Community Relations

General Regulations for Use of School Facilities
The following regulations are designed to encourage broader use of school facilities by those groups and agencies which supplement the educational, cultural or recreational activities of the children and the community. The schedule of rental rates will be kept as low as possible, considering operational and maintenance costs. The priority order for building use is as follows:

1. School sponsored activities
2. Adult education program
3. Parent-teacher organization
4. Board of Recreation
5. Stamford Youth Programs
6. Stamford Adult Programs
7. City Boards and Commissions
8. Civic, religious, and fraternal organizations
9. Business organizations
10. Commercial ventures. Such rentals are to be made only when the anticipated use is not inconsistent with the educational mission of the Stamford Public Schools.

Regulations Regarding Public Use of School Properties

1. Application for the use of buildings shall be submitted to the Board of Education Facilities Department – 3rd Floor, Government Center. Applications about which the office has any question are to be referred to the Facilities Director for decision. In disputed cases an appeal may be directed to the Superintendent.

2. Application for use of school property must be made at least seven days in advance of the event. Application is to be accompanied by a deposit equal to the minimum of the employee charge.

3. The person or organization granted the use of school property shall assume full liability for any damage to the property, or damage or loss of equipment. If such person or organization shall be deemed to lack sufficient financial responsibility, adequate security may be required before permission is granted.

Regulations Regarding Public Use of School Properties (continued)

4. The Board of Education requires any organization using school facilities to provide adequate public liability insurance which shall cover the Board of Education of Stamford, as well as itself. The City of Stamford, its officers, agents, employees and servants shall be designated as additional named insured. A Certificate of Insurance in proper form shall be filed with the School Building Use Office within one week of the date of the event. Said insurance is presently in the amount of $1,000,000. This includes $50,000 property damage liability and is for the normal use of schools having no overhanging balconies in the auditorium. For schools
with overhanging balconies the insurance shall be in the amount of $2,000,000 public liability and includes $100,000 property damage. Use of Boyle Stadium requires $5,000,000 public liability including $100,000 property damage. For a special event expected to attract a large number of people or involving a particular hazard, the Administrative Office shall contact the City’s Risk Manager for guidance in the insurance limit to be required.

5. All activities involving children must be in charge of responsible adults, the number of supervisors varying according to the number of participants. Adequate supervision and leadership must be provided throughout the period authorized for use.

6. On all occasions when a permit is granted for the use of school property, sufficient police and fire protection service shall be provided as determined by the respective departments, and the expense for such service shall be paid by the person or organization granted the permit; this expense to be in addition to the charge for the use of the property.

7. Admission to any function using school facilities cannot be denied on any basis prohibited by law.

8. Intoxicating beverages and any controlled drug as defined in Connecticut General Statute S19-443(8), as amended, are prohibited on all school properties, and any person under the influence of alcohol or drugs shall not be permitted to remain thereon.

9. Putting up decorations or scenery, changing of wiring, or curtains, or other permanent fixtures, moving of pianos or other furniture is prohibited unless special permission is granted by the Superintendent of Schools or his designee. All such activity must be under the direct supervision of the school custodian or employee.

10. Audio-visual equipment may be used, by other than school groups, only in school buildings, and only when a school designated operator is in charge of the equipment.

11. Groups using outside facilities are responsible for clean-up.

12. It shall be a condition of every permit that no person except regular employees of the Board or such other persons as may be approved by the Board shall be permitted to perform any duties connected with the operation of the building or any part of its equipment. Whenever an auditorium is used, the services of the stage manager are required.

13. Requests for cancellation by rentee must be made at least twenty-four hours in advance or deposit will be forfeited.

14. The right to revoke a permit at any time is reserved by the school authorities.

15. The Board of Education is not responsible for damage or injury as the result of use of school property.

16. A curfew hour of 11 P.M. shall be in effect for all events at Boyle Stadium. The curfew hour may be waived by the Superintendent of Schools or his/her designee only in extenuating circumstances. Even if the curfew is so extended, no public address system may be used after 11 P.M.
Use of Auditorium

1. The following regulations apply to individuals or organizations renting auditoriums. They do not apply to Board of Education sponsored activities unless a specific request is made for the services of a stage manager.

2. The Use of Building Office acts as liaison for the Board of Education and general public.

3. The stage manager has the authority and responsibility to keep school district equipment in good working order. He/she must report the abuse and/or damage of stage or equipment in writing to the building administrator and the Use of Building Office.

4. Under no circumstances is anyone allowed in the Control Room without the presence of the stage manager or his/her designee.

5. Sets used by outside groups should be moveable so as to release stage for other productions.

6. All rehearsals and/or productions shall be concluded at a reasonable hour after consultation with the stage manager, the building administrator, and the Use of Building Office.

