

Series 1000 – Community Relations

3. Public Activities Involving Staff, Students or Use of School Facilities

C. Use of School Facilities

The facilities of the Suffield Public Schools are the property of the Town of Suffield maintained by the Suffield Board of Education. The Board of Education may grant the temporary use of any school facility for educational, public, or other purposes including the holding of political discussion. The primary purpose of school facilities is for school sponsored activities and will have priority over all other requests. The Board of Education shall grant such use for any purpose of voting under the provisions of Title 9 of the Connecticut General Statutes whether or not school is in session. The Suffield Board of Education, in accordance with 20 U.S.C. § 7905, shall not deny equal access to or a fair opportunity to meet, or otherwise discriminate, against any group officially affiliated with the Boy Scouts of America (or any other youth group listed as a patriotic society in Title 36 of the United States Code) that wishes to conduct a meeting using school facilities pursuant to this policy.

Application Procedures

Such uses shall be governed by the following rules and procedures, and shall be subject to such restrictions as the Superintendent or his/her designee considers expedient.

This policy applies to all applicants, internal and external, requesting the use of any school facility after school hours, in the evenings, and on weekends. All applicants must complete a community use calendar online request.

Groups requesting use of school building and/or facility must identify the specific facility desired, and approval will be given for that specific facility only. Any school equipment on the premises shall be requested online through community use calendar, and shall not be used without written permission by the Director of Facilities.

For other than school related groups/organizations, once availability is determined, the Director of Facilities will verify if there are any outstanding fees. When necessary the Police Department and/or Fire Department will be notified of any event where their presence may be needed. Approval of school facilities may be revoked at any time by the Superintendent of his/her designee.

The Board does not support revoking approval but does recognize situations such as snow days, facility renovation/improvement need, exceptional educational opportunity and safety issues that may result in the need to revoke a previous approval. Efforts to resolve any conflicts when revoking is necessary between all parties concerned will be initiated by the Director of Facilities. If a conflict cannot be resolved, the Superintendent or his/her designee shall be the final arbiter.

Fees and Other Costs

Users of school facilities shall be responsible for the fees and costs set out in a fee schedule established by the Superintendent with the approval of the Board of Education. Fee schedule shall be found in the regulation of this policy.

Fees shall include, but shall not be limited to, fees for the services of any custodial personnel, food service personnel, security personnel or other personnel deemed by the Director of Facilities to be necessary in connection with the use of a school district facility. Such fees shall be at the rates set forth in the fee schedule. Rental fees and/or associated fees otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee. Fees will be billed and collected by the school district business office.

Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any group, organization or individual requesting such use must agree to assume responsibility for any damage to and/or theft or loss of any school district property arising out of the use of the facilities. An insurance certificate naming Suffield Public Schools as an additional insured may be required.

Legal References: Connecticut General Statutes 10-239. Use of School Facilities for Other Purposes
 Connecticut General Statutes Title 9. Elections
 20 U.S.C. § 7905, Equal Access to Public School for the Boy Scouts of America
 26 U.S.C § 101 et seq., Patriotic and National Organizations

Policy adopted:	December 5, 2006	SUFFIELD PUBLIC SCHOOLS
Policy revised:	June 7, 2011, November 20, 2012	Suffield, Connecticut
	March 18, 2014, May 6, 2024	