

USE OF SCHOOL FACILITIES

General

The Regional School District No. 7 Board of Education encourages the use of its facilities to the fullest extent possible when not in conflict with the educational needs of students and within the constraints of budget. While the Board has the expectation of meeting its share of community responsibility, it clearly believes that the taxpayers of its member towns must be given preferential consideration. In addition, the Board is very mindful of the investment made by the member towns, and bears the responsibility that these investments be accorded every security and protection. Usage cost is directed toward approximating actual cost rather than profit motivation.

Facility Use Priority (Indoor Facilities)

- 1. School-Sponsored Activities**
- 2. School-Related Groups.** Examples: Band Parents, PAC, Science Club, Region 7 elementary districts, etc.
- 3. Town Meetings.** As requested by First Selectmen of member towns.
- 4. Community and Area Groups.** Civic, Social, Church, Athletic or Service Groups whose membership is made up of residents of the Region 7 area.
- 5. Winsted Area Groups.**
- 6. Other Groups.** (Outside or for profit groups).

Facility Use Priority (Athletic Fields)

Regional School District No. 7 believes that its present athletic fields are currently utilized to near maximum degree and does not believe that there is much opportunity available for additional usage.

- 1. Direct School-Sponsored Activities.**
- 2. Athletic or Outdoor Events of Member Towns.**
- 3. Winsted Summer Softball League.** Recognition is given that sizeable membership of this league is from member towns, and the Board wishes by policy to formalize this long-standing arrangement provided the League continues to meet those conditions previously set by administration.

Granting of Approval

The Superintendent and Finance Director are authorized to approve and schedule the use of the school facilities under this policy by non-school organizations.

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Groups not covered by this policy may appeal directly to the Board of Education.

Application for Use

A written application for permission to use a facility, listing the desired calendar date(s), the desired time of use in specific clock hours, the amount and type of space and equipment in accurate detail, and prepared over the personal signature of a responsible representative of the applying organization is required.

The signing of the Building and Usage Form shall constitute (upon approval) an acknowledgement by the group or organization of acceptance of responsibility for any damage to the building or equipment resulting from such use and for the enforcement of all rules for the use of school facilities.

The parties filling out this Building and Usage Form shall be responsible for the conduct of the people who are in attendance at their particular function, and shall pay the cost of any damage caused by them or their patrons during the period of their use of the facilities. A deposit may be required to guarantee that facilities are left in good condition.

All groups using school facilities must be supervised by the sponsoring organization. The right is reserved by the school authorities to judge the adequacy of supervision. If, in their judgment, it is required, additional personnel may be assigned and the cost charged to the sponsoring organization.

Organizations sponsoring events involving large public attendance, such as basketball games and dances, must arrange for police protection during the period the building is occupied. Arrangements and payments for the services should be made through the Police Department.

Insurance

The user will protect the school and its officers against any liability growing out of this use, and if this rental is for profit, will be required to take out a public liability insurance policy payable to proper authorities and satisfactory to those authorities covering possible public liability. A Certificate of Insurance is required with a minimum of \$5,000,000.

Miscellaneous

Fees for facilities below will be charged as indicated under **Fee Schedule – Per Use (Below)**.

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<u>Rental and Usage Fees</u>	<u>Cost of Operation and Usage</u>	<u>Rental Charge For Facilities</u>
1. School-Sponsored Activities	None	None
2. School-Related Groups including elementary districts	None	None
3. Town Meetings	None	None
4. Regional #7 Community Groups	Yes	None
5. Winsted Area Groups	Yes	None
6. Other Groups	Only with Board approval. Fees to be quoted.	

Fee Schedule – Per Use

Fee schedule to be reviewed upon recommendation of the Administration.

	<u>Cost of Operation and Usage</u>	<u>Rental Charge For Facilities</u>
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Gymnasium (including showers).....	\$ 24.00/hour	\$150.00
Auditorium.....	\$150.00	\$150.00
Rehearsal.....	\$150.00*	
Athletic Fields.....	----	\$ 30.00
Cafeteria.....	\$120.00	\$120.00
With Kitchen Privileges.....	\$150.00	\$170.00
Little Theatre.....	\$110.00	\$100.00
Rehearsal.....	\$ 15.00	
Commons Area.....	\$ 80.00	\$ 80.00
Classroom.....	\$ 50.00	\$ 50.00
Stage Lighting-Lightboard.....	\$ 20.00 per hour plus cost of operator.	

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Note: Air Conditioning: Air conditioning available for Auditorium only for temperature above 78°F. If air conditioning is desired for practice session, an additional fee is required. Depending upon the nature and time of activity, additional custodial help may be required. All costs of such services will be billed to user. This should be determined at time of initial contract.

Custodial

Custodial services are determined separately from usage and rental fees. The actual costs are determined specifically on the actual number of hours of custodial service required. The Board however will not bill the group using the facility for custodial services when no service is required. Further, we encourage the group to participate as much as possible in the preparation and clean-up of the facility which would help mitigate custodial costs. In light of its responsibility for plant management, the actual need for custodial service is a judgment of the school administration.

Legal References: Connecticut General Statutes
10-239 Use of school facilities for other purposes.
PA 97-290 An Act Enhancing Educational Choices and Opportunities
Equal Access Act, 20 U.S.C. § 4071-4074
Good News Club v. Milford Central School, Sup. Ct., 6-11-01
20 U.S.C. 7905 (Boys Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001).