

# Hebron Public Schools

## Request for use of School Facilities

Effective May 8, 2014

**Gilead Hill School**  
 580 Gilead Street  
 Hebron, CT 06248  
 Attn: Nancy Simmons, Principal's Secretary  
 (860) 228-9458 nsimmons@hebron.k12.ct.us

**Hebron Elementary School**  
 92 Church Street  
 Hebron, CT 06248  
 Attn: Lynn Snietka, Principal's Secretary  
 (860) 228-9465 lsnietka@hebron.k12.ct.us

Name of Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Address: \_\_\_\_\_ Activity Supervisor: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-Mail \_\_\_\_\_

On Site Supervisor (REQUIRED) \_\_\_\_\_ Cell-Phone \_\_\_\_\_

I HAVE READ THE LOCKDOWN PROCEDURES \_\_\_\_\_  
Signature

Date(s) of Rental: \_\_\_\_\_ Time of Event: From \_\_\_\_\_ To \_\_\_\_\_

Description of Event: \_\_\_\_\_

Organization is a non-profit.

**Permission is requested to use the following facility. See attached Fee Schedule.**

Classroom       Gymnasium       Fields       Number of Participants: \_\_\_\_\_  
 Cafeteria\*       Kitchen       Number of Chaperones: \_\_\_\_\_

Billed Independently:

\* A kitchen employee must be present while the kitchen is being used, \$30/hour – 4 hour minimum.

- **Security deposits should be paid with a separate check and included with the application.**

Multi-Purpose Room \$200     Gymnasium \$200     Cafeteria \$200     \$60 Classroom

- **FULL PAYMENT OF RENTAL FEE IS EXPECTED AT LEAST TWO WEEKS BEFORE THE EVENT.**
- **Checks will be made payable to Hebron Public Schools and mailed directly to the Bookkeeper's Office**

Groups will be required to furnish evidence of insurance coverage meeting the District's requirement for Personal Injury and Property Damage Single Limit Liability (\$1,000,000). In addition, the Hebron 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.

**Insurance must be provided by and in the name of sponsoring organization. Organizations sponsored by Hebron, must provide a signed letter from a town official stating that the town knowingly and willingly is assuming all responsibility and liability for the activities of the organization.**

For Office Use Only:	Security Deposit Date Received: _____	Check #: _____	Amount _____
	Liability Insurance by a company licensed in CT: _____		Indemnification Agreement: _____
	Group I _____	Group II _____	Proof of Non Profit Status: _____

## Group I - Fee Schedule

For profit businesses, out of town non-profit organizations, private sports groups.

Classroom	\$20 Pr. Hr. - Minimum 4 hours		
Activity Room	\$70 Pr. Hr. - Minimum 4 hours		
Kitchen	\$50 Pr. Hr. – Minimum 4 hours		
Cafeteria	\$40 Pr. Hr. - Minimum 4 hours		
	\$450/season (1 night a week)	\$550/season (2 nights a week)	\$650/season (3 nights a week)
Gymnasium	\$70 Pr. Hr. – Minimum 4 hours		
	\$1000/season (1 night a week)	\$1200/season (2 nights a week)	\$1400/season (3 nights a week)
Fields	Contact Parks & Recreation Department		

Maintenance Fee \$65 Pr. Hr. – 4 hour minimum

**This fee is in addition to the rental fee being charged and is only for events scheduled outside of normal hours, Saturday, Sunday, holidays and summer evenings.**

Long term rentals are available.

Please contact Hebron Superintendent,

Timothy Van Tasel, tvantasel@hebron.k12.ct.us, (860) 228-2577

### USE OF BUILDING REGULATIONS

1. All reserved weekend times are for a minimum of three hours.
2. You will be charged for all reserved time regardless of when you begin or end your function.
3. Hebron School District must be given 72 hours advance notice of cancellation. The only exception to this will be for weather and Hebron cancellations.
4. When cancelling an event, the following people must be notified:
  - a. Hebron Elementary Coordinator      Lynn Snietka      [lsnietka@hebron.k12.ct.us](mailto:lsnietka@hebron.k12.ct.us)
  - b. Gilead Hill Coordinator              Nancy Simmons      [nsimmons@hebron.k12.ct.us](mailto:nsimmons@hebron.k12.ct.us)
  - c. Facilities Manager                      Wayne Durocher      [wdurocher@hebron.k12.ct.us](mailto:wdurocher@hebron.k12.ct.us)
  - d. Accounting Office                      Debra Whitty      [dwhitty@hebron.k12.ct.us](mailto:dwhitty@hebron.k12.ct.us)
5. Only reserve the facility for times you intend to use the facility.
6. Hebron School District reserves the right to revise any schedule due to scheduling conflicts with Gilead Hill School and Hebron Elementary School related programs and activities.

