

Community Relations

Community Use of School Facilities

Community use of the Marlborough School buildings and facilities is based upon the following principles concerning school-community relationships:

1. Marlborough school buildings and facilities have been provided primarily and specifically for use in the educational program for school-age children of the community. Other use of school facilities are encouraged provided they do not interfere with the educational programs of children.
2. Subject to the prior rights of use and occupancy of the school educational program, the Marlborough Board encourages community use of school facilities by recognized groups of citizens in accordance with such rules, regulations, rental schedules and restrictions as will protect the interest of the school. The Board and administration believe in community-centered schools and want to accommodate residents and the promotion of educational, cultural, and civic endeavors within the framework of established policy.
3. The Board of Education is solely responsible for establishing rules and regulations under which school property may be used. The Superintendent or designate is charged with the responsibility to administer these rules and regulations and may, without notice, revoke permission for use previously granted.
4. School facilities may not be used by individuals or groups whose intended use is solely commercial unless such is sponsored and under the auspices of a school-connected organization or other bona fide non-profit community organization and will result in worthwhile educational or entertainment benefits to students or to the community at large. It is the intent of this regulation that no use of school facilities involving personal or private monetary gains shall be permitted unless the school, a school-connected organization, or an established and recognized community non-profit organization receives significant benefits from occupancy.
5. No grant or permission to use school property shall carry with it any right to exclude members of the Board of Education or its representatives from the property. The Board cannot divest itself of the exclusive control over the school building at any time.
6. Public use of school facilities may be authorized by the Superintendent or his/her designee.
7. The use of school facilities may be allowed during vacation and holiday periods, with approval of the Superintendent or his/her designee. Vacations during the school year shall be defined as recess occurring between the fall opening of school and the close of the school year. Summer vacation shall be defined as recess of school between the close of the school year and the beginning of school in the fall.

Community Relations

Community Use of School Facilities (continued)

8. The Board of Education reserves the right to deny the use of school facilities to any applicant when, in its judgment, the intended use, or the principles, philosophy or background of the applicant organization would be detrimental to the best interests of the school.
9. The administration will establish rental charges and fees to cover costs as outlined below:

If a fee or other charge is levied, it is the responsibility of the Principal to explain how payment shall be made for such fees or special coverage.

Users will be required to pay for custodial coverage if the administration determines such coverage is needed, outside of regular custodial hours or if special custodial coverage is necessary.

Except for town agencies financed through local taxation, constable coverage, if required, shall be paid by the user.

All such payments shall be submitted to the Superintendent's office for approval and distribution.

In addition to the payment of service charges in advance, the administration may require a special guarantee against loss, if there is reason to believe that the character of use may involve damage beyond that of ordinary wear and tear. All school property is used conditionally upon the proper behavior of the user.
10. All building rentals and custodial fees are based on a minimum of three hours each. Building rentals which exceed the three-hour minimum will be charged an hourly rate for each additional hour. Custodial time is counted from no less than one-half hour before the activity starts and includes any necessary clean up after the activity.
11. Insurance: Any group granted permission to use a school facility may be required to furnish a certificate of insurance covering such event including participants, guests, products and equipment and in amounts deemed adequate by the Superintendent.
12. In the event the Superintendent deems it advisable, any application for building use may be submitted to the Board of Education for action.
13. The Superintendent will establish administrative regulations as necessary to implement this policy.

Community Relations

Community Use of School Facilities

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

PA 97-290 An Act Enhancing Educational Choices and Opportunities

Policy adopted: December 16, 1999
Policy revised: March 22, 2001

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

Community Relations

Community Use of School Facilities

1. The Superintendent designates the Principal as the administrator of policies and regulations relating to community use of school facilities. The Principal will provide a quarterly report of non-school use of school facilities, and additionally will report any problems or conflicts impacting school-community relations to the Superintendent promptly.

2. **Application Procedure**

All groups shall make application for use of school facilities through the school Principal's office ten days in advance of the desired date. Rental fees will be calculated and an invoice submitted for payment in accordance with the current fee schedule.

