PUBLIC USE OF SCHOOL FACILITIES

Any local or regional Board of Education may provide for the use of any room, hall, schoolhouse, school grounds or other school facility within its jurisdiction for nonprofit educational or community purposes whether or not school is in session.

Any local or regional Board of Education may grant the temporary use of rooms, halls, school buildings or grounds or any other school facilities under its management or control for public, educational or other purposes or for the purpose of holding political discussions therein, at such time when the school is not in session and shall grant such use for any purpose of voting under the provisions of Title 9 whether or not school is in session, in each case subject to such restrictions as the authority having control of such room or building, grounds or other school facility considers expedient. In accordance with 20 U.S.C. § 7905, the Board 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. C.G.S. §10-239 (1963, P.A. 155; P.A. 78-21, S.1.,2.)

The use of school facilities by individuals or groups other than those that are part of the school program shall be requested in writing. All approved programs shall have an educational or community value. No program will be scheduled that will interfere with the normal use of the school facility for school purposes. Permission will be granted by the Director of Facilities or his/her designee, consistent with administrative regulations. The Board of Education shall establish a Building Use Fund to receive rental and user fees and disburse payments as appropriate for costs related to the use of these facilities.

Application Procedures

Applications for use of facilities shall be submitted to the following individuals, in accordance with the Administrative Regulations:

Facility	Application Submitted To
For use of school buildings	Building Principal
For use of athletic fields and facilities	Athletic Director
For use of other school facilities	Superintendent of Schools

Groups requesting use of school buildings and facilities must identify the specific facilities desired, and approval will be for those specific facilities only. All school equipment on the premises shall remain in the charge and control of the building principal or responsible administrator, and shall not be used without the express written permission of the administrator.

Principals and other responsible administrators shall submit copies of each building use form with a notation of whether such uses have been approved. Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

Eligible Organizations and Priority of Use

Administrators responsible for approving/disapproving requests for use of school district facilities will use the following guidelines regarding priority of usage of such facilities:

Order of priority:

1. School-sponsored programs and activities.

2. Activities of school-related organizations (*e.g.,* PTO, Booster Clubs, After Graduation Committees and similar organizations).

3. Town department or agency activities.

4. Activities of non-profit organizations operating within the Town, other than schoolrelated organizations covered by category #2 above.

5. Activities of for-profit organizations operating within the Town.

6. Out-of-town organizations.

Rules and Regulations

A. All requests for use of facilities will be made in accordance with the administrative procedures established separately and are subject to the approval of the Superintendent of Schools, or designee.

B. All groups using the school facilities shall furnish the Torrington Board of Education a Certificate of Insurance reflecting Bodily Injury and Property Damage Liability coverage limits of $1,000,000 combined single limit per occurrence in effect for the date(s) of the planned activity. The Torrington Board of Education and the City of Torrington must be named as additional insured. The evidence of insurance coverage needs to be included with your submitted application requesting use of a facility.

C. At the discretion of the Board, the requesting organization may be required to notify the Torrington Police Department and/or Fire Marshall. All costs associated with police and fire requirements will be the responsibility of the group renting the facility and are to be paid directly to the City of Torrington. Notification letter must be provided.

D. Organizations using the school facilities will be responsible for any damage to school property during its use. Any organization hosting a charitable gaming event must comply with all requirements of PS 17-231. A copy of the permit issued by the City must be provided to the District along with the application to use the facility.

E. Any exception to this policy must be approved by the Board of Education prior to the use of the facility.

F. Any member of the board or its representatives may request use of a facility to conduct District business by submitting a form to the requested site. Board of Education and District business is prioritized over external requests.

G. The use of a school facility will be evaluated at the conclusion of the event. Any disregard of the regulations or abuse of the facility may result in the refusal of any future requests by the sponsoring group.

H. A school principal or his/her assigned representative or a custodian must be present at all times when a school facility is used by an outside group.

I. All youth programs must be conducted with sufficient adult supervision. The number and names of the adult supervisors must be submitted in advance for all except school functions.

Fees and Other Costs

Fees for facility usage will be charged as per the fee schedule. These fees will be of three types: rental fees, utility fees, and custodial fees. All fees must be paid in advance of the scheduled usage dates.