## **LOCKDOWN PROCEDURES**

- Cover the door window if possible (windows cannot be permanently covered per fire code).
- Custodians will lock doors if possible.
- Do not allow students/children to be unattended at any time. Escort them to the safest spot.
- Maintain Silence.
- Cancel all outside activities until notified by authorized personnel.
- Anyone that is unable to get into a classroom, should proceed to the nearest bathroom, lock him or herself in a stall, and hide. If not near a bathroom, they should be directed to find a place to hide quietly. People should spread out to the safest place possible.
- Devote your attention to the safety of the children in your area. When it is safe to do so, take attendance and notify the Park and Recreation Coordinator (Rich Calarco 860 335-6260) of any students who are missing or have joined your area.
- Everyone should get on the floor if gunshots or explosions of any kind are heard. It may be necessary to stay in a lockdown for an extensive period of time.
- Ignore all bells, including the fire alarm.
- Do not leave the room until (1) the room has been entered by a police officer, fire official AND (2) everyone has been called and informed that the” lockdown is completed.”

### **If Outdoors**

- Contact Activity Supervisor
- People should spread out to the safest place possible.
- Devote your attention to the safety of the children/adults.
- Everyone should get on the ground if gunshots or explosions of any kind are heard.
- Ignore all bells, including the fire alarms.
- Do not leave the area until a police officer has notified everyone that the lockdown has been completed.

## LIABILITY FOR USE OF SCHOOL FACILITIES

This document must be signed and returned with your application.

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Name of Organization

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Date of use

Hebron Board of Education cannot be responsible for injury to persons or their property while the building or grounds are used by any group.

Groups 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 Hebron 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.

**Groups must sign the attached indemnification agreement. See attached.**

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

For hazardous activities, the applicant organization will be required to furnish a special policy for the event meeting the Town's requirement of Personal Injury and Property Damage Single Limit Liability (\$1,000,000) and must provide the Board of Education with a Certificate of Insurance naming the Board of Education as an Additional Insured.

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

The applicant organization contracting for use of the building/grounds will agree to indemnify the Hebron 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 school property or failing to comply with any requirement of the policy may be faced with immediate termination of their activity and/or denial of future use of the facilities.

I have read and agree to abide by Board of Education policies and procedures as detailed in the attachments.

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Signature of authorized representative assuming financial responsibility.

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Date

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Please Print Name

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Signature of person assuming responsibility for conduct of this activity.

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Date

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Please Print Name

Office Use only:

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Approved: Principal or Designated Official

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Date

## ADMINISTRATIVE REGULATIONS 1007

### USE OF FACILITIES

The facilities of Hebron are the property of the citizens of the Towns of Hebron. As such the Board of Education encourages the use of these facilities by responsible community organizations. Recognizing, however, that the Board of Education must maintain its Town-owned properties, originally financed by all the citizens of Hebron, 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, general maintenance, trash removal, replacement supplies and energy costs. Fees are listed on the back of the application. Fee schedules are developed by the Superintendent annually and reviewed by the Board of Education.

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 Principal or his/her designee of the facility, in consultation with the Business Manager of the Hebron 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 Principal or his/her designee, with the Business Manager, will specifically determine the following:

- 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.
- The Town of Hebron at its sole discretion may require the need for police protection and/or traffic control and a possible fire watch.
- The need for the applicant organization to submit to the Board of Education its non-profit registration with the State Tax Dept.

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

- Activities advocating the overthrow of the United States, the State of CT or of local governmental agencies.
- Any activities which are inconsistent with the health and welfare of the public and/or the policies delineated by the Board of Education.
- Any activity which promotes violence or violent behavior.
- Activities which are discriminatory in nature.
- Any activity at which liquor/drugs would be present.

Any organization whose application for use has been rejected may apply to the Superintendent of Schools.

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.

### I. RESERVATIONS

It is understood that the primary use of the facilities is for school use. Use of facilities requests for non-school functions will be considered after 6/1.

#### A. Procedures for Reserving Facilities

- All requests for use of schools must be submitted on the REQUEST FORM FOR USE OF SCHOOL FACILITIES. This form is available at the high school or middle school.
- Request forms for use of the school must be submitted at least **two weeks** before the activity is to take place.
- No school facility may be reserved for a public function during a regular school day, except voting.
- Student groups planning to use school facilities must arrange for member(s) of the school staff to be present to supervise the event.
- No keys will be given to any non-staff person. A custodian or administrator must be present to unlock and lock doors.

