

SALEM SCHOOL DISTRICT  
Salem, Connecticut

COMMUNITY RELATIONS

USE OF SCHOOL FACILITIES

Since school building and grounds are public property, the policy of the Board of Education to encourage the use of the school building when such use does not conflict with school activities. The Board of Education shall grant the use of school facilities for activities of an 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. 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.

The Boy Scouts of America, Big Sisters of America, Boys and Girls Clubs of America, Future Farmers of America, Girl Scouts of America, Little League Baseball Inc., and any other 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.

Activities which will not be permitted:

1. Activities which are unlawful in nature.
2. Any purpose in conflict with school activities.
3. Fund raising activities except as permitted by Board policy or by special action of the Board.
4. Commercial advertising.
5. Any activity which may be injurious to the buildings, grounds or equipment of the schools.

Consistent with this policy, the Superintendent or his/her designee shall be responsible for approving and scheduling the use of school facilities and shall develop guidelines for community use of the school. The Superintendent may charge a reasonable fee for use of facilities by groups where appropriate.

No fundraising shall be permitted which promotes commercial products, political issues or candidates or religious organizations.

Fundraising programs that are sponsored by a corporation or business and that provide direct benefits to the school will be allowed only with prior approval by the Superintendent.

(cf. 1324 Soliciting funds from and by students)  
(cf. 1140 Advertising in the school)

Legal Reference: Connecticut General Statutes: 10-239 Use of school facilities for other purposes. P.A. 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: 8/9/94  
Policy Revised: 7/24/02  
Policy Adopted: 8/21/02  
Policy Revised 1<sup>st</sup> Reading: August 14, 2006  
Revised Policy Adopted: September 5, 2006  
Revised Policy Adopted: January 7, 2014

**SALEM SCHOOL DISTRICT  
REQUEST FOR FACILITY/FIELD USE**

**NO SCHOOL BUILDING OR PART THEREOF SHALL BE USED WITHOUT THE SUBMISSION AND APPROVAL OF THIS FORM WITHIN FIVE (5) SCHOOL DAYS OF THE INTENDED USE.**

Date: \_\_\_\_\_ Applicant's Name: \_\_\_\_\_

Organization: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Telephone: \_\_\_\_\_

Non-Profit Tax #: \_\_\_\_\_ Organization President: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

On site adult supervisor: \_\_\_\_\_ Telephone: \_\_\_\_\_

It is requested that \_\_\_\_\_ be permitted on \_\_\_\_\_ to use  
(Organization) date (use page 2 for multiple dates)

the \_\_\_\_\_ between the hours of \_\_\_\_\_ and \_\_\_\_\_.  
(which area of the facility) (a.m./p.m.) (a.m./p.m.)

Approximate number of participants \_\_\_\_\_

Describe activity: \_\_\_\_\_

**Groups not covered under Town of Salem insurance:**

Insurance Co. \_\_\_\_\_ Policy No. \_\_\_\_\_ Agent \_\_\_\_\_

Limits of Liability \_\_\_\_\_ Bodily Injury \_\_\_\_\_ Property Damage \_\_\_\_\_

(Please attach a copy of certificate of insurance naming the Town of Salem and the Salem Board of Education as additional insured parties on policy.)

**GUIDELINES FOR USE**

- We agree to adhere to Salem Board of Education Policy #1330 (attached).
- We agree that youngsters will not be left unattended at any time even if parents are late in picking up their children.
- We agree that the person in charge will wait until the last youngster has been picked up.
- We agree to provide sufficient adult supervision and to leave school property in good condition.
- We agree that we will be financially responsible for any damage to school facilities arising out of this use.
- We agree that our organization will at all times hereafter indemnify the above named school against any loss, damage or expense of any kind, which said school may sustain or incur because of use of the above described building and grounds by our organization and will further hold said school harmless for loss of any kind connection therewith.
- We agree that the person in charge will ensure that trash is picked up and properly disposed of in plastic bags (bags will be provided by the group), placed outside of the room/area used.
- If this is an activity that occurs immediately after school, please attach a list of student names who will be in attendance.

