

REGION 15 POMPERAUG
REGIONAL SCHOOL DISTRICT 15
Serving the Communities of Middlebury and Southbury, Connecticut

FACILITY LOCATIONS:

- Pomperaug High School
- Rochambeau Middle School
- Memorial Middle School
- Pomperaug Elementary School
- Gainfield Elementary School
- Long Meadow Elementary School
- Middlebury Elementary School

Region 15 Organization **APPLICATION FOR FACILITY USE**

1. Organization:
2. Facility location requested:
3. Location at the facility of the building requested:
4. Event/purpose:
5. Expected attendance:
6. Will admission be charged, or donations be collected? Please circle Yes or No.
7. Amount of admission or donation being collected: \$ _____.

8. Will any proceeds be donated to Region 15, or used for scholarships? Please circle Yes or No.
9. Is the event a Mdbby/Stby non-profit organization? Please circle Yes or No.
10. Event Date(s) (If a rehearsal date is needed, please include):
11. What time will the rehearsal start? Rehearsal Start Time: _____ Rehearsal End Time: _____
12. What time will the event start? Event Start Time: _____ Event End Time: _____
13. Will the kitchen be used? Please circle Yes or No.
14. Does the event require any equipment or furniture moved? If yes, please specify:

Please Note ~ The organization shall attach a certificate of liability insurance to this application before being submitted to the school principal for approval. Please review the Administrative Regulations, Section III Fees, and Insurance for required coverage.

Police & Fire Protection ~ It is the applicant's responsibility to communicate with the police and fire departments to verify if police & fire personnel is needed for each event.

By signing below, the organization/individual responsible for the event has reviewed, understands, and agrees, to the Use of School Facility Policy 1330, and the Administrative Regulations.

First & Last Name: _____

Organization Address: _____

Phone Number: _____

Email Address: _____

Signature: _____

If required, an *estimated invoice* will be generated for this Application for Facility Use and sent to the organization/individual responsible. Please do not submit payment until an *invoice* is received.

SCHOOL PRINCIPAL/ATHLETIC DIRECTOR APPROVAL

Signature: _____

Date: _____

DIRECTOR OF FACILITIES APPROVAL

Signature: _____

Date: _____

Community Relations

Use of School Facilities

Since school buildings and grounds are public property, the Board of Education may make them available for purposes other than education when they are not in use for school purposes.

The Board of Education shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature and other non-commercial uses consistent with the public interest when such use does not interfere with school program or school sponsored activities.

Consistent with this policy the Superintendent shall approve and schedule the use of school facilities by an individual or group and shall develop guidelines for community use of the schools. Fees shall be set annually by the Board of Education for the use of the facilities. Groups desiring continuing use of facilities must reapply annually. The Superintendent will maintain a list of school facilities usage by non-district groups or individuals.

Types of Activities Which Will Not be Permitted

1. Any purpose in conflict with the mission or goals of the school district.
2. Fund-raising campaigns except as permitted by the Superintendent.
3. Activities which are unlawful in nature.

(cf. 0000 - Mission and Function)

(cf. 0200 - Goals and Objectives)

(cf. 1314 - Soliciting Funds from and by School Personnel)

(cf. 1324 - Soliciting Funds from and by Students)

(cf. 3515 - Facilities Use)

(cf. 6145 - Extra-Class Activities: Limited Open Forum)

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. ss 4071-4074
Good News Club v. Milford Central School, Sup.Ct., 6-11-01
 Section 8525, ESEA a amended by the Every Student Succeeds Act