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. The following guidelines shall be incorporated into such fee schedule:

	Category	**Fee**
1.	School-sponsored programs and activities.	No rental fee or associated costs.
2.	Activities of school-related organizations, including non-profit organizations operating within the Town, services 10% or more of Torrington Public School Students during that school year (*e.g.,* PTO, Booster	No rental fee or associated costs.

	Clubs, After Graduation Committees, PAL, Ed Advance, and similar organizations). A copy of the 501c3 letter must be included with the application.	
3.	Town department or agency activities.	Associated costs may apply.
4.	Activities of non-profit organizations operating within the Town, other than organizations covered by category #2 above. A copy of the 501c3 letter must be included with the application.	Associated costs may apply.
5.	Activities of for-profit organizations operating within the Town.	Rental fee and associated costs.
6.	Out-of-town organizations.	Rental fee and associated costs.

"Associated costs" 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 responsible administrator to be necessary in connection with the use of a school district facility. Such costs shall be at the rates set forth in the fee schedule. Rental fees and/or associated costs otherwise applicable may be waived by the Superintendent or his/her designee if such waiver is deemed by the Superintendent or his/her designee to be in the best interest of the school system and/or the Town.

Actual Usage Restrictions

A. The use of a school facility does not include school equipment except that which is already a part of the facility (permanent fixtures). This facilities request limits use of facilities to only the spaces requested along with the adjacent bathrooms. Evening events are automatically canceled when schools are closed due to inclement weather or written exception is required by the Superintendent or his/her designee.

B. Use or possession of tobacco, vape products, alcoholic beverages, or any unauthorized, controlled substances of any kind are not permitted at functions held on school property.

C. Refreshments may not be prepared, served or consumed without the prior approval of the responsible administrator. Notwithstanding, only those beverages permitted by state law may be sold during the school day. The responsible administrator may permit other beverages to be sold at the location of events occurring after the end of the regular school day or on the weekend as long as they are not sold from a vending machine or at a school store. Upon approval by the administrator, refreshments may be prepared, served and consumed only in areas designated by the responsible administrator. The use of school kitchens will only be permitted under the supervision of school cafeteria personnel.

D. Use of school buildings for games of chance for profit are not permitted.

E. Pianos may be moved from the floor to the stage or from the stage to the floor, provided:

1. The moving has been approved by the principal.

2. The renting organization secures an acceptable licensed mover and pays all cost in moving the piano and restoring to original location, including any required tuning.

F. Nothing shall be distributed, displayed or exhibited by any group without prior permission from the Superintendent of Schools.

G. There shall be no nails or screws driven into any part of the facility without special permission.

H. Only qualified personnel will be permitted to operate stage lighting. The user must arrange for services from a board-approved contractor.

I. Illegal activities will not be tolerated.

J. Obscene advertising, decorations, or materials shall not be permitted on school property.

K. Advertising, decorations, or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.

L. Activities that are disruptive and violate fire code are not permitted.

M. In order to use the school district facilities, any organization or individual requesting such use must agree to abide by all health and safety protocols in place by the school district. This includes but not limited to cleaning of the facility, signage, and health screening of individuals requesting access to the facilities.

Any violation of this policy or any applicable administrative regulations may result in a permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

Legal References:

Conn. Gen. Stat. § 10-239
Conn. Gen. Stat. § 10-215f
Conn. Gen. Stat. § 10-221q
Conn. Gen. Stat. Title 9

Boy Scouts of America Equal Access Act, 20 U.S.C. § 7905 Patriotic and National Organizations, 36 U.S.C. § 1010 et seq.

Public Act PS 17-231 An Act Concerning Municipalities and Bingo Game, Bazaars and Supplies

Policy 7010: Public Use of School Facilities - 7010– Revised and approved August 7, 1991; Revised and Approved November 6, 1996; Revised and Approved May 15, 2002; Revised and Approved January 21, 2009. Revised and Consolidated with R7010 August 16, 2011. Policy Number Changed to 1011 on September 22, 2021 with BOE Approval. Revised and Approved on May 24, 2023. Revised and Approved on June 26, 2024.



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 Torrington Board of Education (the "Board") to use the school building, grounds, facilities, and/or equipment, the undersigned does hereby **indemnify and hold harmless** the Board and the Town of Torrington, 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 or the Town of Torrington, 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 policies pertaining to use of Board buildings, grounds, facilities, and/or equipment.

IN WITNESS WHEREOF, I hereunto set my hand this _____ day of _____, 20__.

Signatures:

_____

1011