

COMMUNITY RELATIONS

Use of School Facilities and Multi-Purpose Track and Field

The Board of Education may make school buildings and grounds available for purposes other than education when they are not in use for school purposes.

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

Types of Activities Which Will Not be Permitted

1. Activities advocating the overthrow of the United States or the State of Connecticut, or local government agencies.
2. Any activity that may be injurious to the buildings, grounds, or equipment of the schools.
3. Commercial advertising except as approved by the Board of Education.
4. Fundraising campaigns except as permitted by Board of Education policy or by special action of the Board of Education. (refer to Fundraising Policy 1325)
5. Activities which are prohibited by law or that are disruptive to the school environment.
6. Use or possession of tobacco, alcoholic beverages or unauthorized controlled substances.

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

Legal Reference: CT General Statutes 10-239 – Use of school facilities for other purposes

Policy Adopted: September 27, 1989
Policy Revised: August 27, 1997
Policy Revised: June 12, 2006
Policy Revised: February 9, 2011
Policy Revised: July 2, 2012

COMMUNITY

Facilities and Multi-Purpose Track and Field - Regulation

Introduction

Consistent with this policy, the Superintendent of Schools has developed regulations and associated forms governing use of school buildings, facilities and athletic fields (RSD 13 properties) by community and other groups. The application for use of RSD 13 properties shall be submitted by outside groups to the building principals to sign and to the Superintendent's Office for approval. A \$25.00 fee should accompany the initial application.

If a community group is denied the use of a RSD 13 property by a principal, the group may appeal that decision to the Superintendent of Schools.

Groups requesting use of a RSD 13 property must identify the specific property desired, and approval will be for that property only.

All school equipment in the premises shall be in charge and control of the building principal or his/her designee by organizations using RSD 13 properties.

Eligible Organizations and Priority of Use

1. School Organizations
2. Parent groups or organizations
3. Town government activities
4. Approved youth organizations
5. Civic, church and service organizations located within District 13
6. At the discretion of the Superintendent, other organizations not listed above.

Restrictions on Use of RSD 13 Properties

1. Illegal activities will not be tolerated and any violations may justify permanent restrictions of the organization involved.
2. Use or possession of alcoholic beverages or unauthorized controlled substances shall not be permitted on school property. There shall be no smoking in school buildings or grounds.

3. Vendors shall be prohibited in school buildings or on school grounds except in connection with an approved RSD 13 fundraiser.
4. Refreshments can be served or consumed only in areas designated by the principal.
5. All material that is obscene, illegal or otherwise disruptive to the educational environment will not be allowed.
6. An authorized official of the organization requesting use of a RSD 13 property must sign an agreement setting forth the time, place, terms of use, fees to be paid and an agreement to assume responsibility for damage to school property by the using organization. The organization using the property must supply the Superintendent with a current certificate of insurance and assume responsibility for liability occurring during the period of rental. "Regional School District 13" shall be named as "Additional Insured". Minimum General Liability limits required: \$1,000,000.
7. Organizations using RSD 13 properties must agree to be responsible for the conduct of all persons in attendance at the activity.
8. Individual groups are responsible for contracting security services at the discretion of the Superintendent.
9. Any group contracting to use Regional School District 13 property, including the District itself, must comply with all local, state and federal laws regarding use of the property including zoning regulations and stipulated agreements.

Use of Multi-Purpose Track and Field for Other than Regular School Purposes

The use of the Coginchaug Regional High School Track and Field for other than regular school purposes is under the direct control of the Board of Education or its designee. All applications for the use thereof must be made on the form prescribed for that purpose. The application must state in detail the purpose and nature of the activity for which the track/field is to be used and must be signed by two persons who will be responsible for any damage or loss of property arising from such use.

1. When permission for the use of the track or field has been granted, the Board may appoint a custodian and/or security personnel to act as its representative. This appointee is to supervise the activity and enforce the rules and regulations of the Board with power to close the activity if it is not held in accordance with the rules and regulations. Custodian(s) will report one-half hour before scheduled time and remain one-half hour after the close of the event.
2. If the Superintendent determines that police attendance is necessary, the persons in charge of the event will be required to arrange for police attendance and issue payment directly to the police department. Police officers shall be present during the entire time the stadium is in use.
3. The field is to be used only on the date(s) specified and for the purpose described in the permit issued by RSD13 upon approval of the application.