Policy adopted: February 28, 2022

REGIONAL SCHOOL DISTRICT NO. 15
 Middlebury, Southbury, Connecticut

Community Relations

Use of School Facilities

I. Application Process

- Step 1** Applicant contacts building Principal or designee and discusses:
- Details of need
 - Characteristics of facilities
 - Availability of facilities
 - Regulations on the use of facilities
- Step 2** At least ten days prior to the date of usage, the applicant completes the appropriate sections of the building use request form and forwards it to the principal or designee. If police or fire department personnel are needed for the event, it is the applicant's responsibility to communicate with the police and fire departments to make arrangements for the number of fire and police personnel.
- Step 3** The Principal or designee will approve the date of usage that is requested and will forward the Facility Use request form to the Business Office, who will send an estimated invoice to the organization, if needed. The Director of Finance or designee will estimate the amount of custodial help needed and the need for kitchen and/or audio-visual personnel. It is the applicant's responsibility to communicate with the Principal and the Central Office in the event that the request for use is canceled. Late cancellation may incur certain charges.
- Step 4** The Director of Finance or designee shall review cost estimates and send the approved form to the applicant in a timely manner. Any request by the applicant for the use of alcoholic beverages must be forwarded in writing by the applicant to the Superintendent for his/her action. These requests must be made at least 30 days before the event in question.
- In the event of an extenuating circumstance and a facility is needed prior to the required ten-day notice, the Building Principal (or his/her designee) can approve the Facility Use request form on an extenuating basis. The Building Principal must then contact the Director of Finance, via cell phone or e-mail, who will assign the appropriate charges for the use of the facility.

Community Relations

Use of School Facilities

I. Application Process (continued)

Step 5 Procedures at the End of the Event

The custodian or other school personnel will inspect the facilities at the conclusion of the event. Any serious problems will be reported to the Director of Finance or designee immediately.

Step 6 The Director of Finance or designee will make necessary adjustments to the projected charges for the use of the facilities. The application, with approved charges, will then be billed to the applicant.

Step 7 Payment will be expected within 30 calendar days of the receipt of the bill.

II. Conditions for the Use of Region 15 Facilities

Every permit shall be issued upon the following terms and conditions:

- A. It may be canceled without notice for failure to comply with these rules and regulations and future requests may also be denied.
- B. It shall be subject to revocation or cancellation when, in the judgment of the Superintendent or his/her designee, the interests or requirements of the school or school district make it advisable. All school activities shall take priority and may replace events scheduled by other groups. Notice will be given if rescheduling is necessary.
- C. The Principal reserves the right of transferring any activity from one space to another in the same building or to another building should economic and efficient use of the school facilities or requirements of the school program so required.
- D. No contributions shall be solicited or collected nor charges made at any event on school premises unless authorized in the permit.
- E. The permittee shall pay any and all admission or other taxes payable in connection with the affair to federal, state, or other governmental authority.
- F. The permit shall be valid only for the use of the particular space on the date or dates, between the hours, and for the purpose specified in the permit. The group is responsible for seeing that all activity is limited to assigned areas.

Community Relations

Use of School Facilities

II. Conditions for the Use of Region 15 Facilities (continued)

- G. The permit shall not be transferable.
- H. Exhibits, posters, or other material shall be displayed or distributed on school property only with the approval of the building Principal or designee.
- I. Groups using school buildings and grounds shall remove all materials and equipment not belonging to the school immediately following the activity unless arrangements have been made with the Principal or designee in advance.
- J. Failure to comply with these rules and regulations shall be grounds for rejection of future events.

III. Fees and Insurance

- A. See the attached table of fees.
- B. The permittee will be responsible for all direct salary- related costs of any personnel whose labor is used. If a permittee did not plan to need custodian time, but such time becomes necessary, the permittee will be charged for that time. In some cases, the rate for overtime or other non-regular rate of pay will be used to calculate the charge.
- C. Custodians, food service staff, and audio-visual staff shall be charged out for a four (4) hour minimum.
- D. If facilities are used which were not specified in the permit, additional charges can be assessed.
- E. The District can assess additional charges for the use of equipment. The use of such equipment is not allowed unless requested in the original application.
- F. The rates listed on the fee schedule are per day rates. If a permittee uses a facility for more than one day, the fee is multiplied by the number of days of use. Rehearsals can be charged a half-day rate.
- G. The Director of Finance or designee can assess an energy- use charge. These charges are for such things as heating large spaces such as auditoriums, gyms, the pool, etc.
- H. A permittee will make necessary payments to police and fire personnel directly to those individuals.

Community Relations

Use of School Facilities

III. Fees and Insurance (continued)

- I. No tipping of any school or other personnel is allowed.
- J. Checks for the use of the facilities shall be made payable to Regional School District 15 and sent to the business office.
- K. For any use of facilities, the permittee must show evidence of at least a combined \$500,000 bodily injury/property damage liability insurance policy. When the pool is used or the gym is used for an athletic activity, the permittee must increase the coverage to a minimum of \$1,000,000 and Region 15 must be named as an additional insured.

