

## **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.

With the approval of the Parks and Recreation Commission, the Board of Education shall grant outside organizations (any organization other than the NLPS) the use of school facilities for activities which are for educational, cultural, civic, and other non-commercial uses consistent with the public interest when such use does not interfere with the school program or school sponsored activities as permitted under law. The use of school facilities for school purposes has precedence over all other uses. Persons on school property must abide by the District's conduct rules at all times. School facilities include the following: classrooms, libraries, cafeterias, lecture halls, auditoriums, school gymnasiums, including the Sports Complex, and the fields at all schools.

Any group intended to serve youth under the age of 21 listed in Title 36 of the U.S. Code may use school property upon payment of suitable fees and costs according to the Board approved fee schedule, if any.

(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  
20 U.S.C. 7905 (Boy Scouts of America Equal Access Act  
contained in No Child Left Behind Act of 2001)

Policy adopted: August 25, 2005  
Revised: December 9, 2010  
March 22, 2012  
March 12, 2020

NEW LONDON PUBLIC SCHOOLS  
New London, Connecticut

**Community Use of School Facilities**

**Organizations and Fees**

- Group 1: Board-affiliated New London non-profit, charitable groups and organizations. Charges for custodians or other necessary personnel. City subsidized groups and organizations. Charges for custodians or other necessary personnel. The Board may waive fees/charges for New London non- profit groups on a case by case basis.
- Group 2: Non- Affiliated New London Based and Out-of-town non-profit or charitable groups and organizations. In addition to custodial/cafeteria staff charges a rental fee shall be required. A prepayment of 50% of the estimated total cost shall be submitted to the Principal before any permit is issued. The Board may waive fees/charges for New London non- profit groups on a case by case basis.
- Group 3: For profit groups. In addition to custodial/cafeteria staff charges a rental fee shall be required. A prepayment of 50% of the estimated total cost shall be submitted to the Parks and Recreation Department before any permit is issued.

Custodians and other necessary personnel (including but not limited to safety and technology staff) must remain on duty until the function has been concluded. A member of the cafeteria staff is also required to remain on duty when kitchen equipment is used. Therefore, each group or organization issued a permit will be billed for custodial/cafeteria services for any delays beyond the authorized termination time for a given function. The charge will be established at the standardized overtime rate for custodians and cafeteria workers. With the approval of the Superintendent, the principal may assign additional custodians, cafeteria staff, security staff, and/or technology staff to cover events and to ensure that the facilities and equipment are properly cleaned and secured by the organization using the school's facilities.

If an eligible group brings in a profit-making group to help raise funds, the profit-making group must pay the group 3 charges.

**Use for Private Profit**

Requests for the rental of school facilities for activities engaged in for profit or commercial gain for any business enterprise or individual will be considered. The Board will contract for a rental fee and set conditions for use of the facilities in each case in which it grants approval.

The Parks and Recreation Commission will grant approval of the request based upon confirmation of availability.

1. Outside organizations who wish to use a school facility must receive approval by the Parks and Recreation Commission at a duly convened meeting of the Commission. Organizations will be advised that this approval is contingent upon the availability of said facility as confirmed by the school principal or his/her designee. Applications and requests for use should be submitted no later than two weeks in advance of the date or dates desired. In the event there is a conflict of dates in reserving school facilities, local groups and organizations will have priority over out-of-town groups and organizations.
2. Once it is confirmed that the facility is available, the organization will complete a facility usage permit through the Recreation Department. The Director of Recreation will provide written documentation to the school principal that an organization was granted approval to rent the athletic facility, including Sports Complex, by the Parks and Recreation Commission. Written documentation should also include: contact information for the on-site supervisor, the total expected number of attendees, and confirmation of receipt of insurance certificate(s).
3. The school will reserve the requested athletic facility for said organization based upon availability.
4. Upon receipt of an approved permit to use the facility, the renting organization shall furnish one-half the estimated facilities use fee. The fee will be due and payable two-weeks prior to the event. If the payment is not received prior to the event, as stipulated, the Superintendent of Schools or his/her designee reserves the right to revoke the permit, and thereby under the provisions of this policy, cancel the event. The balance is due and payable 30 days after the event.
5. All permit applicants must pay the required fees and provide a copy of their certificate of insurance in the amount of \$300,000 for each person, and \$1,000,000 for each occurrence for bodily injury; \$100,000 for each occurrence for property

damage and in the amount of \$3,000,000 aggregate. The cost of said insurance is to be borne by the organization using the facility. Any certificate of insurance should name both the Board of Education and City of New London as additional insureds. The permittee will sign an agreement to save and hold harmless the New London Board of Education and the City of New London from any claim arising from a personal injury or property claim suffered or incurred in connection with the use of school facilities.

