

**PRESTON PUBLIC SCHOOLS**

Office of the Superintendent

1 Route 164

Preston, Connecticut 06365

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November 27, 2017

Dear Colleagues:

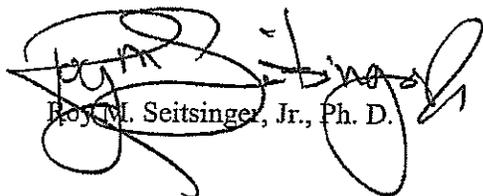
Recently the Preston Board of Education approved the attached policy. Due to the time of the year, this policy will not go into effect until January 1, 2018.

If you have any questions, please do not hesitate to call my office at 860-889-6098.

Please review carefully. Please pay particular attention to the new fee structure and the categories of eligibility.

Thank you for your attention to this matter.

Very truly yours,

  
Roy M. Seitsinger, Jr., Ph. D.

cc: Ivy Davis-Tomczuk  
Ray Bernier

## **Business and Non-Instructional Operations**

### **USE OF SCHOOL FACILITIES**

Preston Public Schools encourages community use of its facilities when they are not in use for Preston Public Schools' educational programs. Efforts will be made by the School District to minimize charges to community groups using the facilities and at the same time maintaining a balance between receipts and expenditures for non-school use of facilities. Preston Public Schools is proud of its facilities and constantly maintains them. Any proceeds for use will go towards maintenance, repairs and improvements. Preston Public Schools buildings and facilities exist to support the mission of the institution. Beyond instructional, extracurricular, and athletic uses, in recognition of Preston's commitment to community partnership and public service, Preston Public Schools may allow, on a limited basis, use of certain facilities to other groups, entities and organizations. Use of facilities by Preston Public Schools takes precedence over use by other groups, entities and organizations. Preston Public Schools reserves the right to limit any use which in its judgment does not support, or relate to, Preston's mission.

### **PRIORITY USE**

Preston Public Schools reserves the right to limit any use of school facilities which in its judgment does not support, or relate to, Preston's mission. As identified below, the use of Preston Public Schools facilities under this Policy is limited to use by various types of approved groups, entities and organizations in furtherance of Preston's mission, including its commitment to community partnership and public service. This policy is not intended to make Preston Public Schools facilities available for individual private use unaffiliated with a group, entity or organization or unrelated to Preston Public Schools mission and instructional, extracurricular and athletic uses.

School facilities shall be available in the following order of priority.

1. Public safety and civil preparedness needs of the Town of Preston.
2. School personnel for student extracurricular activities approved by the Superintendent of Schools and conducted under the direction of one or more adult staff member.
3. Preston governmental organizations when carrying out official functions of town government. This includes and is limited to the following: town meetings, special town meetings, public hearings and Town of Preston Parks and Recreation Commission activities, including PTO.
4. Locally organized boards, agencies, committees, educational groups and associations. This includes but is not limited to: town approved boards/commissions regular meetings and collective bargaining units of the Board and Town of Preston.
5. Civic, fraternal, charitable, social and religious groups, or similar non-local organizations having a substantial number of members residing in Preston. The term 'organization' as used here means a group holding regular meetings of its members and having a charter and/or by-laws providing for the qualification and election of officers.
6. Outside sports organizations with certified roster that demonstrates 25% Preston participation.

The Board of Education requires that **the principal and superintendent approve the use of the school by all SCHOOL-RELATED and NON-SCHOOL RELATED organizations. The organization requesting building usage must complete the required building use request form and submit the form to the building principal.** If the desired facilities are already reserved by another organization, the superintendent may reschedule activities with prior reservations in order to accommodate the needs of town government and/or student programs (See priority list above.) Applicants must at least 21 years of age.

Preston Veterans' Memorial School, 325 Shetucket Turnpike, 860-887-3113  
Preston Plains Middle School, 1 Route 164, 860-889-3831

Organizations will be contacted within 7 business days of receiving the completed reservation application. Facility rentals are not confirmed until the application is signed and the security deposit is received. Approval for use will be on a first come first served basis and will be based upon availability. No outside event shall be permitted to disrupt the normal operations of the buildings/grounds. Applications will be accepted up to six months in advance.

