



## CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

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### **Board Policy Statement** **3515.00 - Use of School Buildings** Approved on August 10, 2015

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#### **I. Overview**

In accordance with Conn. Gen. Stat. § 10-239, the Board of Education may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board of Education may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. In accordance with 20 U.S.C. § 7905, the Board of Education shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy.

In order to facilitate maximum community and school use of School District facilities and simultaneously provide optimum security and maintenance for these facilities, the Board of Education establishes the following rules and procedures to govern such uses, which shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Procedures that may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved. In order to use school district facilities, any organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities.

#### **II. For Buildings**

The Board of Education reserves the right to establish rules and regulations concerning the time, place and manner of all activities conducted in school buildings.

- A. No rental charges shall be made when the facilities are used by the school or school-related organizations unless special preparation is required.
- B. Community groups or organizations using the schools must comply with insurance requirements specified in the "Application for Use of School Buildings and Grounds."
- C. The schedule of fees for the use of school buildings shall be determined by the Board of Education.

#### **III. For Grounds**

Grounds under the control of the School District shall be open to the public for recreational purposes and without fee outside of normal school operating hours. Note that public use of school grounds is at your own risk. The City of New Britain, and the Board of Education assumes no responsibility for personal injury, loss of personal property/damage, including damage to vehicles, while on any school property.



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### **Administrative Procedure** **3515.00 - Use of School Buildings** Approved on August 10, 2015

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#### **I. Permits**

- A. During the regular school year permits for the use of school facilities must be procured from the building principal's office. At other times permits may be obtained from the Central Office building of the School District.
- B. All applications for Use of School Buildings and Grounds must be submitted to the principal's office of the school in which the requested facility is located at least seven days prior to the requested date.
- C. Cancellation by permittee: In the event of cancellation, the principal's office should be advised by noon of the day the facility was to have been used.
- D. Cancellation by school department: All permits are issued with the understanding that school activities subsequently scheduled may take precedence in the use of the facility. Cancellation of a permit under this paragraph requires approval of the Superintendent of Schools. Such cancellation shall not be approved within thirty days of the scheduled use unless an emergency exists.

#### **II. Custodian Service Rules**

- A. A special custodian is required to be on duty during the use of any school facility if the principal deems it necessary.
- B. A special custodian is required for all activities, regardless of size, if a regular custodian is not on duty.
- C. The Director of Support Services will assist in making final determination, if necessary, for use of special custodian after consulting with the principal.
- D. Custodial services include opening and closing of the building, operating room lights (no theatrical lighting), heating, operating ventilation equipment, and normal cleanup. Custodians will not be required to help load or unload equipment.
- E. A person in charge of using facilities must contact the custodian when entering the building and also upon leaving. The custodian's time is counted from one-half hour before the activity starts until necessary cleaning is completed after the activity ends.

### **III. Responsibilities of Users of Facilities**

- A. Organizations using the school facilities are requested to be considerate. Repair expenses for any damage beyond normal wear and tear will be charged to the individual or organization. Any accident or damage occurring during use of facility by any group or person must be reported to the principal's office within 48 hours.
- B. Organizations using the facilities are responsible for removing decorations and cleaning facilities used. Custodians or cafeteria workers will supervise and assist in these operations.
- C. Violations of rules and regulations will be considered as reason to refuse or revoke future permits.
- D. At least seven days prior to the school use, the applicant should review the use requirements with the building principal or designee.
- E. School facilities are to be used for no other purpose or in any other way than planned without expressed written permission.
- F. All permits are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules and regulations of the Board of Education, the permit is subject to immediate cancellation.

### **IV. Equipment**

- A. When cafeterias are used, all equipment, other than range or kettle for heating water or making beverages, must be used under the direction of cafeteria personnel. Arrangements for the use of the kitchens and/or equipment other than that specified above must be made by the group through the director of cafeterias.
- B. Projectors, microphones, light control boards, risers and other stage equipment may be used only with permission from the school principal. Also, when audio-visual equipment owned by the School District is used, a qualified person from the School District must be hired to run or supervise the use of audio-visual equipment.
- C. Pianos must not be moved from their present location without permission from the custodian. If moved with permission, they must be returned to original place by the renting party.
- D. Materials and stage properties in storage rooms at middle and high schools are the property of the dramatic clubs and are not available for public use.
- E. All equipment used, i.e., chairs, desks, etc., must be returned to their original position. All areas must be left as found.

### **V. Decorations**

- A. Decorations may be used for activities if permission is granted by the school principal with adequate and constant supervision of an adult. There must be no marring of walls, equipment or furniture. Cleaning must be done within the hours designated by the principal and meet with his/her approval, otherwise

charges for custodial time will be made. Decorations must be of fire resistant material and meet fire code regulations.

- B. Organizations wishing to set up stage scenery must receive approval by the principal of the school so that scenery to be used does not conflict with school activities or other uses. The construction of stage scenery must be done outside of the school building.

#### **VI. Use of Tobacco, Alcohol and Refreshments**

- A. Smoking is prohibited at all times on school property.
- B. Use or possession of alcoholic beverages of any kind is prohibited at all times on school property.
- C. Refreshments must be held to a minimum and contained within the area being used for the activity or the cafeteria and also must be under constant adult supervision. Refreshments should normally be served in the cafeteria. Exception to this rule must be approved with the building principal.

#### **VII. Rules and Regulations Controlling the Use of School Property**

The following activities are prohibited on school property by the general public:

- A. The use or possession of alcoholic beverages.
- B. The driving of motor bikes, snowmobiles or any other self-propelled vehicle.
- C. The solicitation, sale or offering for sale of any goods or merchandise without the authorization of the school principal.
- D. The use of facilities for other than their designed purpose.
- E. The parking of motor vehicles in unauthorized areas.
- F. The use of school grounds between the hours of 10:00 PM and 7:00 AM