

Community Relations

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.

The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible local persons, organizations, agencies, or institutions, as permitted under law.

In order to maximize student learning and community use of facilities, the Superintendent, in cooperation with representatives of the public library and recreation department of the community shall on a regular basis conduct an instructional time and facility usage assessment.

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 according to the standards of the community.
3. Any purpose in conflict with the mission or goals of the school district.
4. Commercial advertising or endorsement using school or district name or logo.
5. Fund-raising campaigns except as permitted by Board of Education policy or by special action of the Board of Education.
6. Any activity which may be injurious to individuals, the buildings, grounds or equipment of the schools.
7. The Board reserves the right to deny access to groups who fail to conform to the requirements of policy or who abuse the privileges.

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

Legal Reference: Connecticut General Statutes
10-239 Use of school facilities for other purposes.
PA 97-290 An Act Enhancing Educational Choices and Opportunities

Policy adopted: July 16, 2007

EAST GRANBY PUBLIC SCHOOLS
East Granby, Connecticut

Community Relations

Use of School Facilities

1. The Board of Education is entrusted with the care and operation of school buildings and facilities. First claim upon these properties is made by the educational programs provided by the Board for children and youth.
2. It is also the intent of the Board that the facilities shall serve all educational activities and other worthwhile affairs of the community insofar as these do not interfere with the primary function of the schools.
3. Use of school facilities by community groups shall be encouraged, where such use serves an ~~worthy~~ educational, civic, or charitable purpose.
4. The Board of Education prohibits the rental of any school facilities for the sole purpose of gambling, raffling, or other games involving chance rather than skill. This prohibition does not apply to student or PTA activities such as school fairs, PTA Bingo, Senior Class Casino Night, silent auctions, etc.

School-Sponsored Activities

1. All applications for school-sponsored activities have a first priority on the school facilities. Requests for the use of buildings should be made to the Principal of a school. Application should be made well in advance because of adjustments that are usually necessary within the school. The Principal shall send to an organization representative a written confirmation of the reservation, together with a statement of the conditions of use. The Principal shall send a copy of the reservation to the Superintendent of Schools. The Principal shall make the necessary internal arrangements for the use of such building, fields and/or equipment.
2. Reservations may be made up to six (6) months prior to the date that the activity is scheduled to take place. Long-term approvals are subject to cancellation with one (1) month prior notice in the event there is conflict.

Approval of Use by Non-School Organizations

1. The Superintendent is authorized to approve the use of facilities by non-school organizations.
2. Application for public use of school accommodations shall be made on a regular form secured at the office of the Board of Education and filed at least ten days before the proposed date of meeting. Fees for building use are listed on the Use of School Facilities form available in the office of the Superintendent of Schools.

Community Relations

Use of School Facilities

3. The application will be signed by a responsible citizen representing the organization who shall agree thereby to assume liability for any loss or damage to school equipment or property, and for the strict observance of these rules and regulations. (Form available in the Superintendent's office and is updated periodically)
4. No fee shall be charged for use of facilities by official town groups meeting in the public interest or in fund raising activities in which the funds will be used for public welfare or benefit.

Fees

1. Fees for facilities will be in accordance with the posted schedule in the district.
2. Rates for Personnel Services (Custodial)

Rates for Personnel Services shall be in accordance with contractual rates. There is a minimum charge of \$15.00 regardless of the time worked.
3. Constable or police services 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.

Profit Making Organizations

1. Use of facilities for profit shall require approval of the Superintendent of Schools. Fees may be charged for use for profit.

Conditions of Use

1. Organizations must accept full responsibility, including financial, for buildings and equipment when these are loaned to them. All facilities must be left in good condition, free from clutter and disorder. Organizations must designate to the school principal the person responsible for the use of facilities and the conduct of participants and spectators.