#### Category 1

- PTO, booster clubs, youth service groups, Boy Scouts, Girl Scouts, Brownies, Cub Scouts provided that membership is composed primarily (80%+) of Preston residents.
- Officially sponsored Town of Preston events/programs.
- Local church activities.

#### Category 2

- Preston non-profit organizations that possess a 501(c) 3 tax exempt certificate. Groups claiming non-profit status will be required to provide documentation verifying their status each time the organization submits an application.

#### Category 3

- Preston residents for appropriate civic, cultural, health, or recreational activities. (Provided these activities do not violate board policy).

#### Category 4: All Other Non-Profit or For Profit Groups

##### Rules of Use:

- The use of any other part of the building, other than the gymnasium or cafeteria, shall be determined by the school administration and/or Superintendent of Schools.
- All groups using the school facilities are only permitted to use the designated areas for which the request was made.
- All activities in the building will be supervised by an adult who assumes the responsibility of seeing that all rules are observed.
- At the beginning of the activity, the supervisor will survey the area and if he/she notes any damage, he/she will inform the custodian or principal.

- At the end of the activity, the supervisor and the custodian or principal will survey the entire area used to be sure that the area is left in proper order.
- It will be the supervisor's responsibility to locate the custodian or principal when he/she is ready to leave the building. Particular attention will be paid to locker rooms and the shower area as well as the grounds immediately located outside the entrance used by the participants (PPMS).
- All accidents or claims will be reported immediately to the administrator or custodian in charge who will report it to the proper authority.
- Any damages incurred by those responsible for using the facilities shall be the responsibility of the group or individual requesting the use of the building.
- Non-school related organizations are responsible for the cost of any custodial, kitchen or police services that may be necessary.
- Raffles and similar activities sponsored by the PTO and other school related organizations must be approved by the Superintendent and compliant with the Connecticut Gaming Laws.
- Additional fees will apply, in all rental categories, as applicable and determined:
  - Lighting and sound
  - Set-up
  - Custodian and Overtime Fee
  - Building Supervisor
  - Technical Support
  - Certified Food Safety Manager
  - Events Outside Normal Business Hours
  - Administrative Fee for Recurring Meetings

### **PROHIBITED PRACTICES**

- Gambling or games of chance other than those activities approved by the Connecticut Gaming Association
- Possession and/or consumption of alcoholic beverages and/or illegal substances
- Smoking

### **FEE SCHEDULE**

A fee schedule is an appropriate standard to set for smooth operations.

- Incorporated businesses and non-Preston residents for meetings and appropriate civic, cultural, health, or recreational activities.
- Disqualifying factors for facility rentals include, but are not limited to:
  - \*Misrepresentation of rental information

- \*Previously caused or allowed damage to school district/town property
- \*History of hostile or violent behavior
- \*Past conduct has resulted in police or fire department response
- \*Rental disrupts the normal operations of Preston Public Schools
- \*The usage does not reflect well on Preston Public Schools
- \*History of non-payment for prior facilities usage

*Single Event Schedule of hourly rates and security deposits*

	Category 1	Category 2	Category 3	Category 4	Security Deposit
Classroom	0	20/hr	30/hr	45/hr	300/hr
Library/Conference Room	0	20/hr	30/hr	45/hr	300/hr
Multi-purpose Room	0	20/hr	30/hr	45/hr	300/hr
Elementary School Gym	0	20/hr	30/hr	45/hr	300/hr
Cafeteria (no kitchen use)	0	20/hr	30/hr	45/hr	300/hr
Cafeteria (with kitchen use)	0	40/hr	55/hr	80/hr	300/hr
Middle School Gym	0	40/hr	55/hr	80/hr	300/hr
Track	0	40/hr	55/hr	80/hr	300/hr
Playground (in conjunction w/room rental)	0	5/hr	10/hr	15/hr	0

PTO and Town: No Charge

**CUSTODIAL SERVICES**

On regular school days a custodian is on duty until 10:00PM at PVMS and until 9:00PM at PPMS. There is no custodial fee during these hours unless extended cleaning work is required.

For all **School Related** activities including Parent Teacher Organization functions, the principal will determine if a custodian is needed for opening and closing the building and general supervision.