Application for the use of school facilities may be made only by completing the "Request for Use of School Building" form, available in the Principal's office.

3. The applicant and all members of the group occupying school facilities are responsible for reasonable and proper care of the facility used and any materials or equipment found therein. Any loss or damage resulting from activities of the group or activities of any person present because of the activity booked will be billed to the booking organization.
4. The school district will provide only the furniture and equipment normally found in the room scheduled. Reasonable shifting of furniture within the room to meet the needs of the occupant will be permitted, provided that it is returned to original location and arrangement by occupant. No furniture or equipment will be moved from any room without prior assignment.

5. **Conduct of Occupants**

The using organization is responsible for the conduct of all of its members using the scheduled-facility, and while on school premises in connection with the activity scheduled. Adequate adult supervision of youth groups must be provided by the user to assure proper conduct of occupants. Such supervision must be present with youth groups and in effective control at all times when members of the groups are in the school buildings. Student groups wishing to use school facilities must be supervised by an employee of the school at all times.

Community Relations

Community Use of School Facilities (continued)

6. **Smoking**

In the interest of health and fire safety, smoking will not be permitted in the buildings by users of school facilities.

7. **Alcoholic Beverages and Illegal Drugs**

Alcoholic beverages and illegal drugs are not permitted on school property at any time.

8. Full responsibility rests with the group using school facilities to gain adequate security and to leave the facilities in the same condition as they were before use.

9. Each organization granted permission to use school facilities must comply with all fire and safety regulations.

When custodial service is provided, enforcement of fire and safety regulations shall be the responsibility of the custodian in charge of the building at the time.

10. Permission to use available rooms at specified times does not carry with it any right of use of supplies, apparatus, tools, moving picture machines, or other school equipment not covered by the permit. It does not include privileges of rehearsals, or other use of rooms in the building except as specified in the application and permit.

11. The official calendar for all use of school facilities is maintained in the Principal's office.

12. Should conflicts occur for whatever reason in the anticipated use of facilities, such conflicts may be resolved only by the Principal, who will take action necessary to resolve the conflict.

13. Controls for heat, ventilation, lights, and adjustment of athletic equipment shall be controlled only by the custodian.

14. **Use of Gymnasium**

Rubber-soled shoes, of a type that will not mark the floor, must be used by all users of the gymnasium.

Community Relations

Community Use of School Facilities (continued)

15. Persons using or attending scheduled functions will confine themselves to the areas assigned for their use.
16. Pianos, audio-visual, public address and other special equipment may be used only by special arrangement with the Principal.
17. **Cancellation by Permittee**

In the event of cancellation, the Principal should be advised no later than four hours prior to the event.
18. **Cancellation by School**

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 or his/her designee. Such cancellation shall not be approved within 30 days of the scheduled use unless an emergency exists.

Legal Reference: [Connecticut General Statutes](#)

[10-239 Use of school facilities for other purposes](#)

PA 97-290 An Act Enhancing Educational Choices and Opportunities

Community Relations

Use of School Equipment or Property

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

1. The group borrowing the equipment agrees to accept responsibility for repairing or replacing any equipment damaged or lost while in its possession.
2. The group will provide a competent operator for equipment loaned.

The school Principal shall be empowered to act within this policy on requests for borrowing school equipment.

Legal Reference: Connecticut General Statutes

10-239 Use of school facilities for other purposes

Policy adopted: December 16, 1999

MARLBOROUGH PUBLIC SCHOOLS
Marlborough, Connecticut

REQUEST FOR LOAN OF SCHOOL EQUIPMENT

Organization requesting loan of equipment _____

Equipment requested _____

Value of equipment _____

Serial Number (if available) _____

Equipment to be used for what purpose _____

Date of Dates equipment requested _____

*Person or persons responsible _____

Date of request _____

Date of school Principal's approval _____

Date equipment returned _____

*The group borrowing the equipment accepts responsibility for repairing or replacing any equipment damaged or lost while in its possession.

The group will provide a competent operator for equipment loaned.

Approved: _____