



USE OF SCHOOL FACILITIES

In accordance with Conn. Gen. Stat. § 10-239, the Branford Board of Education (the "Board") may permit the use of any school facility for nonprofit educational or community purposes whether or not school is in session. The Board may also grant the temporary use of any school facility for public, educational or other purposes, including the holding of political discussion, at such time the facility is not in use for school purposes. In addition, the Board 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. 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. 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.

Consistent with this policy, the Superintendent shall develop and promulgate Administrative Regulations and associated forms governing use of school buildings and facilities by community and other groups. Since the primary purpose of school facilities is for educational activities, such activities will have priority over all other requested uses.

A. Application Procedures

Applications for use of facilities shall be submitted in accordance with the Administrative Regulations.

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.

Approval of school facilities by the principal or other responsible party may be revoked at any time by the Superintendent or his/her designee.

B. Eligible Organizations and Priority of Use

Requests for use of school district facilities will be made according to 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.*, PTA, Booster Clubs, After Graduation Committees and similar organizations).
3. Town department or agency activities, including Branford Youth Programs.
4. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above.
5. Activities of for-profit organizations operating within the Town.
6. Out-of-town organizations and large events.

C. Restrictions on Use of School Facilities

The following restrictions shall apply to the use of school facilities:

1. Illegal activities will not be tolerated.
2. Use or possession of tobacco, vapor products, alcoholic beverages or unauthorized controlled substances shall not be permitted on school property.
3. 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.
4. Obscene advertising, decorations or materials shall not be permitted on school property.
5. Advertising, decorations or other materials that promote the use of illegal drugs, tobacco products, vapor products, or alcoholic beverages shall not be permitted.

6. Activities that are disruptive of the school environment are not permitted.

Any violation of this Policy or any applicable Administrative Regulations may result in permanent revocation of the privilege to use school facilities against the organization and/or individuals involved.

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

Category	Fee
1. School-sponsored programs and activities.	No fee or associated costs.
2. Activities of school-related organizations (e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations).	No fee or associated costs.
3. Town department or agency activities and Branford Youth Programs.	No fee or associated costs. (In the event that a program imposes an admission fee, a gate or entrance fee may be levied by the District.)
4. Activities of non-profit organizations operating within the Town, other than school-related organizations and those covered by category #3 above.	A fee per registrant will be applied. Additional associated costs will be applied when facilities are used outside of normal operating hours.
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
7. Large Events	Fees will be evaluated based on the needs of the event.

Definitions

“Branford Youth Programs” shall mean any program that is primarily instructed or coached by volunteers, is managed by volunteers, and where at least 90% of the organization’s participants are Branford Residents.

“A fee per registrant” shall be a nominal amount paid per participant enrolled in the activity or event. These fees are intended to partially offset associated costs (described below).

“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.

“Rental fees” are in addition to the associated costs and are intended to partially offset wear and tear and equipment repair/replacement costs.

“Large events” are events where more than 400 attendees are expected. These events do not include regularly scheduled meetings, practices, or games sponsored by Branford Youth Programs. However, fundraisers or other large activities sponsored by Branford Youth Programs will incur large event fees if more than 400 attendees are expected.

E. Responsibility for Damage to Property or Loss of Property

In order to use school district facilities, any 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.

F. Health and Safety Protocols

In order to use 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 at the time of use, including but not limited to protocols relating to cleaning of the facilities, signage, and health screenings of individuals requesting access to the facilities.

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.

ADOPTED: 10-19-2022
REVISED: 3-20-2024

Branford Public Schools

Facilities Rental Fees

Updated August 30, 2024

Effective September 1, 2024

All fees will adjust at least every July 1 for new Labor Rates Per Labor Contract

BOE RENTAL FEES PER HOUR

	LEVEL IV			LEVEL V		
	Mon - Fri	Sat/Sun & Non-Building Hrs	Holiday	Mon - Fri	Sat/Sun & Non-Building Hrs	Holiday
	ELEMENTARY FACILITY					
Auditorium, Gym, or Media Center	\$91	\$111	\$131	\$136	\$166	\$197
Cafeteria (use of kitchen requires FS Worker)	\$79	\$99	\$120	\$119	\$149	\$179
MIDDLE SCHOOL FACILITY						
Classroom	\$76	\$96	\$116	\$114	\$144	\$174
Additional Classroom	\$15	\$19	\$23	\$23	\$29	\$35
Auditorium (May require A/V Staff)	\$101	\$122	\$142	\$152	\$183	\$213
Auditorium w/Music Room	\$106	\$126	\$146	\$159	\$189	\$220
Cafeteria (use of kitchen requires FS Worker)	\$91	\$111	\$131	\$136	\$167	\$197
Media Center	\$81	\$102	\$122	\$122	\$152	\$183
Swimming Pool	\$119	\$139	\$159	\$208	\$243	\$279
Small Gym	\$84	\$104	\$124	\$126	\$156	\$187
Big Gym	\$112	\$132	\$153	\$168	\$199	\$229
HIGH SCHOOL FACILITY						
Classroom	\$76	\$96	\$116	\$114	\$144	\$174
Additional Classroom chg. @ 20% of 1st classroom)	\$15	\$19	\$23	\$23	\$29	\$35
Media Center	\$148	\$169	\$189	\$223	\$253	\$284
Auditorium (May require A/V Staff)	\$103	\$124	\$144	\$155	\$186	\$216
Auditorium w/ Music Room	\$108	\$128	\$149	\$162	\$192	\$223
Small Gym	\$99	\$119	\$140	\$149	\$179	\$209
Big Gym	\$121	\$142	\$162	\$182	\$212	\$243
Field Only	\$72	\$93	\$113	\$109	\$139	\$169
Field w/ Stadium, Concessions, Bathroom	\$86	\$106	\$126	\$129	\$159	\$189
Commons (use of kitchen requires FS worker at additional cost)	\$166	\$186	\$206	\$331	\$372	\$413
				*Additional Services		HOURLY
				Food Service (FS) Worker		\$30
				A/V Auditorium		\$40
				IT Technician		\$40
				Event Site Worker		\$20