## II. REGULATIONS FOR USE OF FACILITIES

### A. General Conditions

- The use of school facilities requires the prior permission of the Principal or his/her designee.
- There is **No Smoking** in the school buildings or on school grounds.
- No food or drink is allowed in Hebron Elementary School or Gilead Hill School except in the cafeteria.
- Alcoholic beverages, illegal drugs, and weapons are prohibited in school buildings and on school grounds at all times.
- Persons attending any activity must confine themselves to the rooms and corridors assigned for their use.
- Parking on the grass or playing fields will not be permitted. Approval of off-road parking is to be coordinated with and directed by the Police Department.
- It is the responsibility of applicant organizations to notify their groups or make announcements over the local radio stations for cancellations.
- Capacity regulations as defined by the Board of Education are strictly enforced.
- The Principal's 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.
- A custodian must be present at all times when the building is in use and 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 designee must be certain to return the building to the condition in which it was found and will be responsible for the securing the building.
- The sale of items violative of or inconsistent with the Board of Education policies will not be permitted.
- All local, state and federal laws and regulations must be obeyed.

### B. Equipment

- Only a properly qualified and designated staff member may operate the stage lighting and sound equipment at Hebron Elementary School. The cost of his/her services is \$50/hour, plus any costs associated with the use of equipment or repair due to damage of the equipment and must be paid by the applicant organization.
- No Board of Education equipment or supplies may be used by the public unless specific permission has been granted by the school principal or his designee.
- 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.
- When a kitchen is used, a member of the cafeteria staff must be present. The group must contract with the food service vendor to have a cafeteria staff member present.
- Organizations that plan to set up decorations or stage scenery must have the approval of the school principal to avoid a conflict with school activities. The applicant organization is responsible for removal of all decorations and return of stage scenery to its proper place.

### C. Conduct/Safety

- Each applicant organization is responsible for the conduct of all participants and/or guests. Chaperones from the applicant organization must remain on the premises throughout the function and must maintain control at all times. Restrooms must be checked every 15 minutes while there is an activity. However, there will be one adult supervisor for every 10 students who are under age 18. The supervisors are to do just that, supervise those in attendance. For example, the coach of an event may not qualify as a supervisor. Prior to the activity being approved, the 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. In addition the names of the supervisors should be provided in advance.
- Supervisors will not only be responsible for the supervision of participants during the activity, they will check restrooms every 15 minutes. They will do a final walk-through of the building at the end of the activity to ensure that no students/adults are left in the building. **The supervisor must then tell the custodian on duty they are leaving and that all persons are out of the building. He/she must report, at that time, any damage or vandalism that may have been found. THE CUSTODIAN IS NOT A SUPERVISOR OF CHILDREN OR ADULTS.**
- Police coverage will be required when, in the opinion of the Principal or his/her designee, it is necessary. Constables will be needed in the event that the activity needs traffic control, crowd control, or security. The applicant organization must make arrangements for police coverage whenever it is required. The charge for police coverage will be paid directly by the applicant organization to the Town of Hebron.

### III. LIABILITY FOR USE OF SCHOOL FACILITIES

Hebron Public Schools cannot be responsible for injury to persons or their property while the building or grounds are used by any group.

Groups, as required by the Principal or his/her designee and the Business Manager, not included under the Hebron Board 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 Liability Insurance Single Limit Liability (\$1,000,000). In addition, the Hebron 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 function and remains the liable party.

For hazardous activities, the applicant organization will be required to furnish a special policy for the event meeting the Town's requirement of Personal Injury and Property Damage Single Limit Liability (\$1,000,000) and must provide the Board of Education with a Certificate of Insurance naming the Board of Education as an Additional Insured.

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

The applicant organization contracting for use of the building/grounds will agree to indemnify the Hebron 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 school property or failing to comply with any requirement of the policy may be faced with immediate termination of their activity and/or denial of future use of the facilities.

### IV. USE OF SCHOOLS FOR FUND-RAISING ACTIVITIES

Qualifying groups may conduct fund-raisers under certain conditions. The following regulations shall prevail for all groups:

- The applicant organization certifies that all proceeds from the event will be used for a worthy education, civic, or charitable purpose.
- 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.
- 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 CT forms. Non-profit organizations charging admission may be exempt from tax requirements if they make application for exemption through the CT State Tax Department.

### V. CANCELLATION

- In the event of a cancellation, there must be a 72 hour notice given to the facility. If not, you will lose your security deposit.

### PLEASE NOTE: THERE IS NO FOOD ALLOWED ANYWHERE IN THE BUILDING EXCEPT IN THE CAFETERIA.

- Security deposits should be paid with a separate check.
- Full payment is expected two weeks before the event.
- Checks will be made payable to **Hebron Public School** and mailed directly to the **Financial Assistant's Office, Hebron Board of Education, 580 Gilead Street, Hebron, CT 06248.**