For all **Non-School Related** activities as defined above, the principal will inform the organization that a school custodian is needed to open/close the building and provide general supervision of the building. In the event a member of the school’s custodial staff is employed, said individual will be compensated at his/her contractual rate including benefits.

**KITCHEN SERVICES**

For **SCHOOL RELATED** organizations:

- A member of the school’s kitchen staff is required to supervise any use of equipment. Charges may apply.

For **NON-SCHOOL RELATED** organizations:

- A member of the school’s kitchen staff or some other suitably qualified individual in the judgment of the principal is required to supervise any use of equipment. In the event a

member of the school's kitchen staff is employed, said individual will be compensated at his/her contractual rate including benefits.

### **EQUIPMENT**

Any school equipment required for use on school property but outside of the school building must be approved by the principal at the same time the Building Use Application form in the school office is completed by the applicant.

School equipment will not be loaned to any group or individual not residing in or locally formed in Preston.

The person or group using any school equipment is responsible for its proper use, return and any damage that may be incurred. Equipment used in the maintenance of the school plant may not be loaned.

### **CANCELLATIONS**

If school is cancelled due to inclement weather, etc., all activities scheduled will be canceled. The group or individual is responsible for informing their own membership of cancellation. Exceptions will only be made for official town business.

### **CAPACITY**

Preston Veterans' Memorial Gymnasium – 415 people  
Preston Plains Cafeteria – 236 people  
Preston Plains Gymnasium – 300 people

### **Liability/Property Damage Insurance**

Organizations using the school buildings for events which are open to the public must provide a certificate of insurance, including \$1,000,000 liability coverage naming Preston Public Schools and the Town of Preston as additionally insured.

### **Police & Fire**

At the discretion of the Preston Public Schools, notification of an event will be sent to the Preston Resident Trooper and fire department. If the presence of police and/or fire is required, the applicant is responsible for all fees and proof of hire must be submitted prior to use.

### **Weekends and Holidays**

Events on Saturday, Sunday, and school department holidays are subject to a four-hour minimum rental and overtime custodial fees, in addition to other applicable fees.

### **Responsibility of Applicant/Organization**

It is the expectation that Preston Public School facilities and contents will be left in the same condition in which organizations found them. When necessary, a post-rental walk through will be performed by a school department designee. Organizations will be held responsible for the replacement or repairs of any part of the building or contents therein which becomes broken, defaced, damaged or missing as a result of the rental. Damage fees include the cost of repair or replacement including labor incurred by the School Department, and may exceed the security deposit amount.

Forfeiture of the security deposit or additional fees may be imposed for any, but are not limited to, the following violations:

- Broken furniture and/or equipment
- Defacement of any part of the interior or exterior of the building
- Damage created by improper use of equipment or non-compliance of facility rules
- Equipment found to be missing as a result of an organization using the building
- Removal of carpet stains requiring more than standard extraction techniques
- Stains on walls
- Unauthorized use of the kitchen or other rooms
- Unauthorized extension of hours; this may include over time fees as well as additional rental fees
- Equipment left for storage; this includes outside equipment rentals
- Any other circumstances which justify a damage fee

*The Board of Education may take legal action to recover these costs.*

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Preston Public Schools reserves the right to withhold a portion of or all of the security deposit and shut down an event if it is found that the applicant has misrepresented information on any of the rental documents.

Examples include but are not limited to:

- Failure to disclose the true nature of the activity or sponsor
- Failure to disclose level of kitchen usage
- Exceeding the reported number of guests or capacity of the facility/room
- The service or sale of alcohol

Preston Public Schools reserves the right to cancel a facilities reservation due to weather, unforeseen circumstances beyond the district's control, or school department need. The district will not be responsible for any cost incurred by the applicant in connection with the canceled event.

#### **Recurring Meetings or Sporting Events**

- Organizations using school facilities on a regular basis are required to sign a reservation application form and pay in advance for all dates reserved.
- Recurring meetings can be moved without notice to another location at the discretion of Preston Public Schools.
- School events have priority over all community facility use.
- Storage space is not available.

#### **General Usage Policies**

- Preston Public Schools reserves the right to deem any activity inappropriate.
- Preston Public Schools reserves the right to limit the amount of weekend and holiday usage.