Community Relations

Use of School Facilities

Conditions of Use (continued)

2. Whenever buildings are used and a regular custodian is not working, a designated custodian must be present at least one-half hour before the meeting is scheduled to begin. The custodian will open and close the building, have charge of heating, lighting, and ventilating the areas used and to assist as he may be able to in preserving order on the school premises and preventing damage to school property. (Custodian: Employee of school system or person(s) designated by Superintendent of Schools as having responsibility for cleaning, preparing and locking building facilities.)
3. All groups utilizing these facilities shall be responsible for proper supervision of activities as well as for any damage to the building or equipment.
4. The person or organization granted the use of any school property shall assume full liability for any torts because of their activities. Liability insurance is required as indicated on the Use of School Facilities Form.
5. The Board of Education/Superintendent reserves the right to reject any application it deems is in violation of its policy pertaining to community use of school facilities.
6. Permission shall not be granted for the purpose of giving sectarian instruction or the dissemination of religious doctrine during the school day.
7. There will be no smoking in any East Granby School building at any time.
8. The use of alcoholic beverages on the school property is prohibited.
9. Whenever an auditorium or other room is used, sufficient supervision, including police attendance, if necessary, shall be provided to insure good order, the protection of property and the observance of these rules and regulations.
10. Gymnasium and auditorium may be used by the general public only under the direct management of persons qualified to use and care for any equipment or apparatus contained therein.
11. Use of school equipment is permitted by special permission of building principal.
12. Participants in all athletic games on gymnasium floors shall wear sneakers.

Community Relations

Use of School Facilities

Conditions of Use (continued)

13. Decorations of a flammable nature will not be permitted in any school building. Doubtful decorative materials must be submitted to the local fire marshal for approval before use.
14. Parking is limited to designated parking areas unless specific authorization to the contrary is granted by the Superintendent of Schools.
15. The cooking of food in undesignated areas is prohibited due to health and safety concerns.
16. There is to be no change in wiring, or use of additional lighting equipment without written permission of the Superintendent or his/her designee.
17. All athletic fields and school grounds must be vacated one-half hour beyond dusk unless participants are involved in authorized activities.
18. Closing time for use of the school buildings will be 9:00 p.m. If the designated custodian must remain beyond his regularly scheduled duty time, the organization must accept full responsibility to pay the custodian a rate of time and one-half his hourly rate. A one-hour rate charge will be made as a minimum fee.
19. If there is an occasional need to go beyond the normal closing time of 9:00 p.m., the school principal must receive that request two weeks before that change. The principal must approve the changes in the closing time.
20. Pets are prohibited unless authorized by the Superintendent of Schools.

Use by Individuals – Use of Equipment

1. It shall be the policy of the Board not to 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.

Regulation approved: July 16, 2007
 Regulation amended: May 23, 2011

EAST GRANBY PUBLIC SCHOOLS
 East Granby, Connecticut

East Granby Public Schools
East Granby, Connecticut

Use of School Facilities Application

(Please submit two (2) copies to the Principal at least fourteen (14) days in advance)

Organization Requesting Facility: _____

Name: _____ Phone Number: _____
(designated representative)

Address: _____

School Preferred: _____ Room: _____ Equipment: _____

Date(s): _____ Hours: _____

Purpose for which request is made:

Name, Address, Phone Number of person who will be in charge on-site:

The undersigned agrees to the conditions for facility use outlined on the reverse side of this application and assumes full responsibility.

Signature: _____ Date: _____

Approved: _____ Fee: \$ _____

Fee Schedule

Elementary All Purpose Rooms	\$ 30 / Hour
Elementary Kitchen Equipment	\$ 30 / Hour
Elementary Cafeteria	\$ 30 / Hour
Elementary, Middle or High School Classrooms	\$ 20 / Hour
Middle School Gym	\$ 50 / Hour
Middle / High School Commons	\$ 30 / Hour
Middle / High School Auditorium	\$ 100 / Hour
High School Gymnasium (Auxiliary)	\$ 75 / Hour
High School Gymnasium (Main)	\$ 100 / Hour

Rates for Custodial Service

Elementary Regular School Days, 7:00 a.m. – 9:00 p.m.	No Charge
Middle / High Regular School Days, 7:00 a.m. – 9:30 p.m.	No Charge
All Schools, Vacation Days, 7:00 a.m. – 3:30 p.m.	No Charge
Saturdays and time beyond normal working hours above	Contractual rate of the custodian assigned

The Board of Education reserves the right to charge a security deposit of \$300 for the use of its facilities. The deposit will be returned after satisfactory inspection of the facility after use to ensure that it remains in optimum condition. The deposit will be forfeited if there is any damage or non-compliance with the expectations for Conditions of Use. The Board of Education reserves the right to waive fees charged for use of facilities by town groups meeting in the public interest or in fundraising activities in which the funds will be used for public welfare or benefit. Police services 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 such service.

