

## **Community Relations Policy #4600 - Use of School Facilities, Buildings and Grounds**

### **General Philosophy**

The Lyme/Old Lyme Board of Education wishes to encourage the community use of the Regional School District 18 facilities, buildings and grounds for meetings and events intended for recreation, self-improvement, community programs or other non-commercial uses consistent with the public interest, when such use does not interfere with the school program or school-sponsored activities.

The use of Lyme/Old Lyme Public Schools' facilities and grounds for school purposes has precedence over all other uses. Persons and/or organizations using school facilities and grounds must abide by school conduct rules of Regional School District 18 at all times.

The improvement of community living, one of the major objectives of public education, can be greatly enhanced by the use of these policies and regulations, which encourages the use of the school buildings and grounds by many and varied groups.

### **Building and Grounds Usage Application and Approval Process**

All usage of Regional School District 18 buildings and grounds by non-school persons or groups require that a "School Buildings and Grounds Usage Request Form" be submitted to the Director of Facilities. Fee payments to Regional School District 18 and approval from the Director of Facilities must be obtained (based on submission of the "School Buildings and Grounds Usage Request Form" and appropriate fee schedules) prior to facilities usage.

Only organizations directly associated with Lyme/Old Lyme Public Schools (Regional School District 18) are **exempt**\* from submitting the appropriate application. Examples of these exempt groups are:

- Regional School District 18 administered educational programs or activities.
- Regional School District 18 administration, faculty, staff, Board of Education or Parent Teacher Organization activities.
- Official meetings of the Towns of Lyme or Old Lyme and/or the activities and meetings of their departments or agencies, excluding Parks and Recreation.

**PLEASE NOTE:** *\*Any **exempt** groups wishing to use Regional School District 18 buildings or grounds must notify the Director of Facilities Secretary or the School Building Administrator's Secretary **at least 24 hours prior to facilities usage.** The Director of Facilities may deny an exempt organization request if the school district buildings or grounds are in use or otherwise unavailable.*

## **Community Relations Policy #4600 - Use of School Facilities, Buildings and Grounds**

### **General Usage of School Buildings and Grounds**

1. School facilities, buildings and grounds are available Monday through Sunday beyond school district scheduled usage.
2. Consistent with the guidelines of this policy, the Director of Facilities for Regional School District 18 shall develop and promulgate regulations and associated forms governing the use of school buildings and grounds by organizations.
3. School facilities may be rented for religious services and instruction and to other non-school/town organizations on a temporary or emergency basis by church groups or community groups established in the Towns of Lyme and Old Lyme.
4. Groups requesting use of buildings or athletic fields must identify specific facilities desired, and approval will be given for those specific facilities only.
5. All school equipment in the premises shall be in the charge and control of the school building administrator or his/her designee, and arrangements for on-site equipment use shall be made directly with the building administrator by organizations using school facilities.
6. If a community group is denied the use of Regional School District 18 school facilities by the Director of Facilities, the group may appeal that decision to the Superintendent of Schools and, if necessary, to the Lyme/Old Lyme Board of Education.

### **Eligible Organizations and Priority Use**

The following groups are considered to be eligible to use Regional School District 18 facilities, buildings and grounds and shall be given priority for their usage in the order given below:

1. Regional School District 18 educational programs.
2. Regional School District 18 student activities.
3. Regional School District 18 administration, faculty, staff or PTO activities.
4. The Towns of Lyme and Old Lyme departmental or agency activities.
5. Activities sponsored by and for local organizations promoting the physical, political or cultural well-being of the citizens of the Towns of Lyme and Old Lyme.
6. Private organizations, private businesses or enterprises located in the Towns of Lyme or Old Lyme.
7. Taxpayers of Lyme and Old Lyme.
8. Out-of-town organizations.

