

SALEM SCHOOL DISTRICT
Salem, Connecticut

NON-INSTRUCTIONAL OPERATIONS

USE OF SCHOOL FACILITIES

1. For health and safety reasons, any use of the kitchen requires the paid services of cafeteria employees. All food preparation and handling must be done by Salem school cafeteria employees.
2. All groups using school facilities must provide proof of insurance which will cover any liability which might be claimed against the Board for any occurrence resulting from said use. Any group not sponsored by the Town of Salem must have on file with the Superintendent's office a certificate of insurance in the amount of \$1,000,000 liability coverage with the Town of Salem and the Salem Board of Education named as additional insured parties on the sponsoring group's liability policy.
3. All facilities must be restored to original condition (i.e. usable, clean and orderly). Groups using the facilities are responsible for any damage incurred.
4. No activity will be allowed that detracts from or interferes with normal school activities. School activities take preference over any other activity.
5. The possession or consumption of alcoholic beverages and/or controlled drugs on school property is prohibited. The use of tobacco/vapor products is not allowed in school facilities or on school grounds.
6. Any group wishing to use the Salem School facility/grounds must submit a Request for Facility/Field Use form to the Salem School Main Office for Building Principal approval.
7. Use of materials, equipment and rooms/facilities shall be limited to those requested and approved on the Request for Facility/Field Use form (including classroom supplies and P.E. equipment). Any special set-up or needs must be listed on the Request for Facility/Field Use form.

School Facility/Grounds Use During the School Year:

- All doors to the school will be locked at 5:00 p.m, unless there is a school activity (BOE meeting, PTO meeting, etc.) scheduled for the evening.
- Activities are cancelled on days when school is closed. The applicant is responsible for notifying participants of program cancellations due to weather or conflict with a school activity.
- Applicant must reschedule an alternate date through the office in order to guarantee a space.
- Use of the school building for non-school activities will not be scheduled until after the 3rd week of September.
- Last day for using the facility for non-school activities will be June 1st.
- When school is not in session during the school year for a holiday or a recess, there are no activities in the building.

- The facility will be available on Saturday from 9:00 a.m. until 4:00 p.m. for all non-school activities. The only exception is the Annual Book Sale as the facility is available from 8:30 am – 5:00 pm on that Saturday.
- The facility will be available on Sundays from 10:00 a.m. until 6:00 p.m. All participants must be out of the building by this time.
- Curfew for all non-school related activities is 9:00 p.m. during the week. All participants must be out of the building by this time.
- All groups using the facilities must have an on-site adult supervisor who shall be present and responsible until all participants have departed. This person's name shall be listed on the request form.
- A list of all students participating in after school activities, that begin immediately at school dismissal, must accompany the application for use of facilities.
- Any violation of these rules may lead to a denial of any continued or future use or rental.
- The closing of the building due to emergency weather conditions is at the discretion of the School Principal.
- Public use of school grounds is not authorized during school operational hours (8:30 am – 3:30 pm), for safety purposes.
- Animals are not permitted on the school field and playground areas, except for approved educational activities.

School Facility/Grounds Use During the Summer:

- Limited access to school facility may be open for approved youth summer programs after the close of the school year until the end of July.
- The facility will be closed for cleaning and maintenance for the start of the new school year in August.
- All groups using the facilities must have an on-site adult supervisor who shall be present and responsible until all participants have departed. This person's name shall be listed on the request form.
- Any violation of these rules may lead to a denial of any continued or future use or rental.

Procedures 1st Reading: August 14, 2006

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