- The operational plans of an event and the event itself shall not interfere with the normal operations of Preston Public Schools.
- Groups that benefit youth of the community may be granted a fee waiver at the discretion of the superintendent by requesting the waiver in writing at least 30 days in advance.
- Non-profit fee waivers must be presented in writing to Preston Public Schools for consideration at least six months in advance.
- Animals are not permitted in school facilities with the exception of registered guide dogs or with prior approval for specific activities.
- Preston Public Schools is not responsible for any property left on the premises.
- Food or drink are not permitted without prior approval.
- School Department employees have the authority to enforce all rules and regulations. If appropriate, the Preston Resident Trooper will be contacted to control the situation.
- Anyone caught in the destruction of property will be held accountable for repairs and removed from the facility.
- Anyone using profanity, fighting and/or disruptive behavior will be removed from the facility.
- All facilities usage will be conducted according to applicable laws, rules, regulations, and Town Ordinances obtained at the town clerk's office.

### Gymnasium

- Dances held at PPMS will take place in the school cafeteria. Food and drinks may be served in the cafeteria. Access to school gym and other parts of the school is restricted during such events.
- Groups using the gymnasium may make use of the shower facilities in the boys' or girls' locker rooms. The physical education instructor's office in both these areas is strictly off-limits as is any other storage room in the general area. **Adult supervisors are to be present in the locker rooms whenever children are using the area.**

Adopted: 11-13-17

**PRESTON PUBLIC SCHOOLS  
 PRESTON VETERANS' MEMORIAL SCHOOL  
 PRESTON PLAINS MIDDLE SCHOOL  
 BUILDING AND FACILITIES USE FORM**

Date \_\_\_\_\_ Building Requested \_\_\_\_\_ Room Requested \_\_\_\_\_

Name of agency or person requesting building \_\_\_\_\_

Address \_\_\_\_\_

Date(s) requested \_\_\_\_\_ Times \_\_\_\_\_  
 Start End Start End

All activities must end by 9:00 PM.

Purpose of Request \_\_\_\_\_

Necessary Equipment \_\_\_\_\_

Number expected to attend \_\_\_\_\_ Custodial supervision required \_\_\_\_\_ kitchen supervision \_\_\_\_\_

Where youth under age 18 are involved, the sponsoring agency must provide adult supervisors. There must be one supervisor per fifteen children. The building/room must be left in the same condition as it was entered.

**A certificate of insurance with coverage of \$1,000,000 MUST be provided before approval of request is complete:**

Name of insurance covering program/activity: \_\_\_\_\_

Please be aware that there are students with food allergies in Preston Public Schools. If you will be having food as a part of your event, please be sure to thoroughly wipe and clean areas impacted with soap and water and use the provided cleanser located in each classroom and in the gym/cafeteria. Outside organizations are not permitted to use the nut/peanut free table.

The above agency/person has read the Board of Education policy and administrative procedures concerning the use of the school facilities and agrees to abide by the regulations concerning such.

\_\_\_\_\_  
 Signature of Agency/Person Requesting Building

Signature of Requester \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Requester's E-Mail Address (Please print clearly -- an approved copy will be emailed to this address) \_\_\_\_\_

Instructor's Name \_\_\_\_\_ Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Principal's Approval \_\_\_\_\_ Name of custodian and/or kitchen aide \_\_\_\_\_

Preston Board of Education Policy #3515 has established a priority listing for building usage to include: 1.) Priority One: Public Safety/Civil Preparedness needs of the Town, 2.) Priority Two: Preston School/Student Activities and Programs, 3.) Priority Three: Town of Preston Government Meetings and Parks and Recreation Activities, 4.) Priority Four: Town boards/commissions regular meetings/activities and collective bargaining unit meetings and 5.) Priority Five: social, civic, religious organizations having a substantial number of members residing in Preston. Approved activities may have to be postponed and rescheduled if school or government programs must be scheduled.

For Central Office Use Only

\_\_\_\_\_  
 Superintendent of Schools  
 cc: Principal  
 Supervisor of Buildings and Grounds  
 Building Custodian

Form revised: 4/2014