## **Community Relations Policy #4600 - Use of School Facilities, Buildings and Grounds**

### **Restrictions on Use of School Facilities**

The following types of activities will not be permitted in any Regional School District 18 building, facility or on the grounds:

1. Activities which are unlawful in nature, including, but not limited to, the use or possession of alcohol, illegal or controlled substances or tobacco. Any violations may justify permanent restriction on the use of Lyme/Old Lyme Public School facilities by the organization involved.
2. Fundraising or sales by vendors shall be prohibited, except as permitted by the Director of Facilities to community-based groups for an educational, civic or charitable purpose.
3. Refreshments in buildings will be limited to the school cafeteria unless specifically permitted by the building administrator.
4. Commercial advertising by non-school groups shall be prohibited.
5. Any purpose that is in conflict with mission or goals of the Lyme/Old Lyme Public Schools shall be prohibited.
6. Any activity which may be injurious to buildings, grounds and/or equipment of the schools or which may thereafter negatively affect public welfare and safety shall be prohibited in Regional School District 18 facilities.

### **Use of School District Facilities under Americans with Disabilities Act**

Regional School District 18 complies with the Americans with Disabilities Act of 1990, Public Law 101-336 (ADA), which prohibits discrimination on the basis of disability. The Americans with Disabilities Act, as applies to school districts, requires that no individual shall, on the basis of disability, be denied the benefits of school district services, programs or activities.

Accordingly, Regional School District 18 will not:

1. refuse to allow a person with a disability to participate in school district services, programs or activities simply because the person has a disability.
2. provide services or benefits to individuals with disabilities through programs that are separate or different from those provided to those individuals without disabilities, unless the separate programs are necessary to ensure that the benefits and services are equally effective.
3. subject individuals with disabilities to discrimination in employment under any service, program or activity conducted by Regional School District 18.

Additionally, Regional School District 18 will:

1. take appropriate steps to ensure that communications with applicants, participants and members of the public with disabilities are as effective as communication with others.
2. make reasonable accommodations in policies, practices or procedures, when necessary, to avoid discrimination on the basis of disability, unless a fundamental alteration in the school district's services, programs or activities would result.
3. operate its programs such that, when viewed in their entirety, they are readily accessible to and usable by individuals with disabilities.

## **Community Relations Policy #4600 - Use of School Facilities, Buildings and Grounds**

### **Use of School Equipment or Property**

School equipment or property may be used by or loaned to community groups for an educational, civic or charitable purpose when:

1. the group using or borrowing school equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession.
2. the equipment is not unusually expensive or easily damaged.
3. the equipment is in good condition.
4. the group will provide a competent operator for equipment loaned.

### **Supervision**

1. Uniformed police officers or other paid security agents are required at the users' expense for all activities where the probable number of people seems great enough to present a traffic or crowd control problem. Police service is also required for any organization that presents volatile issues to which there might be public reaction and possible disorder. The number of constables to be employed for any function will be determined by the Director of Facilities.
2. All groups using school facilities must designate an adult to be responsible for the overall supervision of the group. Such responsibility shall include complete supervision of the group from the time the first member arrives until the last has left the premises. The responsible adult shall not leave the property until all persons under his/her supervision have left.

### **Liability**

1. Those groups or individuals applying for use of Lyme/Old Lyme Public School facilities assumes all responsibility and liability for any injury to persons, and for injury to, or loss of, school or private property in connection with the use of the building. The applicant must hold Lyme/Old Lyme Public Schools (Regional School District 18) harmless for any such losses or damage.
2. Each organization renting school facilities must have group insurance for personal liability coverage for negligent acts as tenants. Proof of insurance coverage of a nature and amount satisfactory to the Director of Facilities shall be provided to the Director of Facilities prior to the use of Regional School District 18 facilities, buildings or grounds.
3. Proof of insurance needs to be provided certifying that Regional School District 18 is a named insured in an amount satisfactory to the Director of Facilities, or the insurance company of those requesting use of school facilities agrees to indemnify, defend, protect or hold harmless Regional School District 18 against any legal claim of any nature whatsoever arising from the organization's use of the school district facilities, buildings and grounds.

## **Community Relations Policy #4600 - Use of School Facilities, Buildings and Grounds**

### **Regional School District 18 Building and Fields Usage/Rental Fees**

A fee structure has been established which reimburses the school district for building and field space rental and custodial services beyond regular building hours. A rental fee shall be charged to: a) any non-exempt organization (cultural, educational, religious or recreational) for uses the school facilities for non-revenue producing purposes, b) any non-exempt organization using the school facilities for revenue producing purposes directed to a charitable cause, and c) any non-exempt organization using the school facilities which charges a fee for their own profit or non-charitable revenue producing purposes. Regional School District 18 reserves the right to change or increase its facilities usage fees and also its custodial and cafeteria staff fees at any time.