6. Upon the successful completion of #1 - #5 above, the Recreation Department will issue a facility use permit. This permit must be displayed at the time and date of the event and must be surrendered to any administrator of the New London Public Schools, New London Police Officer or Recreation Department employee if there is a violation of school policy, city laws or municipal codes.
7. The Parks and Recreation Commission and the Recreation Department reserves the right to determine whether or not the fields are available for games or practices depending on weather conditions.

### **User Fees**

1. The Recreation Department will be responsible for billing organizations for all fees associated with the renting of school facilities.
2. The Facilities Usage Fees Table found in the Appendix of this policy will be used to determine the appropriate rental fee. All rental fees are payable to the Treasurer, City of New London, 181 State Street, New London, CT 06320, Memo: Parks and Field Revenue Account. Usage fees must be paid at least 10 days prior to the activity.
3. Organizations will be charged for custodians or other necessary personnel who are assigned to cover an event in accordance with established standardized hourly cost as determined by the Board of Education.

### **Approval for Use of Facilities**

1. The Parks and Recreation Commission will approve and schedule use of school facilities in the NLPS. Permission is granted subject to policy and regulations of the Board of Education. The Board shall have sole authority to make exceptions to these rules.
2. The Board of Education reserves the right at any time to deny or to revoke any permit to any group or organization under provisions of this policy when in the Boards discretion such action is necessary in the best interests of the school district.

3. Requests for use of school facilities shall be considered individually.

**Conditions for Use of Facilities**

1. The Sports Complex, including the Bates Woods sports facilities fields, shall be used for the designated sports (i.e. softball, baseball, Little League etc.) i.e. No baseball on turf fields.
2. The applicant may be required to demonstrate that all attendant financial responsibilities contingent upon the use of school facilities can be met.
3. The applicant shall take out all necessary insurance coverage and should name both the City and the Board of Education as additional insureds.
4. The applicant shall agree to make good promptly any loss or damage occurring during the applicant's use of said facilities. A written report will be filed immediately for all instances involving the damage of NLPS property or expenses incurred by the NLPS when associated with the use of school facilities by an organization.
5. The applicant shall demonstrate the capability to preserve order. The Superintendent of Schools has the authority to impose additional costs when he deems necessary to increase the level of supervision for events. Such additional costs will be paid by the organization using the facilities.
6. Under no circumstances may outside organizations compensate Board employees for services involving the use of school facilities.
7. The Board shall assume no responsibility for properties left on the premises by the applicant.
8. Special permission from the Superintendent of Schools, the Principal, or their designees shall be required for putting up decorations or scenery, or for moving pianos or other furniture.
9. All school equipment shall be in charge and control of the Board of Education or its representatives.
10. Smoking and vaping shall not be permitted on school property.

11. The Board of Education or its authorized representatives must have access to facilities and rooms in use.
12. Use or possession of alcoholic beverages shall not be permitted on school property.
13. Vendors are prohibited from any form of selling in school buildings or on school grounds without expressed permission by the Board of Education.
14. Illegal activities will not be tolerated, and such violations as unauthorized gambling, use of fireworks, or unauthorized use of controlled drugs may justify permanent restriction of the organization involved.
15. The cost of police officers and fire fighters will be borne by the using organization, which has the responsibility of making all necessary arrangements with the appropriate City departments. The need for police officers and fire fighters shall be determined by the Superintendent of Schools, or their designees.

#### **Hours for Use of School Facilities**

School facilities normally shall be available for public use on the weekends and holidays and between 5:30 p.m. -11 p.m. on weekdays.

