

## **Public Use of School Facilities**

### Policy

*Any local or regional Board of Education may provide for the use of any room, hall, schoolhouse, school grounds or other school facility within its jurisdiction for nonprofit educational or community purposes whether or not school is in session.*

*Any local or regional Board of Education may grant the temporary use of rooms, halls, school buildings or grounds or any other school facilities under its management or control for public, educational or other purposes or for the purpose of holding political discussions therein, at such time when the school is not in session and shall grant such use for any purpose of voting under the provisions of Title 9 whether or not school is in session, in each case subject to such restrictions as the authority having control of such room or building, grounds or other school facility considers expedient. C.G.S. §10-239 (1963, P.A. 155; P.A. 78-21, S.1.,2.)*

The use of school facilities by individuals or groups other than those that are part of the school program shall be requested in writing. All approved programs shall have an educational or community value. No program will be scheduled that will interfere with the normal use of the school facility for school purposes. Permission will be granted by the Superintendent of Schools, consistent with administrative regulations. The Board of Education shall establish a Building Use Fund to receive rental and user fees and disburse payments as appropriate for costs related to the use of these facilities.

### Rules and Regulations

- A. All requests for use of facilities will be made in accordance with the administrative procedures established separately and are subject to the approval of the Superintendent of Schools, or designee.
- B. All groups using the school facilities shall furnish the Torrington Board of Education a Certificate of Insurance reflecting Bodily Injury and Property Damage Liability coverage limits of \$500,000 combined single limit per occurrence in effect for the date(s) of the planned activity. The Torrington Board of Education and the City of Torrington must be named as additional insured.
- C. Any group may be required to obtain the services of a police officer or firefighter if such is considered necessary for the protection of school property.
- D. Organizations using the school facilities will be responsible for any damage to school property during its use.
- E. Any exception to this policy must be approved by the Board of Education prior to the use of the facility.

Policy 7010: Public Use of School Facilities  
7010- Revised and approved August 7, 1991; Revised and Approved November 6, 1996; Revised and Approved May 15, 2002; Revised and Approved January 21, 2009.  
Revised and Consolidated with R7010 August 16, 2011

F. Any member of the board **or** its representatives shall have full and free access at all times to any part of any building. No grant or permission to use school property shall carry with it any right to exclude members of the Board of Education or its representatives from the property.

G. The use of a school facility will be evaluated at the conclusion of the event. Any disregard of the regulations or abuse of the facility may result in the refusal of any future requests by the sponsoring group.

H. A school principal or his/**her** assigned representative or a custodian must be present at all times when a school facility is used by an outside group.

I. All youth programs must be conducted with sufficient adult supervision. The number and names of the adult supervisors must be submitted in advance for all except school functions.

### Fees

A. **Fees for facility usage** will be charged to private enterprises. These fees will be of three types: rental fees, Utility Fees and custodial fees. All fees must be paid in advance of the scheduled usage dates.

B. Not-for-profit organizations will be charged custodial fees and **Utility** Fees only. Fees must be paid in advance of the scheduled usage dates and reconciled no later than June 1<sup>st</sup> of the given year.

C. **Rental fees** will be charged as listed on the attached "Schedule of Fees" to defray replacement costs for fixtures, facilities, and supplies.

D. Utility Fees will be charged to all groups except school connected groups such as athletics, clubs and other school-related groups such as PTO, booster clubs, school building committees, alumni associations, and project graduation committee. Also exempt shall be not for profit groups using the school immediately after the end of the school day, providing such activity serves a majority of the students in the particular facility being used. These fees will be based upon the square footage of the room(s) used plus a share of the common areas (hallways, bathrooms, foyer, etc. Utility fees will be set by September 1 each year and will be calculated by reviewing prior year's utility expenses.

E. **Custodial fees** shall be based on wages and employer costs associated with the contract between the Torrington Board of Education and Local 1579 of Council #4, American Federation of State, County, and Municipal Employees AFL-CIO.

F. The administration is charged with developing a "Schedule of Fees" for the public use of facilities to be reviewed annually and revised as needed.

G. All fees shall be paid to the Torrington Board of Education.

Actual Usage Restrictions

A. The use of a school facility does not include school equipment except that which is already a part of the facility (permanent fixtures).

B. Alcoholic beverages of any kind are not permitted at functions held on school property.

C. Smoking is not permitted in any of the school buildings.

D. The use of school kitchens will only be permitted under the supervision of school cafeteria personnel.

E. Pianos may be moved from the floor to the stage or from the stage to the floor, provided:

1. The moving has been approved by the principal.

2. The renting organization secures an acceptable licensed mover and pays all cost in moving the piano and restoring to original location, including any required tuning.

F. Nothing shall be distributed, displayed or exhibited by any group without prior permission from the Superintendent of Schools.

G. There shall be no nails or screws driven into any part of the facility without special permission.

H. Only qualified personnel will be permitted to operate stage lighting. The user must arrange for services from a board-approved contractor.