OFFICE OF THE SUPERINTENDENT OF SCHOOLS
REGIONAL SCHOOL DISTRICT 12
11A School Street, P.O. Box 386, Washington Depot, CT 06794

Phone: 860-868-6100 Fax: 860-868-6103

– USE OF SCHOOL FACILITIES BY THE PUBLIC –
RULES AND REGULATIONS

REGULATIONS FOR USE OF SCHOOL FACILITIES

1. Application for the use of any school facility shall be made on the prescribed forms and submitted to the principal's office of the respective school at least three weeks prior to the use date. Reservations on a regular, recurring basis shall end on June 30 each year.
2. User must obtain insurance as set forth on the Application for Facility Use.
3. The custodial supervision necessary shall be determined by the Superintendent of Schools or designee after the application is made. Applicable estimated fees will be provided upon approval. Future use will not be approved until all outstanding fees are paid.
4. All organizations shall be held responsible for the proper care and use of the buildings and shall be charged for any damage to equipment or the building as a result of their usage. Future use will not be approved until all outstanding fees are paid.
5. All permits are subject to cancellation or discontinuation at any time, if the facilities are needed for school operations, misused, regulations are not followed, or for any other reason at the sole discretion of the Superintendent or designee.
6. The school district shall not be responsible for injury to individuals, or damage to/loss of property during use of school facilities.

ELIGIBLE ORGANIZATIONS AND PRIORITY OF USE FEES & OTHER COSTS

Category	Fee
I. School sponsored programs and activities	No rental fee or associated costs
II. Activities of school-related organizations (*e.g., PTO, Booster Clubs, After Graduation Committees and similar organizations)*	No rental or associated costs
III. Town department or agency activities	Associated costs
IV. Activities of non-profit organizations operating within the Town, other than school-related organizations covered by category #2 above	Associated costs
V. Activities of for-profit organizations operating within the Town	Rental fee and associated costs
VI. Out-of-town organizations	Rental fee and associated costs

See Facility Use Fee Schedule on page 4 for applicable rates.

GENERAL RULES FOR FACILITY USE

1. All events and meetings shall be confined to the part of the building reserved.
2. Alcoholic beverages and smoking are prohibited districtwide, in all buildings and on all the grounds.

3. Under no circumstances shall property and equipment of outside organizations be stored in school buildings or on school grounds.
4. Putting up decorations or scenery is prohibited unless permission is granted by the principal or designee. Furniture may only be moved by custodial staff, with approval.
5. No school equipment or material shall be disturbed except that essential to the activity taking place and approved by the principal.
6. School equipment used with approval must be left in the order in which it was found and returned to the proper place.
7. Written materials in district paces, including classrooms, shall not be disturbed.
8. Facilities must be left in the same condition in which they were found.
9. All affairs shall conclude no later than 12:00 a.m.
10. School phones shall not be used except in an emergency.
11. No remuneration shall pass directly from the reserving organization to any school employees
12. Responsibility for payment of any Federal/State amusement taxes lies solely with the sponsoring organization.
13. The reserving organization is responsible for specific control and behavior of all organizational employees, guests and invitees in attendance.
14. The reserving organization is responsible for the preservation of order at all times.
15. Violation of any of the rules and regulations may deprive the organization of the future use of school facilities.
16. Fees for police coverage are to be paid directly by the group using the facility.

SPECIFIC RULES FOR USE OF CERTAIN DISTRICT SPACES

USE OF SHEPAUG VALLEY POOL – The pool in the Shepaug Valley School is available for use under the following conditions: Receipt of a fully completed Pool Use Form along with all supporting documentation.

USE OF SHEPAUG VALLEY SCHOOL AUDITORIUM – The auditorium in the Shepaug Valley School is available for use under the following condition: All events must have a light/stage/sound supervisor on site provided by Region 12 to address technical issue that arise. Operation of the systems for the production of the event is the responsibility of the organization.

USE OF SHEPAUG VALLEY SCHOOL PLANETARIUM – The Planetarium in the Shepaug Valley School is available for use under the following condition: All events must have a Planetarium Technician provided by Region 12. Organizations are prohibited from using the Planetarium equipment and technology which must only be operated by the Planetarium Technician.

I, the undersigned, have read, understand and agree to the Rules and Regulations of Regional School District 12 for Use of School Facilities by the Public as listed above:

Print Name: _____ **Signature: _____**

Organization: _____ **Date: _____**

REGION 12 SCHOOLS

-POOL USE FORM-

USE OF SWIMMING POOL - Shepaug Valley School

The swimming pool facility must be sufficiently staffed by fully qualified personnel in accordance with Red Cross Standards at all times.

Organization: _____

Event Date(s): From: _____ To: _____

Time entering pool: _____ Time leaving pool: _____

Pool use approval is contingent upon the following requirements being met, with all necessary certificates received by the Superintendent's Office three weeks prior to the event.