IV. Miscellaneous Regulations

- A. Furniture may not be moved from one room to another without the Principal's permission. It is the responsibility of the permittee to move any furniture in the requested area and to replace it in its original position.
- B. The use of a kitchen shall require the attendance of Region 15 food service personnel.
- C. When a stage is used, the Principal can require the presence of stage hands to operate lights, the sound system, etc. The permittee can be charged fees no greater than the hourly fee for an audio-visual technician.
- D. The use of the auditorium does not include privileges of rehearsal, or other use of rooms in the building except as specified in the application and permit.
- E. Putting up decorations or scenery, moving pianos or other such equipment is prohibited unless granted on the facility request form. The Principal can assess piano tuning charge if a piano is moved.
- F. Scenery or other property will not be stored in any auditorium or related space without permission from the Principal.
- G. A minimum of two lifeguards is required for up to 50 participants. Thereafter, one lifeguard per 25 swimmers (excluding competitive swim meets) shall be required. It is the responsibility of the permittee to retain the lifeguards and obtain copies of certificates of current licenses to be attached to the original application. The permittee will make necessary payment directly to the lifeguards.
- H. One factor which can be used to determine into which group an activity will be categorized is the geographical location of the base of operations of the beginning group.

Community Relations

Use of School Facilities

IV. Miscellaneous Regulations (continued)

- I. When one or more groups at the same priority level request the use of a school's facilities for the same date and time so that there is a scheduling conflict, the principal or designee shall refer the requests back to the applicants for resolution of the conflict. Should the applicants resolve the conflict of facility, time and date, they shall reapply to the principal of the requested building. This regulation is subject to the following criteria:
 1. The requests for facility use by the groups with equal priority shall be made within a reasonable time of each other. Reasonable time will be determined by the principal but generally will be the time between submission of the first request and the time the principal officially approves that request. Once a facility request is approved, it shall not be revoked due to the submission of another request by a group with equal priority. No requests may be made for a facility before July 1 of the effected school year.
 2. The applicants shall have ten working days to resolve the scheduling conflict and resubmit to the principal unless a shorter time period is required by the requested date in which case the resolution time will be set by the Principal.
 3. If the requesting parties cannot reach resolution, the facility will not be made available to any of the requesting groups.
 4. The Principal's ruling is final in these matters.

Regulation Revised: March 1, 2023
Regulation approved: February 28, 2022

REGIONAL SCHOOL DISTRICT NO. 15
Middlebury, Southbury, Connecticut

FEE SCHEDULE FOR MINIMUM FOUR-HOUR USAGE

(Fees listed are for four (4) hours)

20 Percent additional fee per hour after four hours.

Custodial fees are charged separately and are not included in these rates

Building Usage	Groups A to D	Group E	Group F	Group G
High School Auditorium	N O C H A R G E	\$300	\$400	\$500
High School Gymnasium		\$200	\$250	\$350
Other Gymnasiums and Auditoriums		\$150	\$200	\$250
Pool		\$200	\$300	\$400
Cafeteria without kitchen		\$150	\$200	\$300
Cafeteria and kitchen* (*Additional fees may apply for groups A to D)		\$200	\$300	\$400
Specialty Instruction Rooms (Labs, Shops, Art, Home Economics, etc.)		\$75	\$100	\$150
Technology Centers, Media Rooms, Learning Resource Centers		\$100	\$150	\$200
Other Classrooms		\$30	\$40	\$50

Energy Fee	Groups C, D, E, F and G	Group E	Group F	Group G
		\$75	\$75	\$75

Field Usage ¹	Groups A to D	Group E	Group F	Group G
Use of one or two fields	NO CHARGE	\$75/day \$300/week	\$100/day \$400/week	\$150/day \$550/week
Use of three or more fields		\$115/day \$450/week	\$150/day \$600/week	\$225/day \$825/week

- Group A: School and school directed activities, School affiliated activities and organizations.
- Group B: Official Middlebury and Southbury government bodies and agencies.
- Group C: Local national groups serving the interests of children, such as Boy Scouts, Girl Scouts, 4-H Clubs, etc.
- Group D: Local civic, social, religious, and political groups.
- Group E: Local not-for-profit groups that charge fees.
- Group F: Local for-profit businesses and groups.
- Group G: Out-of-town organizations.

¹Region 15 reserves the right to deny use of fields without notice if it is determined that weather conditions or other adverse circumstances are detrimental to field use.