4. All permits are based on tentative approval and are subject to revocation at the discretion of the Board of Education or its designee.
5. A permit is not transferable.
6. No equipment/furnishing of any kind shall be installed without the approval of the Athletic Director and/or the Supervisor of Buildings and Grounds.
7. The use of this track and field is granted under the following specific restrictions:
 - No food or refreshments to be served on the premises, unless specifically approved in the permit.
 - Food, gum or drink is not to be brought onto the fields. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
 - No vehicles, bicycles, roller blades, skateboards, scooters, strollers allowed inside fence.
 - No pets allowed inside fence.
 - No use of tobacco products or alcoholic beverages.
 - Proper footwear is required.
 - Receptacles and recycling containers must be used.
 - Fence climbing is prohibited.
 - Use of multi-purpose track and field is not permitted prior to 8:00am under any circumstances.
 - The speaker systems may only be operated by individuals trained and approved by the Supervisor of Building and Grounds.
 - The speaker systems may not be used for any purpose prior to one hour before the approved starting time of any event.
8. A Certificate of Insurance to cover loss or damage to equipment, property, and personal injury must be presented to the Superintendent's Office prior to approval of application.
9. Any group granted permission to use any RSD 13 property shall be responsible for the following:
 - Conduct of the participants and/or guests.
 - Return of any equipment or fixtures to their proper place.
 - Replacement or repair of any damaged equipment or fixtures.
 - Payment of any bill rendered within 30 days of receipt of invoice as rendered.
 - Adherence to State and Local ordinances.
 - Removal of trash from fields and parking lots.
 - Any other specific requirement deemed appropriate by the Superintendent for the particular activity.
10. Event dates are reserved only after an application has been approved.

Fees

All non-profit organizations will pay a \$25.00 general use fee per year. This does not, however, automatically relieve the user from any associated costs for the use of those facilities.

Business or private groups and organizations will pay a \$25.00 application fee for each use and may use school facilities in accordance with a fee schedule established by the Superintendent of Schools and approved by the Board of Education. The District reserves the right to request payment in advance by certified check or money order.

A flat rate will be charged for custodial and cafeteria services. Rates will be adjusted annually.

The Superintendent may waive charges or fees if the use is deemed to be in the best interest of the school system or upon written application outlining the specific circumstances underlying the request for a waiver or reduction of fees.

Fee Specifics for School Facilities

Category A

- School Organizations
- Parent groups or organizations
- Town government activities
- Approved youth organizations
- Civic, church and service organizations located within District 13
- Other organizations not listed above.

Category B

Commercial rates will be charged to organizations of a fraternal or private nature that charge admission or registration fees

Rates For Rental of School Facilities

Coginchaug / Strong

Building Area	Category A	Category B
Classroom	N/C	\$15.00
Cafeteria	N/C	\$200.00
Kitchen	N/C	\$100.00
Gym	N/C	\$500.00
Auditorium	N/C	\$1,000.00

Memorial / Korn / Brewster / Lyman

Building Area	Category A	Category B
Classroom	N/C	\$10.00
Cafeteria	N/C	\$100.00
Kitchen	N/C	\$75.00
Gym/All Purpose	N/C	\$200.00

Additional fees will be charged for the following:

- \$500 – for use of school grounds
- \$250 – for use of restrooms
- \$250 – for weekend tournaments
- \$50 - energy fee

Rates for Multi-Purpose Track and Field Complex

The following organizations are not required to pay the base rental fee:

- Parent and School Organizations
- Boy Scouts, Girl Scouts and other approved youth organizations
- Civic and service organizations located within District 13
- Town Park and Recreation
- Church organizations located within District 13

Base Rental**	Resident	\$250.00 per two hour block or any fraction of
	Non-resident	\$500.00 per two hour block or any fraction of
Application Fee		\$25.00 with initial use application each year
Maintenance Fee		\$10.00 per hour
Damage Deposit	Resident	\$200.00 per use or held for season
	Non-resident	\$400.00 per use or held for season
Custodian		Annual prevailing rate as determined by RSD13.
Security Services*		Contracted Security Services (see * below)
Scoreboard Operator		TBD
Public Address System Operator		TBD
Lighting		TBD

* Individual groups are responsible for contracting security services at the discretion of the Superintendent.

**The base rental fee will apply to organizations of a fraternal or private nature that charge admission or registration fees.

Regulation Adopted: September 27, 1989
Regulation Revised: August 27, 1997
Regulation Revised: June 12, 2006
Regulation Revised: September 6, 2006
Regulation Revised: February 9, 2011
Regulation Revised: July 2, 2012