

Use of LEARN Facilities

1. Organizations (other than official LEARN groups) not connected with LEARN, shall use LEARN facilities after a written permit has been issued under the authority of the Board of Directors.
2. All applications for permits shall be submitted on official application forms to the Building Administrator and approved by the Executive Director or his/her designee. Applications shall be submitted at least two weeks in advance.

Whenever an organization submits a first request for Sunday or holiday use for a profit making, non-resident or religious group, Board of Directors approval is required. Such requests should be submitted one month in advance. Applications for facility use throughout the year must be submitted annually by September 1st when possible.

3. Permissible Uses
 - A. For holding a social, civic or recreational meeting, or entertainment or other use pertaining to the welfare of the community, which shall be open to the general public.
 - B. For meetings, entertainment and occasions where admission fees are charged: when the proceeds thereof are to be expended for an educational or charitable purpose, but use shall not be permitted if such meetings, entertainments and occasions are under the sole control, and the said proceeds are to be applied for the benefit of a society, association or organizations of a religious sect or denomination, or of secret or exclusive organizations. Exceptions and clarifications of the above are subject to Board approval.
 - C. For the meetings, entertainment or functions of any organization or group existing as an adjunct to or part of the activities of LEARN or functioning under the guidance or in collaboration with the Board of Directors or the professional staff of the school, Parent-Teacher Associations, Boy Scouts, Girl Scouts, 4-H Clubs, Police Boys' Club or any group having similar aims.
 - D. For meetings, entertainments, or functions of profit making organizations which are nonexclusive and open to the general public, all applications under 4 G and 4 H below shall be subject to review by the Board of Directors.
4. Priority for the use of a LEARN facility shall be given in the following order:
 - A. School functions
 - B. School affiliated functions

- C. Extension of Connecticut Public Education
 - D. Official bodies and agencies of member districts
 - E. Recognized groups primarily interested in serving children such as Boy Scouts, Girl Scouts, sports clubs, theater groups, etc.
 - F. Social, civic, educational and religious groups which have concern for the welfare of children and adults in the community.
 - G. Non-profit making groups charging a fee.
 - H. Profit making groups charging a fee.
5. 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.
 - B. It shall be subject to revocation or cancellation when, in the judgment of the Board of Directors, the interests or requirements of LEARN make it advisable.
 - C. The Board of Directors reserves the right of transferring any activity from one space to another space in the same building or to another building should economic and efficient use of the LEARN facilities or requirements of the program so require.
 - D. No contributions shall be solicited or collected at any event on school premises unless authorized in the permit.
 - E. That 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. No articles or food may be sold unless authorized in the permit.
 - G. It 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.
 - H. The permit shall be exhibited upon request to any representative or member of the Board of Directors or the Executive Director. It shall not be transferable.
6. There shall be no gambling or possession or use of intoxicating beverages or control drugs as defined in the Connecticut General Statutes on LEARN premises.
7. There shall be no smoking in any LEARN building or on any school grounds.
8. Exhibits, posters, or other material shall be displayed or distributed on LEARN property only with the approval of the building director.

9. The space shall be maintained and left in an orderly and neat condition. The custodian shall make a written report of any unsatisfactory conditions or any facility damage to the building director. The organization will be required to reimburse LEARN for any damage incurred. Rearrangement of the furniture before and after use shall be the responsibility of the using group.



**REQUEST FOR USE OF SCHOOL FACILITIES
LEARN**

1. School requested: _____
2. Facilities requested: _____
3. Date(s): _____
4. Purpose for facility use: _____
5. Time you will enter facility: _____ a.m./p.m. Time you will leave facility: _____ a.m./p.m.
6. Time program begins: _____ a.m./p.m. Time program ends: _____ a.m./p.m.
7. Organization making request: _____
8. Equipment requested/room set up required: _____
9. Name and Address of person(s) responsible for event: _____
10. Admission or registration fee: _____ Disbursal of proceeds: _____
11. Amount of liability insurance: bodily injury: \$ _____ Property damage: \$ _____ **(Minimum \$1,000,000 BI/PD required. LEARN must be held harmless for any loss or damage. Please submit certificate of insurance to Office of the Executive Director)**

Having read the attached regulations and having received a notice of fees (if applicable), I assume legal and financial responsibility for the above request. I also understand that the financial obligations are to be met with a two week period following receipt of invoice. Rental fee due two weeks before event.

Signature _____

Date _____

Name (printed) _____

Group: _____

Address _____

Phone _____

Permission for the above request is: _____ **APPROVED** _____ **NOT APPROVED**

Rental Fee \$ _____ Due on _____ Utility Fee
\$ _____

Custodial Fee \$ _____ Other
\$ _____

Signature: _____ Date _____
Program Director must approve first

Signature: _____ Date _____
Executive Director – *Not approved until signed by both Program Director and Executive Director*

Facility Rental Fees

Generally fees will follow the following schedule:

Classrooms

During regular custodial hours:

- \$15.00 per first hour
- \$ 5.00 per hour for each additional room used.

During overtime custodial hours

- \$50.00 per first hour (includes overtime custodial hours)
- \$ 5.00 per our for each additional classroom

Cafeteria

During regular custodial hours

- \$20.00 per first hour
- \$10.00 per hour for each additional hour

During overtime custodial hours

- \$55.00 per first hour
- \$20.00 per hour for each additional hour

If kitchen is to be used and one kitchen staff and custodian is required on an overtime basis

- \$95.00 per first hour
- \$20.00 per next two hours of use
- \$45.00 per hour for kitchen and custodial beyond three hours use

Specialty Rooms

During regular custodial hours:

- \$20.00 per first hour
- \$10.00 per hour for each additional room used.

During overtime custodial hours

- \$55.00 per first hour (includes overtime custodial hours)
- \$10.00 per our for each additional classroom

Note: Executive Director may change or waive fees in certain situations.