#### **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

20 U.S.C. 7905 (Boy Scouts of America Equal Access Act contained in No Child Left Behind Act of 2001)

|                      |                                  |                           |
|----------------------|----------------------------------|---------------------------|
| Regulation approved: | August 25, 2005                  | NEW LONDON PUBLIC SCHOOLS |
| Revised:             | March 22, 2012<br>March 12, 2020 | New London, Connecticut   |

For school use only:

- Insurance certificate provided
- Deposit received
- Documentation of non-profit status received

**Policy 1330  
Form #1**

**NEW LONDON PUBLIC SCHOOLS  
New London, Connecticut**

**REQUEST FOR THE USE OF SCHOOL FACILITIES**

Date: \_\_\_\_\_ School \_\_\_\_\_

Facilities/Rooms requested:  
\_\_\_\_\_

Date(s) to be reserved \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Name or description of event:  
\_\_\_\_\_

Admission Charged? \_\_\_\_\_ Yes \_\_\_\_\_ No Group Classification \_\_\_\_\_

*If admission charge or contribution is required, the organization renting the facility is responsible to file with the State Tax Department a form for Connecticut Admission, Dues and Cabaret Tax.*

Name and address of the organization submitting this request:  
\_\_\_\_\_

Organization's representative who will be present and responsible during the event or activities:

Name : \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Other Information:

It is understood and agreed that the policies and regulations of the Board of Education are to be strictly complied with, and that the undersign assumes full responsibility for any injury to persons resulting from this use and for any damage to, or loss of property in consequence of the use described above. The undersigned further agrees to pay promptly such charges as may be made for the use of facilities and equipment and/or damages without inconvenience or expense to the New London Board of Education. (See Insurance Requirement below).

Personnel required and cost:

|                    |          |           | Number | Cost  |
|--------------------|----------|-----------|--------|-------|
| Custodian(s)       | \$ _____ | per hours | _____  | _____ |
| Cafeteria Staff    | \$ _____ | per hours | _____  | _____ |
| Other Staff:       | \$ _____ | per hours | _____  | _____ |
| Utilities          | \$ _____ | per hours | _____  | _____ |
| Rental Fee         | \$ _____ | per hours | _____  | _____ |
| *Police Department |          |           |        |       |
| *Fire Department   |          |           |        |       |
| Total              |          |           |        | _____ |

Deposit of \$ \_\_\_\_\_ is required.

\* The cost of police officers and fire fighters will be borne by the using organization, which has the responsibility of making all necessary arrangements with the appropriate City departments. The need for police officers and fire fighters shall be determined by the Superintendent of Schools, the Principal, or their designees.

Insurance Requirement:

Any group or organization which is not a Board-affiliated group or organization must submit to the Parks and Recreation Department ***before*** a permit is issued, a certificate of insurance in the amount of \$300,000 for each person, and \$1,000,000 for each occurrence for bodily injury; \$100,000 for each occurrence for property damage and in the amount of \$3,000,000 aggregate. This certificate of insurance is to specifically name the New London Board of Education and City of New London as additional insureds and indicate the date(s) of the event/activity. The cost of said insurance is to be borne by the organization using the facility.

This permit is effective only for the dates and hours specified above.

Make checks payable to: New London Parks and Recreation – Facility Usage, and mail payment to the school that is providing the facility.



**Accepted**

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| <b>Organization's Representative</b> | <b>Title</b> | <b>Date</b> |
|--------------------------------------|--------------|-------------|
|--------------------------------------|--------------|-------------|

**Permit Issued**

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| <b>Board of Education Designee</b> | <b>Title</b> | <b>Date</b> |
|------------------------------------|--------------|-------------|
|------------------------------------|--------------|-------------|

