, Granby, Connecticut 06035.
  - C. Payment must be made prior to the event date, unless alternative arrangements are approved by the Business Manager.
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 facilities 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.

#### **General Rules for Facility Use**

1. The event monitor must contact the custodian when entering the facility 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 or property damage 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 (Cont'd)**

**General Use for Facility Use (Cont'd)**

5. All events and meetings shall be confined to the part of the facility reserved.
6. 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.
7. The use of foul or abusive language will not be tolerated.
8. Putting up decorations or scenery or moving furniture is prohibited without permission of the school principal.
9. Under no circumstances shall property and equipment of outside organizations be stored in the school building without permission of the school principal.
10. Any damage must be reported to the event monitor or school representative immediately.
11. No remuneration shall pass directly from the reserving organization to school employees.
12. 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.
13. Changing of clothes in gymnasiums or all-purpose rooms is prohibited.
14. Violation of any of the regulations may deprive any organization of use of school facilities.
15. School phones shall not be used except in an emergency.
16. No school equipment or material shall be disturbed except that essential to the activity taking place and reserved.
17. Custodian(s) will report one-half hour before scheduled time and remain one-half hour after the close of the event or longer for necessary clean-up.

**Use of School Facilities by Outside Organizations (Cont'd)**

18. Whiteboard and 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.
19. 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 Superintendent or his/her designee will review the application.
20. Any group granted permission to use any school facility shall be responsible for the following:
  - a. Conduct of the participants and/or guests.
  - b. Return of any equipment or fixtures to their proper place.
  - c. Replacement or repair of any damaged equipment or fixtures.
  - d. Adherence to state and local ordinances.
  - e. Any other specific requirement deemed appropriate for the particular activity.

**Special 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.

**Special Rules for the Use of Track and Field**

1. No equipment/furnishings of any kind shall be installed without approval of the Director of Athletics or his/her designee.
2. The use of this track and field is granted under the following specific restrictions:
  - a. **No food or refreshments** to be served or eaten on the premise, unless specifically mentioned in the contract.

**Special Rules for the Use of Track and Field (Cont'd)**

- b. The following are **NOT** permitted on the turf fields or track:
    - Metal cleats
    - Pets
    - Any beverage other than water or sports drink
    - Sunflower seeds
    - Food, gum, etc. (allowed only in bleachers/grandstand)
    - Glass bottles or containers
    - Tobacco products
    - Bicycles, skateboards, scooters, etc.
    - Tents and tent stakes or anchoring devices
    - Chairs or other furniture
  - c. Spectators must stay on the outside of the stadium field fence and off of artificial turf/fields.
  - d. All posted rules must be followed.
3. Public use of the track and field is not permitted during times of school use.

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