1) A supervisor must be designated who shall be responsible for the group, and be in the pool area throughout the program. The supervisor must have current Lifeguard Certifications including Lifeguard training, First Aid, and CPR for Professional Rescuer and meet American Red Cross certification requirements.("Supervisor")

2) For groups of 20 or more swimmers, additional certified approved lifeguards, per every 20 additional people will be required. Participants must not be allowed in the pool without the lifeguard(s) and Supervisor present.

3) Supervisor and lifeguards are responsible for handling all emergency situations effectively. An emergency phone is mounted in the pool with emergency phone numbers posted next to it. **Dial 911 for emergencies**. A backboard for suspected spinal injuries, and a First Aid kit are available on-site. Supervisor and lifeguard(s) should familiarize themselves with the location of all items upon arrival.

4) Groups using the pool are responsible for supervising their participants at all times. Locker and pool rooms should be left in the same condition as found.

By signing below, I accept full responsibility for the safety of all participants of this event.

Supervisor's Name: _____ Phone #: _____

Supervisor's Signature: _____

Additional Lifeguard(s):

_____

Include copies of the following American Red Cross Certificates for Supervisor and each lifeguard:

First Aid

CPR for Professional Rescuer

Lifeguarding

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– FACILITY USE FEE SCHEDULE –

Note: Additional fees for law enforcement may be required at the discretion of the District.

Use	Frequency	Fee
Parking Lot(s)	Daily	$100
Swimming Pool	Daily	$250
Auditorium	Daily	$150
Light/Stage/Sound Supervisor **	Hourly, M-F	$55*
Light/Stage/Sound Supervisor **	Hourly, Saturday	$85*
Light/Stage/Sound Supervisor **	Hourly, Sunday	$110*
SVS Gymnasium	Daily	$150
Elementary School Gymnasium	Daily	$100
Planetarium	Daily	$150
Planetarium Technician **	Hourly, M-F	$55*
Planetarium Technician **	Hourly, Saturday	$85*
Planetarium Technician **	Hourly, Sunday	$110*
Cafeteria - Dining Area	Daily	$150
Kitchen Facilities	Daily	$250
Classroom	Daily, per classroom	$75
Custodial Staff	Hourly, M-F	$55*
Custodial Staff	Hourly, Saturday	$85*
Custodial Staff	Hourly, Sunday	$110*
*** Subject to adjustment annually on July 1**		
**** Subject to availability of personnel**		

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http://www.Region-12.org

Application for Use of Facilities

Please read Rules and Regulations. Send signed applications and required forms to school.
Allow 3 weeks for processing.

School Requested: _____ **Space Requested** - ***please check all that apply:***

❒ Auditorium ❒Classroom ***room #***_____ ❒ Cafeteria ❒ Library ❒ Gym ❒ Planetarium ❒ Barn

❒ Other ***specify*** _____ ❒ Pool - **additional form required** **(please *see Pool Use Form)***

Organization: _____ **Contact Person**:_____

Phone: _____ **Cell:**_____ **Email:** _____

Event Purpose: _____ **Est. # of attendees per event:** _____

Event Date(s): From: _____ To: _____ **Days of the week**: ❒M ❒T ❒W ❒Th ❒F ❒Sa ❒Su

Time entering facility: _____ ❒AM ❒PM Time leaving facility:_____ ❒AM ❒PM
Time event begins: _____ ❒AM ❒PM Time event ends: _____ ❒AM ❒PM

Rehearsal Date(s): From: _____ To: _____ **Days of the week**: ❒M ❒T ❒W ❒Th ❒F ❒Sa ❒Su

Time begins: _____ ❒AM ❒PM Time ends: _____ ❒AM ❒PM

INSURANCE: Minimum liability insurance of $1,000,000 covering bodily injury and property damage is required. Insurance certificate must name **Regional School District 12 as an additional insured.**
Certificate of Insurance copy must be included with application.

Approvals:

Ag Director _____
Athletic Director _____
IT Supervisor _____
Building Principal _____
Facilities Director_____
Finance Director _____
Superintendent _____
Date: _____

Use of Facilities Application:
❒ ***Approved*** ❒ ***Denied***
❒ ***Approved*** - see attached for conditions

All invoices will be emailed after the event

Is this a Bridgewater, Roxbury or Washington non-profit organization?

❒Yes ❒No

SERVICES REQUEST (Note: Charges may apply - see fee schedule)

CUSTODIAL: For cleaning & building access ❒ Yes ❒No
(If no, charges may be incurred if not cleaned satisfactorily)

REQUIRE FURNITURE TO BE MOVED: ❒ Yes ❒No
If yes, please specify _____

REQUIRE ANY SPECIAL EQUIPMENT: ❒ Yes ❒No
If yes, please specify _____

TECHNICAL SUPPORT: ❒ Yes ❒No

STAGE, LIGHTS OR SOUND SYSTEM SUPPORT: ❒ Yes ❒No
If yes, *start time*: _____ AM PM *end time*_____ AM PM

IT SUPPORT: ❒ Yes ❒No
If yes, please specify _____

KITCHEN USE: ❒ Yes ❒No
If yes, *start time*: _____ AM PM *end time*_____ AM PM

Signature: _____
Name: _____ **Date:** _____
Address: _____