### **Waiver of Usage/Rental Fees**

The following groups and organizations shall have free use of Regional School District 18 buildings and grounds:

1. School-related organizations and school sponsored activities; for example, school clubs such as band, chorus, drama, yearbook, student government, etc.; also PTO groups.
2. Non-profit organizations which:
  - a. Work directly with school age children in the Towns of Lyme or Old Lyme (minimum of 50% of participants to be Lyme/Old Lyme residents);
  - b. Directly benefit the school district through their efforts.
3. Town, state or federal government organizations using the schools for the purpose of meetings, official business or public disaster relief.
4. Non-profit organizations serving the Towns of Lyme or Old Lyme (i.e., Lyme/Old Lyme Soccer Club) and other local non-profit organizations not charging admissions, taking collections or soliciting donations; for example, the Red Cross, the United Way Fund, American Cancer Society, Public Health organizations, Library Associations, Booster Clubs, Historical Societies, Rotary or Lions Clubs & like groups, Veterans' Groups, etc.

***Exemption from rental fees for use of Regional School District 18 facilities shall not include exemption from custodial or cafeteria staff fees.***

## **Community Relations Policy #4600 - Use of School Facilities, Buildings and Grounds**

### **Cafeteria Facilities**

1. In all cases where kitchen or cafeteria facilities are used, a cafeteria supervisor, approved by the Director of Facilities, must be in charge. An hourly fee will be charged for the cafeteria supervisor based upon the schedule below.

### **Custodial Service**

1. An hourly fee will be charged for school custodial services based on current salary schedules and/or overtime schedules for custodial staff of Lyme/Old Lyme Public Schools.
2. Custodian duties will consist of:
  - a. opening the school building at least one-half hour prior to any meeting or function;
  - b. providing necessary chairs, tables, equipment, etc., for the group using the facility;
  - c. protecting school property from being stolen, marked, defaced, abused, etc.;
  - d. determining that all groups using school facilities adhere to the closing hours;
  - e. securing school facilities after each function, i.e., clean, sweep down all used areas; put away all chairs, tables, equipment, etc.; check windows, lights, heat and ensure that all entrance doors are locked; check other specific facilities used, such as kitchens, locker rooms, library media centers, etc.
3. The Director of Facilities will be responsible for determining whether more than one custodian is needed for any function.

### **Legal Reference:**

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. Sub-sections 4071-4074.

*Good News Club vs. Milford Central School, Sup.Ct. 6-11-01.*

**Policy Adopted:** August 2010.

*Lyme/Old Lyme Board of Education.*

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**Fee Schedule for Lyme/Old Lyme Public Schools and Grounds\*\***  
**(Regional School District 18)**

	<u>Schedule A</u> (per day)	<u>Schedule B</u> (per day)	<u>Schedule C</u> (per day)
Classrooms	\$ 5.00	\$ 9.00	\$ 15.00
Cafeteria	11.00	22.00	33.00
Cafeteria and Kitchen	14.00	27.00	44.00
Gymnasium	16.00	33.00	44.00
Media Center	16.00	33.00	44.00
Auditorium	16.00	33.00	44.00
Athletic Field	5.00	7.00	10.00

**\*\*All fees subject to periodic increase.**

**Schedule A:** applied to any non-exempt organization (cultural, educational, religious or recreational) using the school facilities for non-revenue producing purposes.

**Schedule B:** applied to any non-exempt organization using the school facilities for revenue producing purposes directed to a charitable cause.

**Schedule C:** applied to any non-exempt organization using the school facilities, which charges a fee, for their own profit or non-charitable revenue producing purposes.

**Cafeteria and Custodial Service Schedule**  
**Three (3) Hour Minimum**

Cafeteria Supervisor: \$17.00 per hour\*

Custodian: \$20.00 per hour\*

(applicable after 9:00 pm weekdays and all weekend and holiday hours)

**\*Rates are subject to periodic increase due to changes in hourly wages/salary rates.**

**School Buildings & Grounds Usage  
Request Approval Process**