**Policy 1330  
Fees Table**

New London Public Schools  
Facilities Usage Fees Table

| Rental Fee and Staff Charges |   |                |                |
|------------------------------|---|----------------|----------------|
| <b>Elementary:</b>           | <b>Group 1</b>  | <b>Group 2</b> | <b>Group 3</b> |
| All Purpose Room             | No rental fee   | \$200 per day  | \$300 per day  |
| Cafeteria                    | No rental fee   | \$200 per day  | \$300 per day  |
| Classroom                    | No rental fee   | \$50 per day   | \$100 per day  |
| Computer Lab                 | No rental fee   | \$200 per day  | \$300 per day  |
| Gymnasium                    | No rental fee   | \$300 per day  | \$400 per day  |
| Library                      | No rental fee   | \$200 per day  | \$300 per day  |
| Staff Charges                | Groups 1, 2 and 3 will be charged for custodians or other necessary personnel who are assigned to cover the event in accordance with established standardized hourly cost as determined by the Board of Education |                |                |
| Rental Fee and Staff Charges |   |                |                |
| <b>Middle School:</b>        | <b>Group 1</b>  | <b>Group 2</b> | <b>Group 3</b> |
| Cafeteria                    | No rental fee   | \$200 per day  | \$300 per day  |
| Classroom                    | No rental fee   | \$50 per day   | \$100 per day  |
| Computer Lab                 | No rental fee   | \$200 per day  | \$300 per day  |
| Gymnasium                    | No rental fee   | \$300 per day  | \$400 per day  |
| Library                      | No rental fee   | \$200 per day  | \$300 per day  |
| Staff Charges                | Groups 1, 2 and 3 will be charged for custodians or other necessary personnel who are assigned to cover the event in accordance with established standardized hourly cost as determined by the Board of Education |                |                |
| Rental Fee and Staff Charges |   |                |                |
| <b>High School:</b>          | <b>Group 1</b>  | <b>Group 2</b> | <b>Group 3</b> |
| Auditorium                   | No rental fee   | \$300 per day  | \$400 per day  |
| Cafeteria                    | No rental fee   | \$200 per day  | \$300 per day  |
| Classroom                    | No rental fee   | \$50 per day   | \$100 per day  |
| Computer Lab                 | No rental fee   | \$200 per day  | \$300 per day  |
| Gymnasium                    | No rental fee   | \$300 per day  | \$400 per day  |
| Lecture Hall                 | No rental fee   | \$200 per day  | \$300 per day  |
| Library                      | No rental fee   | \$200 per day  | \$300 per day  |
| Rehearsal Room               | No rental fee   | \$50 day       | \$100 per day  |
| Staff Charges:               | Groups 1, 2 and 3 will be charged for custodians or other necessary personnel who are assigned to cover the event in accordance with established standardized hourly cost as determined by the Board of Education |                |                |

**Note: This fees table will be reviewed each year.**

1. The cost of police officers and firefighters will be borne by the using organization. Arrangements will be made through headquarters by using organizations.
2. When school facilities are used on recognized holidays and Sundays, then the fees for personnel will be adjusted to meet rates as stated in current working agreements.
3. Custodians must remain on duty until the function has been concluded. A member of the cafeteria staff is also required to remain on duty when kitchen equipment is used. Each group or organization issued a permit will be billed for custodial/cafeteria services. Additional staff charges will be imposed for any delays beyond the authorized termination for a given function. The charge will be established at the standardized overtime rate for custodians and cafeteria workers. With the approval of the Superintendent, the principal may assign additional custodians/cafeteria staff to cover events.
4. The Board will receive a quarterly report on facilities usage and fees collected.

Appendix approved:  
Appendix revised:

August 25, 2005  
December 9, 2010  
March 22, 2012  
March 12, 2020

NEW LONDON PUBLIC SCHOOLS  
New London, Connecticut

**ADMINISTRATIVE REGULATIONS REGARDING  
USE OF SCHOOL FACILITIES**

**INDEMNIFICATION AND RELEASE**

This form is valid for a period of one calendar year from the date signed for each application of usage which is made.

In consideration of the permission granted to it by the Board of Education to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby indemnify and hold harmless the Board of Education and the City of New London, their employees, agents, contractors and assigns against any and all loss or expense, including attorneys' fees, court costs, damages, liability and any other amounts for any and all bodily injuries, including death, and/or for any and all property damage sustained accidentally or otherwise sustained by any person arising out of or connected with the undersigned's use of the school building, grounds, facilities, and/or equipment.

The undersigned further waives the right to initiate and/or pursue in any manner any and all lawsuits and any other claims in any forum against the Board of Education or the City of New London, its individual Board members, officers, employees, agents, contractors and assigns for any injury or harm connected to the undersigned's use of the Board's facilities, including but not limited to claims for negligent acts or omissions and/or claims for death and/or serious bodily injury and/or claims for property damage.

The undersigned assumes responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the buildings, grounds, facilities, and/or equipment.

The undersigned has read and agrees to abide by the terms of the Board of Education policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

IN WITNESS WHEREOF, I hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Signature of Party Responsible for Facility Use: \_\_\_\_\_

Printed Name: \_\_\_\_\_