

TRUMBULL PUBLIC SCHOOLS USE OF BUILDINGS AND SITES RULES

I. RULES GOVERNING USE

Use of public school buildings and sites, apart from athletic and community fields on school grounds, is governed by the Trumbull Board of Education in accordance with Policy 1330, "Use of Public School Buildings and Sites," and supporting Regulations and procedures.

Use of athletic and community fields on school grounds is governed by the Town of Trumbull in accordance with relevant Town policies and supporting regulations and procedures, provided that programs and activities sponsored by the Trumbull Public Schools shall have priority over all other programs and activities, and that no use of athletic and community fields will be permitted if it interferes with programs or activities of the Trumbull Public Schools as determined by the Superintendent of Schools or his/her designee.

A. Fund Raising

Any group conducting a fund raiser must conform to the rules and regulations outlined in Trumbull Board of Education Policy 1324, "Fund Raising."

B. Insurance

Any organization that is using school facilities not covered by a Town insurance policy, must have insurance as follows:

Commercial General Liability	Each Occurrence	Aggregate
Bodily Injury Liability	\$2,000,000	\$5,000,000
Property Damage Liability	\$1,000,000	\$5,000,000
Personal Injury Liability	\$1,000,000	\$5,000,000

The Town of Trumbull and the Trumbull Board of Education must be listed on the Certificate of Insurance as additional named insured. The insurance policy or a copy shall be submitted with the completed application. Some organizations have blanket policies that are good for the year. A once-per-year submittal is sufficient for these groups.

C. Repairs/Damages

Groups using school facilities shall assume financial responsibility for damage, destruction, or loss of school property. Motorized vehicles are not permitted on the fields at any time unless authorized. No repairs, changes, or maintenance shall be done on the Board of Education buildings/fields unless authorized by the Plant Coordinator.

D. Decoration

Decorations of fireproof paper may be used but must be approved in advance in writing on the application form. There shall be no nails, screws, or other hardware driven into any part of the building. Decorations and/or properties must be removed within 24 hours after their final use.

E. Conservation of Energy

Heating, cooling and lighting of school buildings shall be governed by the regulations set

forth in Trumbull Board of Education Policy 3513.1, “Energy Management and Conservation.”

F. Custodial Requirement

No group shall have access to a school building without a custodian in attendance unless approved by the Superintendent of Schools in advance. The custodian shall remain on duty until the activity has ended and the building is secure. Custodians must open and close buildings and be present for the duration of the activity. Workers’ fees are to be paid by user for all weekend and holiday work and work beyond normal working hours on school days. To assure that all routine custodial work is done, and that adequate clean-up is provided after use, the head custodian (in conjunction with the Director of Operations) will determine the number of extra custodians required, and duration of their work. On weekends and holidays, custodians will be engaged for a minimum of three hours. Cancellation requires a minimum of 48 hours notice or custodial fees will be charged.

G. Set-Up

Any group that requires special set-ups (furniture arrangements, deliveries, etc.) for their event must contact the school’s head custodian to discuss the set-up in advance.

H. Supervision

Youth groups using school facilities **must designate an adult(s) to be responsible for the supervision of the group and there must be an over 18 adult supervisor for every 20 students and an over 18 adult supervisor present in each space used for the entire time.** In the case of youth activities not sponsored by the Board of Education, such responsibility shall include complete supervision of the group from the time the first member arrives until the last has left the premises.

I. Crowd Control

At least one uniformed officer, depending on anticipated size and nature of crowd, is required as recommended by the Chief of Police or by the school administration if it is a Board of Education event, at the user’s expense for activities where large numbers of people are expected to attend and/or where traffic conditions may warrant it. The Fire Marshal determines the need for the presence of fire personnel and the number to be assigned.

J. Food Use

Any group that plans on bringing food into the building must note this on their application. The head custodian of the building must be notified of any intended food use. Such use includes, but is not limited to, all meals, snacks, sales, drinks, and water bottles. The head custodian will work with the group to make sure that all food use conforms to the rules and policies of the Board of Education and the individual school.

K. Alcoholic Beverages

Alcoholic beverages may not be used in the buildings or on the grounds except by permission of the Board of Education. Use of alcoholic beverages during the course of student activities is strictly forbidden and subject to arrest according to Town of Trumbull Ordinance passed by the Town Council on May 4, 1981.