Conditions of Use

1. Organizations must accept full responsibility, including financial, for buildings and equipment when these are loaned to them. All facilities must be left in good condition, free from clutter and disorder. Organizations must designate to the school principal, the person responsible for the use of facilities and the conduct of participants and spectators.
2. Whenever buildings are used and a regular custodian is not working, a designated custodian* must be present at least one-half hour before the function is scheduled to begin. The custodian will open and close the building, have charge of heating, lighting, and ventilating the areas used and to assist as he may be able to in preserving order on the school premises and preventing damage to school property. (*Custodian: employee of school system or person(s) designated by Superintendent of Schools as having responsibility for cleaning, preparing, and locking building facilities.)
3. All groups utilizing these facilities shall be responsible for proper supervision of activities as well as for any damage to the building or equipment.
4. The person or organization granted the use of any school property shall assume full liability for any torts because of their activities. ***Liability insurance of at least one million dollars is required.***
5. The Superintendent reserves the right to reject any application it deems for a purpose detrimental to the town or incompatible with the objectives of public education.
6. Permission shall not be granted for the purpose of giving sectarian instruction or the dissemination of religious doctrine during the school day.
7. The cooking of food in undesignated areas is prohibited due to health and safety concerns.
8. There will be no smoking in any school building or on any school grounds/property at any time.
9. The use of alcoholic beverages on the school property is prohibited.
10. Whenever an auditorium or other room is used, sufficient supervision, including police attendance, if necessary, shall be provided to insure good order, the protection of property, and the observance of these rules and regulations.
11. Gymnasium and Auditorium may be used by the general public only under the direct management of persons qualified to use and care for any equipment or apparatus contained therein.
12. Use of school equipment is permitted by special permission of building principal.
13. Participants in all athletic games on gymnasium floors shall wear appropriate footwear.
14. Decorations of a flammable nature will not be permitted in any school building. Doubtful decorative materials must be submitted to the local fire marshal for approval before use.
15. Parking is limited to designated parking areas unless specific authorization to the contrary is granted by the Superintendent.
16. All athletic fields and school grounds must be vacated one-half hour beyond dusk unless participants are involved in authorized activities.
17. On regular closing days, the closing time for use of the school buildings will be 9:00 p.m. for the elementary facility, and 9:30 p.m. for the middle / high facilities. If the designated custodian must remain beyond his regularly scheduled duty time, the organization must accept full responsibility to pay the custodian a rate of time and one-half his hourly rate. A one-hour rate charge will be made as a minimum fee.
18. If there is an occasional need to go beyond the normal closing time, the school principal must receive that request two weeks before that change. The principal must approve the changes in the closing time.

19. School facilities will not be available for community use on days that schools are closed due to inclement weather.

1330.2

Community Relations

Posting of School Property

For the safety and well-being of all students, staff and the general public, the posted speed for motor vehicles using school roadways and parking areas will be a 15 mph speed limit.

The Board of Education continues to encourage East Granby residents to use the public school's athletic fields in accordance with the approved use of school facilities regulations. All athletic fields and school grounds must be vacated one-half hour beyond dusk unless participants are involved in authorized activities. Signs to that effect shall be posted at each school. This ruling shall be added to the use of school facilities application form.

(cf. – 1330 Use of School Facilities)

Policy adopted: July 16, 2007

EAST GRANBY PUBLIC SCHOOLS
East Granby, Connecticut

Community Relations

Signs on School Property

The posting of signs advertising non-educational functions or programs is prohibited on school grounds except on the day or days of the event. Extensions to this time limit may be granted by the Superintendent of Schools.

Political signs of any kind are not permitted at any time on school grounds, except as part of an educational program.

(cf. 1330 - Use of School Facilities)