Use of Auditorium (continued)

7. Audio-visual equipment, microphones and sound systems may be used, but only under direction of the stage manager.

8. Scenery and props belonging to schools may not be adapted for any outside organization.

9. All stages will be closed two weeks before the start of the school year to assure proper maintenance and service to the stage. Only after consultation with the building administrator and the Use of Building Office will auditoriums be rented during this two week period.

10. Under no conditions are outside groups to do any work on stage such as constructing sets, painting, electrical or audio work, etc. without consultation with the stage manager, building administrator, and the Use of Building Office.

Use of Television Facilities

The primary use of the T.V. facilities at any school is for educational programs and student projects. When the facilities are not needed for these primary purposes, they may be made available for use by other groups in the following priority order:

1. Education
   a. Students
   b. School district educational programs
   c. Board of Education sponsored programs

   During regular school hours, the facilities and staff will be solely for programs sponsored by
the Stamford Board of Education.

After regular school hours, applications may be approved for use for non-profit educational or community purposes. In case of multiple requests for use, approved applications will be given the following priorities.

2. **Government**
   a. City Agencies
   b. State Agencies
   c. Federal Agencies

3. Non-profit educational or community purposes, including use by other school districts.

4. Preparation of educational materials by groups other than for resale or commercial purposes.

No user shall use the facilities to create material to be used in paid advertisements.

**Application**

Application for use must be made six weeks before the proposed taping date by submitting completed “Application for Video Production Services” and approved “School Building Use Permit” forms to the District Department Head for Educational Media. Applications must be approved by the District Department Head for Educational Media.

**Fees**

All fees associated with BOE Schools and/or Field Use must be paid in full within 30 days after the event. New/future permits will be withheld from any association that does not comply.

The BOE reserves the right to cancel any existing permit due to non-payment after 30 days.

All payments shall be made to the School Building Use Fund.

**Use of Boyle Stadium**

1. Requests for the use of Boyle Stadium by any organization other than Stamford Public Schools or an organization with which Stamford Public Schools is affiliated must be in writing and submitted to the Department of Cashiering. The request should outline the event, participants, type of equipment including proper footwear, dates and hours of use. Wherever possible the request shall be given at least 30 days in advance.

2. A certificate of insurance for $5,000,000 liability including $500,000 property damage shall be required for each event. In addition the Board must notify the City Risk Manager to determine the adequacy of coverage for the event.

3. There is a total ban on the use of tobacco or any intoxicating beverage or controlled substance. No one under the influence of any such substances will be allowed at the Stadium.
4. Spectators not involved in the activity must remain in the stands. They are not allowed on the track or field surface.

5. Adequate supervision, as determined by the Police Department specific criteria, will be provided and funded by the user organization.

6. All events at Boyle Stadium Sunday through Thursday, excluding holidays, must have a starting time no later than 7:00 p.m. and an ending time no later than 10:30 p.m. Friday, Saturday or school holidays must have a scheduled starting time no later than 7:30 p.m. and an ending time no later than 11:00 p.m.

7. Adequate supervision, as determined by the Fire Department’s specific criteria, will be provided and funded by the user organization.

8. All applications for non-school use of Boyle Stadium shall be given at least 30 days in advance. The Board shall promptly notify the officers of Fountain Terrace, and Fountain Terrace shall notify interested neighborhood organizations and individuals. Every non-school application shall be discussed at a Board of Education meeting prior to its approval or denial. At that meeting the Board will discuss the impact of the proposal event on the surrounding community.

9. The Stadium is not available to outside organizations except for athletic events.

10. During the months of September, October and November, night events at Boyle Stadium, using the lights, shall be limited to no more than three events a week, including practices, or eight events a month. Practices shall be finished by 8 p.m. The stadium lights shall not be turned on except during scheduled events. During the months of April, May and June events shall be limited to no more than two events a week or four events a month, excluding graduation. From school close in June until school opening, night events shall not exceed five.

11. The stadium public address system shall be the only sound system used during events in Boyle Stadium.

Legal Reference:
- Connecticut General Statutes
- 10-235 Indemnification of teachers, board members, and employees in damage suits; expenses of litigation.
- 10-236 Liability insurance.
- 10-239 Use of school facilities for other purposes.
- Good News Club v. Milford Central School, Sup.Ct., 6-11-01

Regulation approved:
March 25, 2008

Readopted:
April 24, 2015
Community Relations

Use of School Facilities

For Religious Instruction

Permission may be granted for the purpose of giving sectarian teaching or instruction of religious doctrine after regular school hours, as determined and approved by the Board of Education only.

Legal Reference:
- Connecticut General Statutes
- 10-236 Liability insurance.
- 10-239 Use of school facilities for other purposes.

Policy adopted:
March 25, 2008