L. No Smoking

Smoking is prohibited in all facilities operated by the Board of Education. Smoking is prohibited on school grounds when school is in session or during any student activity sponsored by the Board.

M. Parking

Groups should encourage their members to abide by parking regulations at all schools. Failure to do so may result in receiving a ticket from the Trumbull Police Department for the following motor vehicle violations: parking too close to a fire hydrant, parking in a fire lane, or parking in a handicap zone or travel lane. Please note that, in a case of emergency, the fire department has the right to move an illegally parked vehicle by any expedient method available. Parking is not allowed on grass areas unless specific permission is granted by the maintenance supervisor or his alternate.

N. Car Washes

Groups cannot hold car washes on school grounds as a means of fund raising since Trumbull Public Schools cannot meet the requirements of the State of Connecticut DEP regulations concerning Fund Raising Car Wash Events, Water Pollution Control.

O. Heating/Cooking of Food and Beverages

Hot food and beverages may only be prepared in locations approved by the Principal and head custodian in each building. Food shall not be heated or cooked in corridors or any other means of egress under any circumstances.

II. RULES GOVERNING USE OF SPECIAL FACILITIES

A. Kitchens

No kitchen equipment may be used independently by groups or activities. Arrangements for supervised use of kitchen equipment shall be made through the Director of Food Services.

1. All groups who receive approval to use kitchen facilities will be required to employ the services of cafeteria personnel.
2. The cafeteria personnel fees charged will be at prevailing rates.
3. These costs shall be billed directly through the Director of Food Services.
4. If a group would like to employ the services of an outside food agency because of unusual circumstances, a request will have to be made to the Facilities Department.

B. Cafeterias

For the purposes of safety, furniture is to be moved by the custodian or, under his/her direction, by adults in the leasing organization.

C. Auditorium and All-Purpose Rooms

1. No alterations in electrical or lighting systems shall be done except by the school system's electrician. The charge shall be at the current overtime rate.
2. Stage properties belonging to the school or school organizations may not be used or moved without special permission of the Principal.
3. Storage of stage properties belonging to the rentee or sponsoring organization is its responsibility and is to be done only under the direction of the custodian. All such properties will be removed before noon the next day (Sunday excepted, if necessary) after the last scheduled use.
4. Decorations of fireproof material (including paper) may be used, but must be approved in advance by the Fire Marshal. There shall be no nails, screws, or other hardware driven into any part of the building. Any tape used to on the floor or walls shall be removed by the group and must be approved by for use by the head custodian assigned to that facility.
5. Pianos, audio-visual, public address system, lighting system, and other special equipment may be used only by special arrangement with the Principal through the auditorium

manager. Rentee will pay all associated fees for required staffing and special equipment.

6. Furniture may be moved only by the custodian or under his/her direction.
7. At Trumbull High School, Hillcrest Middle School and Madison Middle School, no group may use the auditorium stage lighting or sound systems without completing the rental process with our auditorium manager.
8. The T.H.S. stage crew will donate its time for school-sponsored activities and for those groups (in Group Classification I, II, or III) which will sponsor activities for which there is no admission fee charged.
9. The T.H.S. stage crew shall be compensated by groups (in Group Classification IV or V) charging admission and by profit-making groups.
10. The stage crew jobs are as follows:
 - a. Stage Manager – responsible for overall show and in charge
 - b. Assistant Manager – Coordinates specific functions (i.e., lighting, sound, etc.)
11. For each job, the minimum of two crew members must be hired: one stage manager and one lighting man. Additional personnel may be required for any given show and will be requested by the renter or assigned by the faculty member in charge of the stage crew based on determination of the need. The Stage Requirements form shall be completed by all renters at the same time the Application for Use of Facilities. The rates shall be as follows:

Stage Manager	\$100	per hour
Assistant Manager	\$75	per hour

D. Planetarium

Only a qualified operator shall operate the planetarium instrument. S/he shall be paid at the rate of Adult Education teachers.

E. Gymnasiums and All-Purpose Rooms Used for Athletics

1. Prescheduled Recreation Department events shall be honored unless arrangements are made with the Director of Recreation.
2. All participants are to wear non-marking athletic shoes on the playing surface.
3. There shall be adequate supervision in the gymnasium and/or all-purpose room and locker rooms. The Principal or the Facilities Department shall determine adequate supervision based on the number and age level of the group using the facility.
4. Anyone participating in an after-hours activity in the gym must stay in the gym area. Anyone found in another part of the building will be asked to leave the premises immediately.
5. No food or drinks are allowed in the gym; this includes water bottles.
6. Use of baseballs or similar hard balls is prohibited in the gym.
7. Hanging on the basketball rims and climbing on the bleachers are prohibited.
8. Bleachers are only to be set up by the custodian before an activity begins. Bleachers may be used only if the school is contacted forty-eight hours in advance.
9. School equipment is not to be used without the prior permission of the Principal and may not be removed from the gymnasium.
10. Locker rooms, showers, and dressing rooms must be left in order to the satisfaction of the custodian. No towels will be furnished. Trumbull Public Schools is not responsible for the loss of valuables.

F. Trumbull High School Track/Field Complex

1. The following must be approved by the Athletic Director, Trumbull High School Principal, and Director of Operations with reference to the type of activity/event:
 - Use of track

- Use of press box
 - Use of concession stand (see Trumbull Board of Education Policy 1331, “Trumbull High School Concession Stand”)
 - Use of vehicles on track
2. All spectators are to remain in the stands. No spectators are permitted to stand on the track.
 3. Vehicles are not permitted on the all-weather track unless approved by the Athletic Director and Trumbull High School Principal.
 4. Adequate supervision, as determined by the Athletic Director, Trumbull High School Principal and Director of Operations, is mandatory.
 5. No spike track shoes of any length are permitted on the main track surface, or on any of the jumping runways.
 6. No consumption of alcohol or the use of tobacco products (e.g. chewing tobacco) is allowed before, during, or after any game.
 7. The Athletic Director, Trumbull High School Principal, and Director of Operations shall determine if there is a need for security. If there is a need, the number of security personnel shall be determined by the Athletic Director, Trumbull High School Principal, and Director of Operations in conjunction with the Trumbull Police Department with reference to anticipated crowd and type of event.

III. RULES GOVERNING ACCESS TO BUILDINGS/GROUNDS

A. Access to Buildings/Fields

An organization may have access to a building/field on a school day either for its activity or for the installing of scenery, setting up of other equipment, preparing for a dinner, etc., provided that such access does not interfere with the school program. Equipment, scenery, and other properties must be removed from the buildings if they interfere with the execution of the school program.

B. Unauthorized Use of Sites

For the safety and legal protection of all, groups and/or individuals are not to use school sites for such activities as, but not limited to, golf practice, driving of go-carts, mini bikes, and jai alai playing at any time.

C. Closing Time

All activities of school and non-school related groups shall end by 10:00 p.m. unless explicit instructions are noted on the application form to extend said time. Closing time is considered the time that the last person leaves the building.

D. School Recesses

There may be curtailment of the use of school buildings and sites during holidays, vacation periods, and summer recess. Each request will be treated on an individual basis.

E. Sunday and Holiday Use

There shall be no use of school buildings on Sundays or Holidays except with the permission of the Building Principal and Superintendent of Schools.

F. Emergencies

The Facilities Department is authorized to grant the use of school buildings and sites for emergency purposes.

IV. FEES & ASSOCIATED COSTS

Potential users are advised to consult Trumbull Board of Education Policy 1330, "Use of Public School Buildings and Sites," regarding procedures for assessment of fees and associated costs.

A. Custodial Fees

In cases where the building is covered by a custodian as a regular part of his/her work schedule and no additional work is requested of him/her except to regulate heat and light, then custodial fees will not be charged.

B. Contract to Use Facilities

All organizations that use facilities on an ongoing basis will enter into a contract to use identified areas for a three- to twelve-month period and will agree to applicable billing periods, as determined by the Facilities Department, at an agreed-to rate inclusive of any applicable rental, custodial, and utility fees.

C. Checks Made Payable

All checks for application, rental, or custodial overtime fees should be made payable to the Trumbull Board of Education c/o Facilities Department 6254 Main Street, Trumbull, CT, 06611. A portion of the fees collected may be set aside for costs associated with implementing this policy.